

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION**

June 22, 2009

ON SITE -Kiana Cabana

OWNER'S FORUM

At 6:35 p.m., President and Chairperson Marjorie Collier welcomed all owners in attendance and opened the floor for those present to address the Board. The Chair thanked everyone for their comments and closed Owner's Forum at 7:23 p.m.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:24 p.m. by the 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 Keith Marini, Shannon Palacio.

Members Absent: Director Jim Sherman

By Invitation: Albert Iokepa, AOA Security Supervisor (SO)
Shirley Landford, Acting General Manager
Ralph Ahles, Management Executive, Hawaiiana Management Co.,

APPROVAL OF MINUTES

On **motion** of Treasurer Sokolowski with a second by Director Moore, the minutes of the Regular Board of Directors meeting of April 20, 2009 were unanimously approved as submitted.

REPORTS

A. **Security** – Security Chief Albert Iokepa provided the board with a security report for the month of May, 2009.

B. **Treasurer** – Treasurer Sokolowski gave a summary report on the April and May 2009 financial statements

On **motion** of Treasurer Sokolowski with a second by Director Palacio, the board **unanimously approved** to accept the April and May, 2009 financial statements subject to audit.

C. **General Manager's Report** – Acting General Manager Landford reported that building repairs for water leaks, fire damage and water main break are still going on. Office renovations are complete except for a new floor plan arrangement for the office furniture.

D. COMMITTEES

1. Security – No report. Committee Chairperson Marini will work on a better format for Security Chief Iokepa to use as a monthly security report.
2. Documents – Committee Chairperson Moore reported that former chairperson Mead turned over a lot of paperwork for the committee to review. Mr. Moore stated that the committee would be meeting to review the current House Rules and draft an updated version for board review. President Collier volunteered to assist Director Moore on the House Rules review. The Board was also made aware of the fact that a putting green is indicated on the original condo map and therefore cannot be changed to something else without at least 67% of the membership's approval.
3. Personnel - Committee Chairperson Heath reported that the committee has conducted interviews of candidates for a replacement general manager and has one candidate to recommend for the board to review and possibly hire. Mr. Heath suggested the committee should meet and walk the property with the candidate before making a final decision.
4. Budget/Financial – Committee Chairperson Sokolowski reported that the committee will be starting the 2010 budget preparations.
5. Communications – Committee Co-Chairperson Heath reported that Co-chair Palacio will rework the message board on channel 2, making the font easier to read and remove outdated information from the message board.
6. Building and Grounds – No Report.
7. Ad hoc Window Jalousie Committee – Acting Manager Landford stated that the redwood jalousies are still available from 'W' Hardware in Waianae. The committee was tasked to investigate quantity and cost along with the recommendation to allow glass jalousies in place of redwood.

UNFINISHED BUSINESS

- A. Sidewalk by Front Gate – Treasurer Sokolowski reported that he was able to find the plans that were drawn up several years back on the installation of a sidewalk at the entrance of the property. After discussion, Mr. Sokolowski is to work on costs for the installation of a sidewalk according to the plans for review by the board at the next meeting.
- B. Shibata/Structural Beam Under "A" Units – Property Manager Ahles circulated a bid from Shibata Contracting on the installation of a support beam under 'A' units at a per unit cost of \$2,112.95. On **motion** of Treasurer Sokolowski with a second by Director Moore, the Board **unanimously approved** to have Shibata Contracting install the

support beam under units 18A, 112 A and 167A at a cost not-to-exceed \$2,115 per unit.

- C. Pac Construction/161 Building Repairs – Property Manager Ahles circulated bids from Pacific Contractors to repair building 161 in accordance with the same specifications being followed on Buildings 54 and 55 by Shibata Contracting with the following break down per unit: Unit 161A repairs at a cost of \$19,470; Unit 161B at a cost of \$10,125.98; and Unit 161C at a cost of \$14,171.57. On **motion** of Vice President Heath with a second by Treasurer Sokolowski, the Board **unanimously approved** to have Pacific Contractors repair building 161 at a total cost not-to-exceed \$44,768.

NEW BUSINESS

- A. Tiling of Pool Interiors – On **motion** of Treasurer Sokolowski with a second by Vice President Heath, the Board ratified the decision to have Natural Salt Pools, LLC tile the Kiana Kiddy & Ala Mahiku Adult pools at a cost of \$36,230.00.
- B. Multi-Peril Insurance Package Renewal – On **motion** of Treasurer Sokolowski with a second by Director Palacio, the Board ratified the decision to accept the renewal proposal presented by Insurance Associates on to renew the multi-peril package insurance at a total annual premium cost of \$562,890.00.
- C. Washhouse Hand Rails/Light Timers – Director Moore volunteered to work on a hand rail design and type to match the buildings for in-house maintenance staff to install. Treasurer Sokolowski volunteered to look into the cost to install light timers on the Washhouses to turn off the lights and power to washer/dryer units after 10:00 p.m.
- D. Security Windbreaker Jackets – Deferred to the next meeting.
- E. Solar Water Heating/Energy Audit – An Ad Hoc Solar/Energy Committee was established to look into solar water heating and solar voltaic systems for the project. Vice President Heath will chair the committee with Treasurer Sokolowski and owner Rick Hysom as members.

At 8:10 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 meeting recess.

EXECUTIVE SESSION

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

At **8:40 p.m.** President Collier announced the meeting back in regular session.

The following actions were noted after discussion in executive session:

- 1) Dryer Venting/Unit #167A – The Board unanimously agreed to allow the installation.
- 2) Retractable Screen Door/Unit #167A – The Board unanimously agreed to allow the installation.
- 3) Pool Handrails Too Short – Since the pool handrails as installed met the building code, the Board unanimously agreed not to make any adjustments or changes.
- 4) Umbrellas for Pool Decks – Treasurer Sokolowski volunteered to work with Acting Manager Landford to obtain costs on 2 umbrella/tables for each pool.
- 5) Hiring Replacement General Manager – Vice President Heath suggested the Personnel committee meet and walk the property with general manager applicant, Joe Nunuha to make sure that there is a clear understanding of the what the general manager's job entails.

DATE, TIME & PLACE OF NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Monday, August 24 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 9:10 p.m.

Submitted by:

Ralph N. Ahles

Ralph Ahles, Management Executive
Hawaiiiana Management Company