

**MAKAHA VALLEY PLANTATION
ASSOCIATION OF APARTMENT OWNERS
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

AGENDA

May 11, 1995, 7:00pm, MVP office.

PRESENT: President, Wayne Thompson; Vice-President, Cecil Bindel; Secretary, Alvin Silva; Treasurer, David Duke; Director, Bette Larrabee.

GUEST: Resident Manager, Thomas Lauro; Neighborhood Watch Coordinator, Lehuanani Silva.

CALL TO ORDER:

OLD BUSINESS:

1. Hawaiiana Management Contract.
2. K-Kap contract.
3. House Rule D-3, lanais.
4. House Rule H-3, pets.
5. 185A termites.
6. Fence around ball court.

NEW BUSINESS:

1. Neighborhood Security Watch Waver.
2. Personnel Committee.
3. Office Reorganization, Resident Manager responsibilities.
4. Drug testing policy.

OPEN DISCUSSION:

ADJOURNMENT

**MAKAHA VALLEY PLANTATION
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APPROVED MINUTES

May 11, 1995, 7:00pm, MVP office.

PRESENT: President, Wayne Thompson; Vice-President, Cecil Bindel; Secretary, Alvin Silva; Treasurer, David Duke; Director, Bette Larrabee.

GUEST: Resident Manager, Thomas Lauro; Neighborhood Watch Coordinator, Lehuanani Silva.

CALL TO ORDER: A quorum being present, President Thompson called the meeting to order at 7:08pm.

OLD BUSINESS: 1. Hawaiiana Management Contract. The following changes were proposed by Treasurer David Duke.

-Page 3, last paragraph, line 5; change to 60 days instead of 90.

-Page 4, item C, 2nd Para; remove the \$800 limit. All expenses need board approval.

-Page 5, item G, 2nd Para, line 4; delete, not necessary.

-Page 5, Item I; Insurance policy to be kept at MVP office.

-Page 7, Para 2; add office to receive monthly copy of home owners

-Page 7, item 8; Management contract to change to one year from contract approval instead of calendar year.

-Page 8, item 9; change to two board members as point of contact between Hawaiiana and the Board.

President Thompson amended the annual cash announcement to check with Mr. Wong on what the charges are for an audit.

Mr. Silva mentioned the payment priority sequence needs to be changed and will be confirmed with Hawaiiana. A vote to accept all changes was made. APPROVED 5-0

2. K-Kap contract. Notice of contract cancellation given effective June 3rd. Proposals are still being accepted and reviewed by the Resident Manager. He will make a proposal during the next monthly meeting.

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3. House Rule D-3, lanais. Deferred to next monthly meeting.

4. House Rule H-3, pets. Deferred to next monthly meeting.

5. 185A termites. Termite inspection indicates this unit is infested with termites but it is not ground termites as previously thought. Cost for tenting this building is about \$8,000. MOTION made to check with our attorney on what the association can require of the home owners, and the Resident Manager will seek bids for tenting this unit and over all ground treatment of the property. APPROVED 5-0

6. Fence around ball court. Deferred to next monthly meeting.

NEW BUSINESS: 1. Neighborhood Security Watch Waiver. The waiver is not ready as yet. MOTION made to create a Neighborhood Watch Committee consisting of two board members, two N.S.W. personnel and the Resident Manager. APPROVED 5-0

2. Personnel Committee. MOTION was made to form a Standing Personnel Committee with Miss. Larrabee as chairperson and Ms. Maggie Webber, Ms. Evelin Houser and Ms. Pat Paterson as members. APPROVED 4-1 (Mr. Thompson opposed)

3. Office Reorganization. MOTION made to gradually implement a change in the office personnel structure, to eliminate the assistant resident manager title and establish two administrative assistants directly under the resident manager. APPROVED 4-1 (Mr. Thompson opposed)

4. Drug testing policy. Deferred to the next monthly meeting.

5. Board Reorganization proposal/Resident Manager responsibilities. The following proposal was made by Mr. Duke.

1. *The Resident Manager be specifically responsible for consulting on all appropriate matters with the respective Board member who has experience in that area. This shall include all perceived emergencies. After consulting with that Board member, if it is felt that it is*

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necessary to bring the matter to the full Board, it shall be the responsibility of the Board member responsible for that area to do so. It shall be the resident managers decision regarding which matters he feels it is necessary on which to consult board members. The manner in which he makes such decisions shall be a part of his evaluation.

2. The board agrees that matters in any other area should be discussed by the Resident Manager in a meeting in which a majority of the board members are present.

3. Any request for staff to perform tasks must be directed to the Resident Manager who shall then instruct staff regarding their duties. Board members must refrain from giving staff orders without going through the Resident Manager.

MOTION to accept the proposal as written. APPROVED 5-0

BOARD MEMBERS AREA OF EXPERIENCE:

WAYNE THOMPSON - MAJOR MAINTENANCE, POOLS AND HEAT PUMPS.

CECIL BINDEL - DELINQUENCIES AND GENERAL MAINTENANCE TASK.

ALVIN SILVA - MAINT. TROUBLESHOOTER, TERMITES, BOARD MEETINGS.

DAVID DUKE - FINANCIAL MATTERS AND COMPUTER OPERATIONS.

BETTE LARRABEE - INSURANCE AND PERSONNEL PROCEDURES.

MOTION: *If any staff member has a grievance or complaint regarding any Makaha Valley Plantation procedure, the method of resolving the dispute is as follows:*

- 1. Meet with the immediate supervisor in an attempt to resolve the situation.*
- 2. Meet with the Resident Manager in attempt to resolve the situation.*
- 3. If the Resident Manager is unable to resolve the situation, the staff member may request a meeting between the Resident Manager and the Board.*


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In no situation, should an employee try to go around this process by contacting an individual Board member. APPROVED 5-0

MOTION: All security reports and other confidential information, such as homeowner and tenant records must be kept in the strictest confidence by all employees of the Makaha Valley Plantation. Information contained in security reports is to be shared among security personnel only on as needed basis. All security reports are to be given directly to the Resident Manager by security personnel who is to review them. This information is to be shared with no other employees. Such information may be shared with members of the Board only by a majority vote of the Board. As the release of this information by employees may subject the Plantation to legal implications, violations of this policy by any employee will result in immediate termination. All employees must sign a statement agreeing to abide by this policy. APPROVED 5-0

MEETING ADJOURNED AT 8:23pm.

MINUTES APPROVAL DATE: JULY 25, 1995.



**ALVIN P. SILVA
SECRETARY**