

ASSOCIATION OF APARTMENT OWNERS MAKAHA VALLEY PLANTATION
AGENDA BOARD OF DIRECTORS MEETING

DATE June 28, 1994

Meeting Open 7:00 P.M.
Waianae Satellite City Hall

Present Wayne Thompson, David Duke, Melody Murphy,
Blythe Thomas
Excused: Cecil Bindel

By Invitation Charles Houtchens, Resident Manager; Emerald
Souza, Asst. Manager; Peggy Hoots, Administra-
tive Asst; Jim Coupland, Management Executive
Hawaiiana

Call To Order

Approval Of Minutes May 24, 1994 meeting

Correspondence 1) Employee's Evaluations
2) Employee's Holidays
3)
4)

Reports Of Officers 1) A) President; Basketball/Volleyball Court
B) Secretary
C) Treasurer
D) Other Directors
2) Property Manager: Refund from A.I. Corp
3) Resident Manager
4) Security
5) Committees
A) Management
B) Computer
C) Neighborhood Watch

Unfinished Business 1) Homeowners Labels
2) Approve CPA
3) Approve Insurance

New Business 1) MVP Truck Emblem
2) Relocate Base Station
3) Accident Free Day

Next Meeting July 25, 1994

Adjournment*****

AOAO MAKAHA VALLEY PLANTATION
Regular Board of Directors Meeting

MINUTES

Date: June 28, 1994

Place: Waianae Satellite City Hall

Present: President Wayne Thompson, Treasurer David Duke,
Director Blythe Thomas.

Excused: Director & Vice President Cecil Bindel

By Invitation: Resident Manager Charles Houtchens, Assistant
Manager Emerald Souza, Administrative Assistant
Peggy Hoots, Property Manager Jim Coupland, and
owners as per attached attendance sheet.

Call To Order: A quorum being present, President Thompson called
the Meeting to order at 7:05pm.

Approval of Minutes of the May 24, 1994 Regular Board Meeting.

It was the concensus of the Board that the Minutes of the regular
meeting of May 24, 1994 be approved.

Correspondence.

Employee's Evaluation - It was the concensus of the Board that
this matter be discussed in Executive Session.

Employee's Holidays - It was the concensus of the Board that
this matter be discussed in Executive Session.

Mr. Hibbard (62-B), Mr. Hibbard's letter was in regards to Pool
Violations by Residents. The Board will look into ways to remedy
this problem.

Report of Officers.

President's Report - President Thompson informed the Floor that
the original Basketball Set-up was taken down illegally. The
court is considered a common element and needs 75% of Homeowners
approval for dismantling it. Mr. Thompson did go out for a
survey of the residents in the immediate vicinity to reestablish
the court. The survey was in favor of installing the backboard.

Makaha Valley Plantation
Regular Board of Directors Meeting

President Thompson will form a recreation committee to formulate rules, regulations, cost, etc.

Secretary's Report.

President Thompson asked Management Executive Jim Coupland how much it would cost to hire a Recording Secretary. The cost would be \$75.00 per meeting (two hours). Anything over two hours would be \$15.00 per hour. President Thompson informed the Floor that the Board will work among themselves to perform the secretarial duties.

Treasurer's Report.

Treasurer David Duke informed the Floor that our utilities are over budget by at least \$18,000.00. He researched it further and found that approximately \$10,000.00 of that money was due to the fact that there were unpaid bills that dated back to April 1993.

Treasurer Duke informed the Floor that the Budget Committee is currently in the process of reviewing job descriptions and mid-year budget analysis. Recommendations would be submitted to the Board in July or as late as August for Board consideration.

Motion .

David Duke made a motion pending the reports of the mid-year budget analysis, the Board institute a hiring freeze for all staff except Security. The freeze will be in effect until the mid-year budget analysis is completed and presented to the Board. After a short discussion, the Board voted unanimously.

Property Manager's Report.

Mr. Coupland reported a positive cashflow of about \$15,000.00 for the past month. He also informed the floor that a refund from A.I. Finance Corporation of \$29,796.50 was received. The Budget Committee discovered that we had overpaid an insurance policy. They then informed Hawaiiana Management of the discrepancy.

Management Committee.

Chairperson Tom Powers informed the Board that all members of the Committee are going over the proposals submitted by five different management companies. He will be asking his committee members to do a phone poll to other Condominium Associations throughout Oahu.

Makaha Valley Plantation
Regular Board of Directors Meeting

Computer Committee.

Attached to these minutes and becoming a part hereof is the report of the Computer Committee.

Neighborhood Watch Committee.

Mrs. Van Blyenburg (196A) informed the Board that the meeting with H.P.D. officials had a slight mix-up. She will inform the Board when another meeting with H.P.D. officials can be arranged.

Unfinished Business.

Homeowner Labels.

President Thompson informed the Floor that MVP office has the capability to print Homeowners mail-out labels. President Thompson went on to say the Board will be looking at adjusting the cost for the Homeowner list since we can make mail-out labels now.

Motion.

Treasurer David Duke made a motion that the Board Members be set up under the same guidelines as the Homeowners. If a Board Member wants to obtain a Homeowners list for his/her personal use, he will have to get a sworn affidavit and pay MVP posted fees for the list.

For: Thompson, Duke. Abstain: Thomas.

Certified Public Accountant.

Mr. Brawley (13A) received three bids for a CPA. After reviewing bids and meeting with prospective accountants, his suggestion to go with the lowest bidder will save MVP approximately \$1,000.00 annually. The Board will consider Mr. Brawley's recommendation and inform the Homeowners at the next meeting.

Insurance.

Ms. Bette Larrabee (50A) and President Thompson met with Mr. Horner, Insurance Broker for insurance factors. A complete breakdown on policies and cost for the years 1993 and 1994 will be available at our next meeting. The other insurance brokers we worked with could not beat Mr. Horner's quote.

Makaha Valley Plantation
Regular Board of Directors Meeting

Motion.

Made by Mr. Blythe Thomas to accept the insurance proposal for property insurance, umbrella liability, and workers compensation.

For: Thompson, Duke, Thomas.

New Business.

MVP Truck Emblem.

Motion

It was moved by President Thompson to remove the sign on MVP truck. Motion passed unanimously.

Relocate Base Station.

President Thompson moved the desk mike, antenna, and base station from the office to the security guard shack. The base station was not being used in its former position and now it is being used.

Accident Free Days.

After considerable discussion, it was the concensus of the Board to reinstate the Employees Accident Free Day Program.

Mr. Hibbard's Letter.

Don Hibbard's (62B) letter was read aloud about infractions at the pools. Considerable discussion followed. The Board will try to adjust the security's schedule, so there can be a security guard at the pools during peak usage. President Thompson again informed the Floor about the telephone numbers at the security guard shack, 695-9464 or 695-8441. If you see any problems at the pools, try to contact the security ASAP. The Neighborhood Watch Committee will be looking at ways to assist in this matter.

Adjourn to Executive Session.

There being no objection, President Thompson adjourned the meeting to Executive Session at 9:05pm.

Call Back to Order.

At 9:45pm, President Thompson called the meeting back to order.

Makaha Valley Plantation
Regular Board of Directors Meeting

Adjournment.

There being no objections, President Thompson adjourned the meeting at 9:46pm.

Sincerely yours,

Wayne Thompson
President/Secretary
MVP AOA