

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
OF MAKAHA VALLEY PLANTATION  
July 27, 2005  
MAKAHA Valley Plantation-Kiana Cabana**

**OWNER'S FORUM**

At 6:38 p.m., the owners present were allowed to voice their concerns. Owner's forum was closed at 7:15 p.m.

**CALL TO ORDER**

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:16 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 (via tel con)  
                         Greg Sokolowski

Members Excused: Jim Sherman, Marjorie Collier

By Invitation.                      Donald Young, 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 June 22, 2005 regular Board meeting were approved as presented.

**REPORTS**

- A. Tenant Communications Committee – The Chair noted that Committee Chair Lou Johnson was not present. The Chair reviewed the report; commented on an assault that occurred; GM stated HPD addressed the incident. The committee report requested a response for action taken to address random tire slashings; the GM stated many incidents are not reported, making it difficult to determine a pattern of activity to monitor or to alert security that there is an ongoing problem. The report contained a continued complaint of unsupervised minors and excessive noise at the pool; the GM stated that more frequent security staff checks of pool have been mandated.
- B. Security. AKAL Security Supervisor Donald Young introduced himself and stated he is taking over the security position for John Martinez. Mr. Young addressed complaints of stray dogs on property, stating that stray dogs, big or small, can become very vicious when their "private space" is invaded. He warned that the guards must use extreme caution to avoid attack when approaching or attempting capture of a stray animal; that successful capture is often difficult

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because the animals are quite skilled at evading captors. He urged all residents to refrain from approaching strays and to report them to SPCA when sighted on property. The Chair requested that Mr. Young meet with the GM and PM to go over "stray animal" procedures and introduced Director Bob Cunningham as board liaison for AKAL.

C. Treasurer

1. Financial Statement for June 2005 – Director Sokolowski reported the association is realizing savings from sub-metering landscape irrigation and from duties assumed by association staff that were previously outsourced. The Chair recognized additional income from collection efforts by Mariano Cortez, paralegal at Oliver, Lau, et al, Attorneys at Law,. The board unanimously accepted the June 2005 financial statement subject to audit.

2. Delinquent Accounts – Deferred to Executive Session.

D. General Manager's Report. – Presented. The following issues were reported and/or discussed:

- a. Picnic Area Grills – Five completed to date.
- b. Staff Polo Shirts – Available for pick up on Friday, July 29th.
- c. Guard Booth Computer – The program configuration has been completed; a demonstration for President Glover and the GM had been scheduled for Friday, July 29<sup>th</sup>. The.
- d. Entry sign – Deferred; no design had yet been approved. President Glover noted the front entry needs to be redesigned to accommodate pedestrian traffic and the landscape (plantings) balanced at both sides of the entrance prior to installation of signage.
- e. Maintenance Building – The temporary container drop off and pick up of existing container had been scheduled; containers to be completed and anchored on site in approximately two weeks, prior to repaving the lots.
- f. Removal of Monkey Pod Tree – In progress.
- g. Tree Trimming – Several trees require immediate trimming; branches are touching roofs and building siding; coconut trees have mature fruit. GM requested to proceed with trimming of identified trees immediately, with solicitation of bids for annual tree trimming of all trees for review at the next meeting. The SME suggested soliciting proposals for a 2 year contract for better pricing, with the vendor identifying the type and number of all trees, including the recommended frequency of trimming for each specie tree.
- h. Gate Arms – Site visit with vendor had been scheduled for the morning of Monday, August 1, 2005 to discuss options for relocation of gate arms and installation of either two gate arms or one arm to extend across both lanes.
- i. AOAO Security Supervisor – GM commented that a position is pending before the board for the hire of a security supervisor.

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E. Committees

- (a) Security – Director Cunningham stated there had been a meeting to discuss hire of an association supervisor. Director Cunningham moved to create and hire for an association security staff supervisor position for the purpose of training and supervising all contracted security; responsible to report directly to the GM; funded mostly in part by eliminating one contracted security supervisor position, subject to final authorization by the Treasurer pending review of funding/budget. The Chair ruled there was not enough information on funding requirements for the position to make a decision at this time. Director Cunningham withdrew the motion. The Chair asked the GM, as a priority, to work with the Treasurer on this issue and notify Director Cunningham when funding had been approved. The board members will be polled with a proposed “hire package” via email with any actions taken ratified at the next board meeting.
- (b) Grounds - Committee Chair Mead had nothing new to report.
- (c) Documents – Restated docs will be distributed within next day or two.
- (d) Personnel - Deferred to Executive Session.
- (e) Budget & Finance – The Treasurer reported he had discussed with the PM, information needed to initiate the 2006 budget, and that a meeting will be scheduled in August to review capital reserves and plan for future reserve expenditures including electrical and plumbing upgrades and/or replacements.
- (f) Communications – President Glover presented a sample page from the website and stated construction was in progress.
- (g) Tenant Communications – Previously presented.
- (h) Paving Committee – The Chair reported that the repaving project had been delayed to an island-wide asphalt shortage, with a new “start up” date of August 1<sup>st</sup>.

