

Approved 4/12/2010

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
January 19, 2010
ON SITE - Kiana Cabana**

OWNER'S FORUM

At **6:30p.m.**, President and Chairperson Marjorie Collier welcomed all owners in attendance. The Chair thanked everyone for their comments and closed Owner's Forum at 7:00 p.m.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at **7:01p.m.** by President Collier.

ESTABLISH A QUORUM

A quorum was established.

Members Present: President Marjorie Collier, Vice President Robin Heath, Secretary Larry Moore, Treasurer Greg Solokowski, and Directors Shannon Palacio, Jim Sherman and Keith Marini.

Members Absent: Director Marini.

By Invitation: Joe Nunuha, General Manager
Shirley Landford, Lead Administrator
Ralph Ahles, Management Executive, Hawaiiana Management Co.,

APPROVAL OF MINUTES

On **motion** of Treasurer Solokowski, the minutes of the Regular Board of Directors meeting of October 19, 2009 were unanimously approved as corrected.

D. Committees 2 documents-add names check email insert names with appreciation.

REPORTS

- A. **Security** – Security officer Chris Hodges provided a security report to the board for the months of October through December, 2009. Comments – the report format is good. Moore commented that security is doing a better job month after month.
- B. **Treasurer** – Treasurer Sokolowski gave a summary report on October, November and December 2009 financial statements. Management is to check on payroll miscoding for December 2009. Insurance reimbursement from Board of Water to Philadelphia Insurance was only partial. Management will pass this onto association legal counsel for follow up.

On **motion** of Treasurer Sokolowski with a second by Shannon, the board **unanimously approved** to accept the October, November and December 2009 financial statements, **subject to audit**.

C. General Manager's Report – General Manager Joseph Nunuha submitted a report covering the months of November and December, 2009 and is kept on file in the manager's office. The following items were discussed in further detail:

- 1) Moore inquired about sound system between guard shack and the pools. GM having difficulty finding the lines.
- 2) Neighboring electrical usage-okay for time being only. The line will need to be disconnected from MVP circuit when feasible.

D. COMMITTEES

1. Security – No Report.
2. Documents – Chairperson Moore reported that the Rules Committee has completed its work and has turned a draft over to the board for their review.
3. Personnel – Chairperson Palacio reported on payroll discrepancy which management is looking into. Personnel committee is working on a bonus list.
4. Budget/Financial – Chairperson Sokolowski no report.
5. Communications – Chairperson Heath reported the website is going well with documents being placed on the site (i.e. architectural drawings).
6. Building and Grounds – Director Heath reported in the absence of Director Marini that the staff is doing a good job around the project both in landscape and building repairs. Treasurer Solokowski suggested that some of the plants be removed from the front fence area for better visibility and moved to other places on the property.
7. Green Committee – Chairperson Heath reported that a proposal was received on a photo-voltaic system for the property and requested that board members take a good look at it on its feasibility for the MVP. President Collier suggested getting a simplified description of the system.
8. Youth Events Committee – PM Ahles reported that Chairperson Schmidt met with Brian Freiberg regarding the creation of a petition form to be sent out to all the residents regarding community events such as the continuation of the Boys & Girls club on property and other activities for children. VP Heath will meet with Chairperson Schmidt on the matter.

UNFINISHED BUSINESS

- A. Sidewalk by Front Gate/Cost Estimates – Treasurer Solokowski is working with GM Nunuha on the costs of keystone blocks needed for the front area to stabilize the hillside for the proposed sidewalk.
- B. Structural Repairs to Buildings #105 &106/Ratify Contract – On **motion** of Treasurer Solokowski with a second by Secretary Moore, the Board **unanimously ratified** its decision to have Hi-Cast Construction perform the repairs to buildings #105 & #106.

NEW BUSINESS

- A. Wash House Sliding Door Proposal – Treasurer Solokowski reported that GM Nunuha submitted a plan to install sliding doors on the wash houses so that the wash houses can be locked in the evening. GM Nunuha will notify residents that the wash times will be strictly enforced. GM Nunuha and staff will install the first one and also enclose off the top open areas with fencing for Board review. On **motion** of Vice President Heath with a second by Treasurer Solokowski, the Board **unanimously accepted** the proposal from GM Nunuha to install sliding doors on all the wash houses by in-house staff and purchase the necessary materials.
- B. Washer/Dryer Charges-Web Laundry Proposal – Treasurer Solokowski reported that Web Laundry submitted proposals for new washer and dryer machines with a card slots versus using coins. Owners were asked to send in their written comments to the office for board review. The proposal was deferred for further review.
- C. Annual Meeting Preparations – The annual association meeting is scheduled to take place on March 20, 2010 at 10:00 a.m. at the Waianae Coast Comprehensive Health Center. GM Nunuha will get site posters and make them available to owners at the annual meeting.
- D. MVP Truck – Treasurer Solokowski reported the green truck has a broken clutch and not worth fixing. GM Nunuha has an extra truck that he would sell to the association for \$2,000.00. Treasurer Solokowski and Secretary Moore volunteered to look at the truck. On **motion** of Director Sherman with a second by Vice President Heath, the Board **unanimously approved** to authorize Treasurer Solokowski and Secretary Moore to make the decision to purchase the truck from GM Nunuha at a cost not-to-exceed \$2,000.00 after their inspection.

At 8:15 p.m. President Collier announced a short recess and advised all present that the board needed to go into executive session to discuss several legal and personnel issues immediately after the recess.

EXECUTIVE SESSION

At **8:25 p.m.** President Collier reconvened the meeting and announced that the board was in executive session.

At **9:06 p.m.** President Collier announced the meeting back in regular session.

The following actions were noted from executive session:

1. On **motion** of Director Sherman with a second by Director Palacio, the Board **unanimously approved** to accept the pay scale that was established back in June of 2008. The GM and/or Personnel Committee to grant raises based on their discretion as long as the raises are within the parameters of the pay scale. Whenever any pay changes occurred the Personnel Committee is to be sent a copy of the PAF and periodically an updated pay scale.
2. Director Palacio was appointed as the chairperson of the personnel committee.
3. Pool Deck Surfaces - Treasurer Sokolowski suggested that an elastomeric coating be installed over the pool deck surfaces. There being no objections, management is to proceed with re-surfacing the pool decks.

DATE, TIME & PLACE OF NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Monday, April 19, 2010 at 6:30 p.m. on site at the Kiana Cabana.

ADJOURNMENT

There being no further business to conduct, President Collier adjourned the regular meeting of the board at 9:09 p.m.

Submitted by:

Ralph N. Ahles

Ralph Ahles, Management Executive
Hawaiiana Management Company