

ASSOCIATION OF APARTMENT OWNERS MAKAHA VALLEY PLANTATION

MINUTES - Board of Directors Meeting

Date: September 17, 1991

Place: Makua Room, Sheraton Makaha Resort

Present: Charles Houtchens, Tom Youngblood, Blythe Thomas, Virginia Eskola, Sandy Grant

By Invitation: Emerald Souza, Assistant Manager; Hope Cosper - Administrative Assistant; Betty Thomas - 181A; Aldene Doherty - 184B; Dorothy Smith - 34A; Don Tamme 79-C; Frank Sherry - 76-C; Mary Ann Grover - 128-A; Cecil Bindel - 10C; David Holskil - 178-C; Bob Eskola - 87C; Art & Kay Jacobs - 32-A; M/M Cliff Weber - 163-A

A quorum being present, President Houtchens called the meeting to order at 7:00 PM.

The Minutes of the meeting of July 22 were approved unanimously as distributed.

Correspondence

- 1) Shirley Nagel - Information
- 2) Travelers Insurance - Information
- 3) Melchin Realty - to Unfinished Business
- 4) Inga's Realty - Information
- 5) Daniel J. Sullivan - Information
- 6) Gail Nakatani - to Unfinished Business

Reports of the Officers

Reports of President Houtchens, Secretary Thomas & Treasurer Eskola are attached.

Unfinished Business

1) Bicycles on Lanais - It was decided we would enforce the rules of no bicycles on lanais. Bicycles may be parked in the area allotted by the dumpsters or put inside the units.

2) **Resolution re Boats on Property** - It was decided some several years ago to prohibit boats on the property. Unfortunately this was omitted in the reprinting of the House Rules. Resolution proposed by Blythe Thomas "Be It Resolved by the Board of Directors of Makaha Valley Plantation that boats and trailers (except commercial vehicles with trailers for immediate loading and unloading) be prohibited on the property of Makaha Valley Plantation." Resolution carried 4-1 with Mr. Youngblood dissenting.

3) **Association Approvals** - The following items were set up for mail out approvals:

a) Procedure for obtaining membership approval to authorize installation of awnings at the Makaha Valley Plantation. Attorney Nakatani recommended an "expert" be consulted to see if addition of awnings would be a "material" addition. If so, it would require a 75% approval of the members; if it is not considered a "material" addition, a majority approval will be necessary. Unanimous.

b) Procedure for obtaining membership approval of the fence erected between our property and that of Hale Malolokai - requires a majority approval. Unanimous.

c) Approval required to change Ala Mahiku Drive into a one-way roadway and creating parking stalls along Ala Mahiku Drive - requires approval of 75% of the members. Passed 4-1 with Mr. Thomas dissenting.

d) Playground Equipment - Procedure to obtain membership approval for playground equipment to be installed at the Sun 'N' Fun Pool - requires approval of 75% of the membership. Passed 4-1 Mr. Houtchens dissenting.

4) Approval of Rent Increase for Resident Manager's Apartment - Apartment rent increased to \$800.00 per month. Further consideration of purchasing a unit for the Resident Manager was discussed. A suggestion was made that a one-time assessment of \$300.00 per unit be made to purchase a unit for the Resident Manager. Approval to put this on a mail-out ballot was unanimous.

New Business

1) Accident-Free Days Winner - July 1991 - Emerald Souza. August 1991 - Owen Jackson

2) A Telephone Vote re Representation for Secretary Thomas was ratified unanimously.

3) Annual Meeting Date - Set for March 7, 1992, 9:00 AM, at the Makaha Terrace, Sheraton Makaha Resort & Country Club

4) Budget Committee & Date - Appointed Members, Cliff Weber, Chairman, with Dorothy Smith, Cecil Bindel and Mary Ann Grover to be held at Hawaiiana Management Co. office on a date to be convenient to all.

At this time, Vice-President Youngblood took the chair.

5) The Employee Christmas Party will be held on Saturday, December 21, 1991 at the Sheraton Makaha Resort. Unanimous.

6) Refuse Removal Proposal - Voted to change to Ali'i Refuse at the rate of \$5401.36 per month for one year, providing increases for dumping by city is not changed. Carried unanimously.

7) Vending Machine Proposals - Required number of proposals not received. Held to next meeting.

8) Office Expansion - A recommendation to expand the Front Office by a few feet was discussed. Approximate cost to be researched and item put on the mail-out ballot. Unanimous.

9) Entry Mats - Discussion of entry mats to ensure uniformity was discussed. After long discussion it was decided to drop this matter for the present.

Next meeting will be held on Tuesday, October 28, 1991, in the Makua Room, Sheraton Makaha Resort & Country Club at 7:00 PM.

The Board went into Executive Session at 9:55 PM to discuss employee problems.

The meeting was adjourned at 10:20 PM.

