

MAKAHA VALLEY PLANTATION
M I N U T E S

Approved Change

SPECIAL MEETING of the BOARD OF DIRECTORS of the Association of Apartment Owners of MAKAHA VALLEY PLANTATION

DATE: Friday, August 17, 1984

PLACE: National Mortgage Conference Room

PRESENT: President Hoolae Paoa, Vice President Frank Swan, Treasurer Rosemary Gordon and Secretary Linda Powers

† Director Don Melchin

~~DIRECTOR~~ ~~Don Melchin~~, Assistant Treasurer Charles Huutichens and Assistant Secretary Gilbert Patterson

BY INVITATION: Owner Charles Loomis, and Tad Kanda and ~~Mr. Waters~~ (National Mortgage & Finance) *George Wanda*

CALL TO ORDER: Having a quorum present, President Hoolae Paoa called the meeting to order at 9:40 A.M.

MINUTES: None

PURPOSE OF MEETING:

The call of this special meeting was at the request of President Paoa for the purpose of evaluating: A) accounting procedures; B) a delinquency policy; C) the 1984 budget; D) remedies against occupants who fight; E) remedies against occupants who allow their children to play under buildings; F) the expansion of the Board with the addition of two members, and G) Brian Grayling's health insurance claim.

BUSINESS:

A. Accounting Procedures. After discussion with Mr. Kanda and Mr. Waters concerning NM&F's unwillingness to assume liability for signing checks, it was the consensus of the Board that the following procedure be implemented and performed in this order:

1. All bills and invoices be approved by the Resident manager,
2. All bills and invoices then be sent to the Treasurer for approval,
3. All bills and invoices then be sent to the Managing Agent for approval and the writing of checks,
4. Checks then be sent to the Treasurer for the first signature, and
5. Lastly, checks be sent to the Resident Manager's office for final approval and the second signature of another director.

After discussion it was the consensus of the Board that a purchase order system be set up for the resident manager via NM&F.

B. Delinquency Policy. After discussion it was the consensus of the Board that the collection of delinquent maintenance fees shall be handled as follows:

1. 30 days late - demand letter
2. 60 days late - lien filed and 30 days notice of foreclosure given
3. 90 days late - foreclosure action begun

C. 1984 Budget. It was the consensus of the Board that NM&F study a rough draft of a revised 1984 budget and report back to the Board in time for the Board to finalize it and make copies of it for distribution at the September 4th meeting.

D. Occupants Fighting. Vice President Swan moved the Association act to evict occupants who participate in fights on the property or seek such other remedies under law as may be applicable. Director Melchin seconded. The motion passed unanimously.

E. Children Playing Under Buildings. Vice President Swan moved the Association act to immediately evict any occupant whose children are found playing under any building on the property or seek such other remedies under law as may be applicable. Director Melchin seconded. The motion passed unanimously.

F. Appointment of Two Officers. Vice President Swan moved the appointment of Charles Loomis as Parliamentarian to the Board. Director Melchin seconded. The motion passed unanimously. Secretary Powers moved the appointment of Maybelle Yeomans as Second Assistant Secretary to the Board. Vice President Swan seconded. The motion passed unanimously.

G. Brian Grayling's Health Insurance Claim. During discussion it was pointed out that it does not matter who carries the insurance when a baby is born; a health insurance carrier is liable for delivery costs if the woman becomes pregnant while under their coverage. It was the consensus of the Board that the secretary be instructed to write Mr. Grayling with this information.

ADJOURNMENT:

Having no further business to review and hearing no objections, at 1:10 P.M. President Paoa adjourned the meeting.

Respectfully submitted,



LINDA POWERS
Secretary
Board of Directors

cc: Board of Directors
Minutes File
Resident Manager