**UNFINISHED BUSINESS**

- A. Amendment to Confirm Number of Directors/Restatement of Docs – The Chair announced that over 65% vote had been achieved to pass the amendment; the amendment is now being recorded.
- B. Structural Investigation for Water Intrusion (Smith Hawaii) – The Chair reported the GM, SME and himself and met with Mike Smith of Smith Hawaii to discuss progression of the project; structural assessments are in progress but there is a need for a destructive investigation of the first identified structure to better determine the extent of damages and the repairs necessary to correct the problems. The Chair requested a budget of \$50,000 for this purpose. Director Castro moved to approve \$50,000 to conduct a destructive investigation of the identified building structure having the highest priority to assess damages. The motion unanimously passed.
- C. Sub-metering & Irrigation – Completed. Tabled.

### **NEW BUSINESS**

- A. Owner Correspondence – Deferred to Exec Session
- B. Phone or Intercom Installation at Both Pools – The GM suggested a low voltage intercom that can be operational at all times for security to listen to the pool activity and that the cost would be far less than installation of a telephone or a ring down to booth. The board unanimously agreed and instructed the GM to proceed.
- C. A/C Guideline – Smith Hawaii had been asked to draft an air conditioner installation guideline. The Chair stated that upon reviewing the association documents, he learned that a/c window units are already allowable and proposed to establish a guideline for a/c installations for a uniform location in the lanai window for each owner apartment, enclosed by an approved a/c cover. Proper drainage of a/c condensation was also discussed. Director Castro moved to allow installation of window a/c units in the window in the living room on the stairwell side of the lanai, if installed in accordance with an approved guideline. The motion unanimously passed.
- D. Termite Station Monitoring/Monthly Pest Control Contracts – The GM reported that he reviewed the current contract and determined that Diversified Exterminators had not been checking all stations during each visit. The effectiveness of monthly pest control was also discussed. The board unanimously agreed to suspend the monthly pest service and renew the termite bait station monitoring contract, while researching alternatives for the existing termite bait system. The GM stated that the contract does not require each station to be checked during each visit; the Treasurer recommended the GM track the service provided/contract costs by dividing the annual contract renewal cost by the number of stations; multiply the cost per station by the number of stations checked for each visit. At year end of the contract period, the board should have a reasonable evaluation for the costs of maintaining the current systems/contract.
- E. Use of Licensed Contractors by Owners for Electrical/Plumbing Repairs – The Chair reviewed the most recent incidents of water damage caused by owners performing their own repairs for plumbing. Director Sokolowski moved to require that any owner having plumbing work necessitating a water shut down or connection/interface with common element plumbing lines be performed only by a licensed plumbing contractor. The motion unanimously passed. Director Cunningham moved to require any electrical work within an owner's unit be performed only by a licensed electrician, and only after having obtained the appropriate permits, with a copy of the permit provided to the association office prior to initiation of the work. The motion unanimously passed.

### **EXECUTIVE SESSION**

The board entered executive session at 8:58 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 Reduction of Fines – The board unanimously agreed to waive all accumulated fines except for \$100.00, with a warning to the unit owner to more carefully screen prospective tenants; additionally, extend the appreciation of the board to the owner for the owner's prompt action to remove the identified resident as requested.
- B. Agent Appeals – The board unanimously agreed to accept appeals for citations or fines resulting from house rule violations from association owners of record only, unless the owner provides a legal document, such as a power of attorney, for the person representing the owner. The board instructed the SME to return any appeal received not submitted by an association owner.
- C. Owner Request to Shorten Light Pole – The board unanimously agreed that a shield should be installed over the light fixture to diffuse lighting output, a more cost effective measure to abate the nuisance of light shining into the unit owner's window at night.

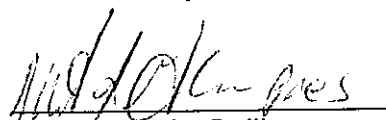
**NEXT MEETING**

The next regularly scheduled Board of Directors meeting will be held on Wednesday, August 24, 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:



(for) Marjorie Collier  
Secretary, Board of Directors  
AOAO Makaha Valley Plantation

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