

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
June 22, 2005
MAKAHA Valley Plantation-Kiana Cabana**

OWNER'S FORUM

At 6:33 p.m., the owners present were allowed to voice their concerns. Owner's forum was closed at 6:58 p.m.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 6:58 p.m. by the Chair, President Monty Glover.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Monty Glover Bob Cunningham
 Bobbie Castro Frank Mead
 Marjorie Collier Greg Sokolowski

Members Excused: Jim Sherman

By Invitation. John Martinez, AKAL Security
 Otis King, General Manager, Shirley Landford, Administrative Assistant
 Sheryl Brown, CMCA®, Sr. Mgmt. Exec., Hawaiiana Management Co.

Approve Agenda

The agenda was adopted by unanimous consent.

APPROVAL OF MINUTES

The minutes of the May 25, 2005 regular Board meeting were approved as presented.

REPORTS

- A. Tenant Communications Committee – Committee Chair Lou Johnson was not present. A committee report was presented by the board president Monty Glover. President Glover commented that the report addressed many questions on procedure or concerns that should be addressed to office management.
- B. Security. AKAL Security Supervisor Martinez provided a very brief report to the board. Director Collier asked Mr. Martinez why there continue to be numerous complaints about the pool areas. John Martinez commented that more focus would be placed on the pool areas by increasing visibility more frequent 15 minute checks and retraining security officers in house rules that apply in the pool areas.

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C. Treasurer

1. Financial Statement for May 2005 – Presented. The board unanimously accepted the May 2005 financial statement subject to audit. The board unanimously agreed because there was no application of interest or fees, the insurance premiums would be paid in five installment payments as proposed by Insurance Associates.
2. Delinquent Accounts – President Glover noted that delinquent account collections have greatly increased in the past couple of months with the hire of a new association attorney, with over \$30,000 collected this past month. Deferred to executive session.

D. General Manager's Report. – Presented. The following issues were discussed:

- a. Picnic Area Grills – Four completed to date.
- b. Staff Polo Shirts – Pending choice of material for the shirts.
- c. Guard Booth Computer – The GM reported the vendor was close to finalizing program design and stated that revised cost to include software would be approximately \$2800. Director Castro moved to amend the previously approved action for purchase of a guard booth computer with an increase in the allowance from \$1000 up to \$3000. The motion unanimously passed.
- d. Entry sign – Deferred; board has not approved a design. President Glover noted that the front entry needs to be redesigned to accommodate pedestrian traffic and balance both sides of the entrance landscape prior to installation of signage.
- e. Maintenance Building – Director Castro moved to approve the bid from Container Storage not to exceed \$17,000 to purchase, deliver and set up an additional container, relocate the existing container, install exterior siding and construction of a roof to house both containers. The motion unanimously passed.
- f. Removal of Monkey Pod Tree – The GM reported the tree was scheduled for removal as recommended in the arborist report, to be accomplished in mid July.

E. Committees

- (a) Security – Director Cunningham stated there had been no meeting.

1. Gate Arms – President Glover stated he had spoken with Security Resources to requested they move the computer equipment in the GM office to the upstairs storage area. The GM stated that the vendor had not yet made a site visit. Deferred. President Glover instructed the GM to have contractor Jim Miller estimate the modifications required to renovate the new equipment room.

- (b) Grounds - Committee Chair Mead had nothing new to report.

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- (c) Documents – Committee Chair Collier noted an error in the newly distributed house rules concerning the fine for displaying firearms. President Glover noted that the index did not correspond with the actual page numbers. The board instructed management to revise, reprint and redistribute the pages. President Glover stated that the house rules will be sent to the owner's address on record with the management company. The newly restated bylaws and declaration had been previously distributed to the board. President Glover and Director Collier noted there were several typing errors in the restated documents to be corrected when other revisions or amendments were submitted for review by the association attorney.
- (d) Personnel - Committee Chair Sokolowski discussed the current number of allowed holidays for the staff. Director Collier suggested additional holidays be allowed for staff with time in service and no disciplinary action in their file. Deferred for the committee to devise a guideline for this benefit.
- (e) Budget & Finance – Pre budget meeting to be scheduled mid July.
- (f) Communications – President Glover reported that he was working with the web site vendor on design and information input.
- (g) Tenant Communications – Previously presented.
- (h) Paving Committee – Schedule will be posted on in house channel.

UNFINISHED BUSINESS

- A. Amendment to Confirm Number of Directors/Restatement of Docs – Deferred pending the required vote to pass the amendment. The SME informed the board that it was inappropriate to have the staff contact the owners to solicit ballots. Director Mead was asked by President Glover to make the remaining owner calls, with himself and Director Sokolowski offering assistance.
- B. Structural Investigation for Water Intrusion (Smith Hawaii) – The GM reported he had received a preliminary report from the structural engineer, to be emailed to the board.
- C. Sub-metering & Irrigation – The GM reported that the project was still in progress.

NEW BUSINESS

- A. Owner Correspondence
 - 1. Request for Tai Chi Class at Kiana pool – The board unanimously approved the request as presented provided each participant sign a waiver of liability.
 - 2. Owner Request to Suspend Fines Pending Eviction of Tenant – Deferred to Executive Session.
 - 3. Owner Letter of Objection to Fines and Fine Process - Deferred to Executive Session.

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- B. Firebreaks – The GM reported he had met with the Waianae Station Fire Captain to solicit recommendations regarding association measures to deal with fire and firebreaks and will meet with Captain Lorenzo from the fire prevention group for further information.
- C. Stairwell 82 Repairs – Director Cunningham moved to ratify the approval of the bid from Jim Miller in the amount of \$7500 to repair #82 stairwell. The motion unanimously passed.
- D. Fly Traps for Pools – The GM reported he had met with Bob Kato of Diversified Exterminators for recommendations of pest control/insecticides for the fly problem. President Glover instructed the GM to purchase fly traps for immediate use at both pools.

EXECUTIVE SESSION

The board entered executive session at 8:40 p.m. and reconvened into regular session at 8:15 p.m.

RATIFICATION OF ACTIONS TAKEN DURING EXECUTIVE SESSION

The board unanimously ratified the following actions:

- A. Owner Request for Suspension of Fines – The board unanimously agreed to reconsider all fines upon the tenant's removal from the property.
- B. Owner Letter Objecting to Fines and Fine Process – The board unanimously agreed to forward the matter to the association attorney.

NEXT MEETING

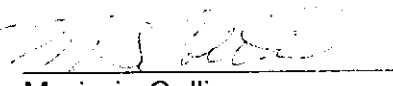
The next regularly scheduled Board of Directors meeting will be held on Wednesday, July 27, 2005, 6:30 p.m. at the Kiana Cabana on site.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:20 p.m.

Submitted by:

Hawaiiana Management Company
Agent for Makaha Valley Plantation
Sheryl Brown, CMCA®
Senior Management Executive,
Hawaiiana Management Company, Ltd.
Recording Secretary


Marjorie Collier
Secretary, Board of Directors
AOAO Makaha Valley Plantation