

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

AGENDA

May 23, 1995; 7pm, Wai'anae Satellite City Hall

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

GUEST: Property Manager, Jim Coupland; Resident Manager, Thomas Lauro; Administrative Assistants, Emerald Souza and Peggy Hoots.

CALL TO ORDER:

APPROVAL OF MINUTES: For April 25, 1995.

CORRESPONDENCE: 1. 94C. pea-cock droppings on car.
2. 82A, 181A, 184B. landscaping.
3. 102A, sewer line back-up. Carpet replacement.

REPORTS: PRESIDENT:

VICE-PRESIDENT: Delinquencies: resolution on repairs.

SECRETARY: Ball court fence.

TREASURER: Financial Procedures, Truck repair.

DIRECTOR:

PROPERTY MANAGER:

RESIDENT MANAGER: Drug testing, radios, signs,

NEIGHBORHOOD SECURITY WATCH, MAKAHA VALLEY COMMUNITY PATROL:

COMMITTEES: 1. Personnel
2. Air conditioning
3. Standing Budget

OLD BUSINESS: 1. Non-skid application for quiet pool. (\$572.92)
2. House Rules proposed change; D-3, lanais; H-3, pets, (proof of liability).
3. 185A, termite ground treatment.
4. Hawaiiana Management Contract. (save \$423.92 monthly)
5. Priority Payment Plan, change effective date from May 1st to June 1, 1995.
6. N.S.W., Makaha Valley Community Patrol waver and establish committee.

NEW BUSINESS: 1. Management executive vacation.
2. Aikahi proposal (create committee for cost on in-house grounds personnel.)
3. Maintaining grass strip on Kili Drive (fire hazard)
4. K-Kap month to month contract.
5. Seminar NAP.
6. Electric breakers to units.
7. Mileage reimbursement for employees
8. Accident free winner for the month of April is Connie Gapol.

NEXT MEETING: June 27, 1995; 7pm, Wai'anae Satellite City Hall.

ADJOURNMENT TO EXECUTIVE SESSION

**MAKAHA VALLEY PLANTATION
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APPROVED MINUTES

May 23, 1995; 7pm, Wai'anae Satellite City Hall

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

GUEST: Property Manager, Jim Coupland; Resident Manager, Thomas Lauro; Administrative Assistants, Emerald Souza and Peggy Hoots.

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

APPROVAL OF MINUTES: For April 25, 1995, APPROVED 5-0

CORRESPONDENCE: 1. 94C, pea-cock droppings on car. Problem taken care of by cutting the branch the pea-cock was sitting on. CLOSED.

2. 82A, 181A, 184B, landscaping. K-Kap contract has been canceled and will end June 3. MOTION was made to accept the bid from Akamai Landscape and Maintenance Service Inc. for \$10,000 per month on a month to month basis. This will start the day after K-Kap contract ends. APPROVED 5-0

3. 102A, sewer line back-up. Carpet replacement. The Resident Manager will verify the damage and report to the board. OPEN

REPORTS: VICE-PRESIDENT: Delinquencies; resolution on repairs. Some very old delinquencies that are not collectable will be eliminated from our list. Home owners that are doing repairs to their unit must have board approval in writing and they must use treated lumber. The Resident Manager was directed to develop a policy on repair work. OPEN

SECRETARY: Ball court fence. An estimate was given if the job was done in house. It would cost approximately \$500 for a six foot fence materials and approximately 40 hours labor to make the fence. The Board suggested to survey the residents in the area to get their opinion. Also ask if they prefer arica palms instead of a fence. The cost of eight to teen foot arica palms will be researched. OPEN

TREASURER: Financial Procedures, Truck repair. MOTION was made to accept the current financial procedures as official. APPROVED 5-0.

Because the MVP truck is not usable, employees have been asked to run errands using their own vehicle and are currently being paid gas money. Until our vehicle is repaired or replaced, the Board was asked to approve an interim policy on employee use of their vehicle.

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1. *That the Association would authorize the payment of mileage at the rate of thirty cents per mile for those employees who use their personal auto on company business.*

2. *To qualify for this mileage, the employee must meet the following criteria:*

A. *Keep a log of all errands run containing appropriate information such as date of errand, starting and ending mileage, reason for trip.*

B. *Sign a waiver exempting the Plantation from any liability if they are involved in an accident while on company business.*

C. *Furnish the office with a copy of their automobile insurance policy*

MOTION to accept policy. APPROVED 5-0.

MOTION was made to establish a committee to buy a truck with Bill Halfacer as Chair, and Tom Powers as assistant. APPROVED 5-0.

DIRECTOR: Next year's insurance is coming up. Mr. Horner is our broker. He has been looking for good insurance rates for us. He is asking the Board that he be appointed "Broker of Record" and that it be irrevocable for a period of one year. MOTION APPROVED 5-0.

