

MAKAHA VALLEY PLANTATION
BOARD OF DIRECTORS' MEETING
TUESDAY, MAY 25, 1999 -7:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. HOMEOWNER'S FORUM
- IV. SECURITY REPORT
- V. APPROVE THE FOLLOWING MINUTES
 - A. March 13, 1999 Annual Meeting
 - B. April 27, 1999 Board Meeting
- VI. TREASURER'S REPORT
 - A. Delinquency Report
- VII. MANAGEMENT EXECUTIVE REPORT
- VIII. MANAGER'S REPORT
- IX. UNFINISHED BUSINESS
 - A. Renovation Project - Contract
 - B. Burns International Temp Maintenance People
 - C. BFI Agreement - Status
- X. NEW BUSINESS
 - A. Basketball Court Use
 - B. Tethler Ball Equipment
 - C. Water Damage to Units
 - D. Newsletter
- XI. EXECUTIVE SESSION (As Required)
- XII. DATE, TIME AND PLACE OF NEXT MEETING
Tuesday, June 22, 1999, 7:00 p.m., Waianae Satellite City Hall
- XIII. ADJOURNMENT

MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
TUESDAY, MAY 25, 1999
7:00 P.M., WAIANAE SATELLITE CITY HALL

CALL TO ORDER

The regularly scheduled meeting of the Board of Directors of Makaha Valley Plantation was called to order at 7:05 p.m., by President Larrabee.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Bette Larrabee Alvin Silva
 David Duke Bobbie Castro

Members Excused: Dale Fajardo

Present by Invitation or as Guests: Jim Coupland, Hawaiiana Management Co., Ltd.
 Major Robert Tucker, Burns International Security, Inc.

HOMEOWNER'S FORUM

Several questions were addressed to the Board by three homeowners. The issues ranged from when the in-house channel would be fixed, to quieting down horn honking and marking the Association Suggestion Box better. The Board informed the owners they would look into the issues.

SECURITY REPORT

Major Robert Tucker, Burns International Security Co., reported on a variety of statistics occurring the past month. The number of guests obtaining passes was down from previous month.

A discussion ensued concerning where people will park during the Renovation Project construction. The issue has yet to be addressed by the Manager and Burns Security Personnel.

APPROVE MINUTES

There being no corrections or changes, the minutes of the April 27, 1999, Board meeting were approved as presented, following a motion to approve by Treasurer Duke, a second by Director Castro and a unanimous vote to approve.

The minutes of the March 13, 1999, Annual meeting were deferred to the next Board meeting.

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TREASURER'S REPORT

- A. Treasurer Duke gave the Treasurer's Report and indicated that about 10% of the maintenance fees were not collected in April 1999. Reserve contributions continue and the Association is doing well there.

Treasurer Duke asked the management executive to determine whether Shioi Construction has an electronic transfer capability so that they could be given their monthly payment in that manner. It would be much faster than by check.

The April 1999 Financial Statement was accepted, subject to audit.

- B. Delinquency Report – The Delinquency Report was distributed prior to the meeting by the management executive. President Larrabee and Director Castro asked for a chart of accounts, which have changed due to the new BJM accounting system used by Hawaiiana Management Co., Ltd.

The specific delinquency issues were deferred to Executive Session.

MANAGEMENT EXECUTIVE REPORT

The management executive briefly explained the new Financial Statement and Delinquency Report, which are developed now by the BJM Accounting system. He stated it will take everyone a little while to get used to the new accounting codes and the new formats.

MANAGER'S REPORT

The manager's report was distributed by President Larrabee as the Manager was unable to attend the meeting due to illness.

UNFINISHED BUSINESS

- A. Renovation Project Contract – The contract is in it's third re-writing and will go to the Association Attorney one more time before it is sent to Shioi Construction.

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UNFINISHED BUSINESS, Cont.

- B. Burns International Temporary Maintenance People – Ratification – The Board previously voted to approve hiring two maintenance people to work on the irrigation system relocation and inspecting/repairing stairwells, steps, railings and inspecting lanais for about three months. Their pay would be the same as the full-time maintenance personnel.

Director Castro moved to ratify the previous vote to authorize Burns International Security, Inc., to hire two temporary maintenance people to work on the systems mentioned above. Secretary Silva seconded the motion. The motion passed unanimously.

- C. BFI Agreement Status – Chris Helgoth, of BFI, had promised to send over an amended agreement that would meet the Board's expectations, however, that did not occur. The management executive will contact him again so that a new agreement can be consummated.

- D. Storm Drains – The cleaning of these drains has been an issue in the past. the Board directed the management executive to have Attorney John Morris contact the Makaha Development Corporation, Stewart Ho, about cleaning the storm drains that go under Makaha Valley Plantation. They currently clean some of those lines under Makaha Towers.

NEW BUSINESS

- A. Basketball Court Use – Treasurer Duke moved to authorize the Basketball Court to be open from 3:00 p.m. – 5:00 p.m. daily. Director Castro seconded the motion and the motion passed unanimously. The users of the court have to prove themselves and based upon that, the hours of operation could be changed.
- B. Tetherball Equipment – Treasurer Duke moved to authorize the Manager to set up the Tetherball sets and purchase the necessary Tetherball and Basketball equipment. Director Castro seconded the motion. The motion passed unanimously.
- C. Water Damage to Units – By unanimous consent of the Board, the responsibility to repair interior damage to units is to be determined by turning the matter over to Attorney John Morris. The damages in question are from leaks from the roofs and around sliding glass doors.

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NEW BUSINESS, Cont.

- D. Association Inspections of Lanais/Stairwells – See Burns Security temporary employees. The Board directed the management executive to determine whether more than the two temporary hires are required to keep ahead of Shioi Construction, once they begin.
- E. Lighting Upgrades – A more definitive plan and cost estimates for lighting upgrades around the parking areas and wash houses is needed. Secretary Silva will head-up this project.
- F. Landscaping – The Board directed the management executive to determine whether a Landscaping Plan was developed by Engineering Forensics Hawaii.
- G. Newsletter – Discussed previously and will be sent out by mid-June.
- H. Authorization for Shioi Construction to Advance Procure Long Lead Items – Ratification – Director Castro moved to ratify the Board's previous decision to authorize Shioi Construction to proceed with ordering long lead time materials, even though the contract has yet to be signed. Secretary Silva seconded the motion. The motion passed unanimously.
- I. Coconut Trees Trimming – Treasurer Duke moved to authorize the second phase of trimming of all the coconut trees, except those identified to be removed during the Renovation Project, up to a maximum of \$4,300.00. Director Castro seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:14 p.m., to discuss possible legal matters.

The Board reconvened to the Regular Board meeting at 8:25 p.m.

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EXECUTIVE SESSION, Cont.

The results of the Executive Session were as follows:

1. Unit 14B Payoff Request – The Board will not accept a partial pay-off of the unit.
2. Unit 87A - The Board voted to foreclose on this unit.
3. Investments – the Board voted to invest another \$50,000.00 in U. S. Treasuries.
4. The Board directed the management executive to determine whether the Office and Burns Security are using the Permission to Move-In/Move-Out forms and procedures.

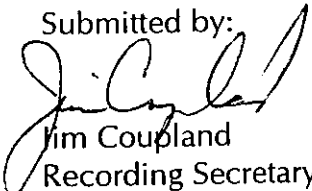
DATE, TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting of the Board of Directors will be held on Tuesday, June 22, 1999, at 7:00 p.m., Waianae Satellite City Hall.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:26 p.m.

Submitted by:


Jim Coupland
Recording Secretary

Approved by:

Alvin Silva
Secretary