Report of the President

September 1991

In September 1989, we started resealing all the parking lots and roadways. I'm happy to report after two years of attempting to save money, we're finally getting down to the last two areas, 718 and 754. The 718 area will be started on September 30 with 754 following along on the week of October 7. These two areas are at cost of \$14,025.00. Although the roadway in Kiana Place was resealed, we may hold off for awhile resealing Aia Mahiku Drive as it is not in really bad shape. Cost of that portion is \$13,608.00.

For quite some time now, and especially during my absence last month, we have had numerous problems with Ilima Refuse. At one point, the Friday pickup was missed completely. This was probably the straw that broke the camels back. We had a proposal from Ali'i Refuse (Honolulu Disposal Service) for \$5,401.36 tax included.

I'm happy to report that our monthly parking income for July was \$4,113.69 and for August \$4,021.50.

I'd like to thank Ron, Emerald and all the staff for the work that they've done in helping to get such a good reference from the Travelers Insurance Co., regarding their operational safety survey. I'm pleased to report to the Association, that we had but three minor items - safety locks on the pool gates, flammable liquids improperly stored and recommendation regarding the installation of smoke alarms. I strongly urge every homeowner that they ensure there are operational smoke detectors in all condominiums that they own.

Also I would like to thank Inga Yoon for her nice letter and her efforts in trying to keep the Makaha Valley a neat and clean place to live. We are going to work closely with the Board of Directors at Makaha Valley Towers and Mr. Stuart Ho of Makaha Valley Inc. in an effort to rid the area of illegally parked cars, dumping of trash, etc.

I would also like to encourage all residents to use extreme caution when walking on the roadways, until we get some of the problems cleared up. Please remember that on the roadways, the vehicles do have the right-of-way.

Charles Houtchens, President.

Report of the Secretary

September 1991

Shortly after the last meeting, Mr. Weber, Chairman of the Research Committee, and I had lunch together. We discussed a profusion of items, and eventually came to the point where Mr. Powers had made note that he, and most other rental agents, would do their best to evict chronic trouble-makers, provided we could supply sufficient evidence of their wrong-doings. Mr. Weber noted that I had commented that it was difficult to reconstruct problems from the Passdown Log, and suggested that we might be able to chronicle events in the computer as they occurred, thus eliminating rush attempts to find problems if we needed to

have tenants evicted.

I had toyed with such an idea previously, but had somehow rejected it as a difficult process. I asked the Office Staff to copy a few pages of the Passdown Log for me, and that weekend I spent several hours devising a program for keeping track of problems. It really wasn't as difficult as I had originally speculated, and when Hope returned from her rest days on the following Tuesday morning, I presented the idea to her and Emerald. It simply requires one of the girls to make copies of the Passdown Log pages from the preceding day, and copy the entries into the computer, using the unit number. The entry is simple in that it lists the date, time and the transgression, also if a citation or fine is issued or an incident report filed.

This information will be kept confidential, unless it is required for certification of tenant problems. It will also show that all aspects of our rules and regulations are being covered, and that no individual principle is taking precedence over others, or that for some reason some rule is being lost or overlooked. In addition, Assistant Manager Souza will make systematic checks, and when any individual tenant is shown as causing regular problems, we will probably request the owner or agent to admonish these people before serious trouble develops. Do we still say "an ounce of prevention is worth a pound of cure" ? My thanks to Mr. Weber for this suggestion.

Mr. Weber also made a suggestion that we try to expand our office. Presently it is very crowded, and the Resident Manager's Private Office is far from private. I believe this to be a good idea, and it is on the agenda for further discussion tonight. Again, thanks to Cliff Weber for bringing this to our attention.

The new Enterphone system is progressing well. We are presently waiting for the telephone company to complete the installation of the required line. Mr. Reynolds has the actual Enterphone unit on hand and it should be programmed within a few days. Response to our requests for telephone numbers has been fairly good, with roughly half the units now being listed. While this sounds like only 50%, it is actually higher as some of the units do not have telephones, particularly short-term rental units and vacation units.

As you all know, suspected or on-going litigation cannot be discussed, except in Executive Session. Certain items, particularly those requiring insurance support are handled directly by the office through our insurance agent, Mr. Tom Horner. These are frequently cleared up without even being brought before the Board. In our official capacities, both Mr. Houtchens and I work closely with Tom Horner, and I am more pleased every day that we decided to retain his agency again this year. Tom spends many hours working on our problems, and investigating complaints. He is a very down-to-earth gentleman, who is not afraid of work to help his clients. I have a great deal of confidence in Tom, and I wish to thank him again for his good work on our behalf.

Incidentally, Tom advised me a couple of weeks back that he had told Mr. Eskola that the addition of playground equipment would not increase our premiums. He did, however, wish it to be fully understood that should any playground equipment cause a claim to be paid out, the premiums would definitely increase, very similarly to that in which automobile insurance premiums increase after an accident. He felt that this should be reflected in our decision.

W. Blythe Thomas,
Secretary