The survey results are still being compiled. They will be passed on to Bette Larrabee to compile results. OPEN

PROPERTY MANAGER: Cash flow for last month was \$5,580 but does not reflect the payment of the water and sewer bill that is every other month.

RESIDENT MANAGER: Drug testing, radios, signs. MOTION was made to accept the drug testing policy written by an attorney that specializes in drug policies and the funds for this shall come from the miscellaneous account. APPROVED 5-0.

Mr. Lauro recommended the Board adopt a policy or use "Rent Check" to screen tenants moving in to the plantation. The Board will look in to it. OPEN

MOTION was made to purchase two more radios for security at \$608.65 each plus tax. APPROVED 5-0.

Bids on new signs for the plantation are still being accepted. OPEN

NEIGHBORHOOD SECURITY WATCH, MAKAHA VALLEY COMMUNITY PATROL: Mrs. Peters gave the report on what the watch has been doing on their walks. She also listed items of concern that the watch found and security responded to or maintenance took care of when made aware of them. *The purpose of the Community Patrol is to provide an opportunity for all residents to participate in activities that improve our*

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community while keeping our neighborhood safe as well as providing a visual presence as a deterrent to criminal activity.

Mrs. Peters also asked the board if the Community Patrol can wear their identification badges. The Board agreed as long as it did not have Makaha Valley Plantation on the badge. **CLOSED**

Mr. Duke proposed that the Neighborhood Watch Committee meet within the next two weeks to make guide lines and bring it to the board for approval. **OPEN**

COMMITTEES: 1. Personnel. We have a job description made for every position except security. As soon as the Resident Manager comes up with one, we will put it into the same format. **OPEN**

OLD BUSINESS: 1. Non-skid application for quiet pool. (\$572.92)

2. House Rules proposed change; D-3, lanais; H-3, pets, (proof of liability). **MOTION** was made to establish a committee to review all the house rules with Mr. Silva being the chairperson. **APPROVED 5-0.**

Any one wishing to be on the committee should contact Mr. Silva. **OPEN**

3. 185A, termite ground treatment. A discussion followed on how the board should resolve this problem. Conflicting opinions make it difficult to decide. Mr. Silva volunteered his maintenance repair experience to evaluate the problem and to come up with a recommendation to the board. **OPEN**

4. Hawaiiana Management Contract. (save \$423.92 monthly) **MOTION** made to accept the new Hawaiiana Management Contract with all changes made to date. **APPROVED 5-0 CLOSED**

5. Priority Payment Plan, change effective date from May 1 to June 1, 1995. The following procedure was recommended on notifying home owners of delinquent fines by tenants:

When a fine is issued, that the rental agent shall be notified within one week that the fine has been issued and the rental agent will be given ten days to act on that fine. If the fine is not paid, after checking with the agent to find out what the situation is, the Association will have the right to notify the home owner in writing of the fine and they will be responsible for the fine if not paid by the tenant.

6. N.S.W., Makaha Valley Community Patrol waiver and establishment of a committee. Committee members from the board are Mr. Bindel and Mr. Duke. Other members are Mr. Lauro, Mrs. Peters and Ms. Craddock. **OPEN**

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- NEW BUSINESS:**
1. Management executive vacation. Mr. Coupland will be on vacation in June.
 2. Aikahi proposal (create committee for cost on in-house grounds' personnel). **MOTION** was made to establish a committee to determine the cost of hiring our own landscapers instead of contracting out. Chairperson will be Ms. Dorcen Dung, and member will be Mrs. Peters. **APPROVED 5-0 OPEN**
 3. Maintaining grass strip on Kili Drive (fire hazard). The resident manager will call Akamai to ask what will be the additional cost to upkeep this area. **OPEN**
 4. K-Kap month to month contract. Contract has been canceled. Last day is June 3. **CLOSED**
 5. Seminar NAP. Four board members were able to attend this seminar which covered parliamentary procedures. **CLOSED**
 6. Electric circuit breakers to units. Staff have been authorized to turn off main breakers to units that indicate a problem exists inside the unit. One indication may be smoke coming from the unit that may be from leaving the stove on or iron. This is a precautionary measure. **CLOSED**
 7. Mileage reimbursement for employees. Covered under the Treasurers report. **CLOSED**
 8. Accident free winner for the month of April is Connie Gapol.

NEXT MEETING: June 27, 1995; 7pm, Wai'anae Satellite City Hall.

ADJOURNMENT TO A FIVE MINUTE BREAK BEFORE EXECUTIVE SESSION AT 9:16PM

MINUTES APPROVAL DATE: June 27, 1995


ALVIN P. SILVA

SECRETARY