



August 24, 2017  
 The Collection Board of Directors Meeting  
 General Manager’s Report  
 Submitted by Al Guzman

## ADMINISTRATION

### 1. The Collection Visitor Counts

Month	Count
2016 December:	912
2017 January	1282
2017 February	1190
2017 March	1223
2017 April	1129
2017 May	1322
2017 June	1325
2017 July	1451
<b>Total</b>	<b>9834</b>

### 2. House Rule Violations

#### a. Parking Stall Condition

Beginning Sept 2017, parking stall condition inspection will commence. Notices were posted on elevator landings to allow residents time to clean, provide a sample “clean stall” as well as the contact information to Enviro Solutions should residents wish to have their stall professionally cleaned.

#### b. House Rule Violation Letters issued – this includes 12 fines.

Violation	Jan 17	Feb 17	Mar 17	Apr 17	May 17	June 17	July 17	Aug 17
Smoking on Lanai	0	0	0	1	2	4	2	0
Storage on Lanai	0	0	0	0	10	3	0	1
Vacation Rentals	0	0	0	0	2	1	0	0
Speeding	1	0	0	1	0	0	0	0
Noise	0	0	1	0	0	0	0	0
No Vehicle Decal/Registration	0	0	0	0	0	19	11	5
No Headlights	0	0	0	0	0	0	4	1
Other	0	1	1	2	1	3	1	2
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>15</b>	<b>30</b>	<b>18</b>	<b>9</b>

#### c. Hawaii Community Development Authority – Short Term Rentals

The Collection falls within the jurisdiction of the HCDA and Mauka Area Rules, Chapter 22, Hawaii Administrative Rules. Pursuant to the Development Permit for The Collection (KAK 13-033, August 7, 2013), only residential and commercial uses were approved. Transient accommodations is not considered ‘residential use’ and is not permitted within the Kakaako Community Development District.

Furthermore, HCDA and Mauka Area Rules restricts transient accommodations (short term rentals) even though owners properly register with The Department of Taxation.

As such, no rentals less than 180 days are permissible at The Collection.

Captain Cook Resorts for example, posts ads from owners who are properly registered with the Department of Taxation. They may be under the impression that **a)** The Collection does not fall under the jurisdiction of HCDA and the Mauka Area Rules and **b)** rentals greater than 30 days are permissible per The Collection's governing documents.

A letter to Captain Cook Resorts has been mailed to advise them of the violation and to cease and desist.

### 3. Emergency Generator

For the Boards' Information - The Collection's Emergency Generator powers 1060 amps, holds 350 gallons with an 8-hour capacity at 100% load. The Generator powers the following systems during a power outage:

#### Tower and Garage loads backed up by Generator power:

- Fire Alarm System.
- Security System (CCTV, access controls, intercoms, monitors).
- Power outlets at Lobby Desk, Fire/Security Room, main electric room, generator room, fire pump room, and all telecom rooms.
- Egress lighting. All common areas and back of house areas would have some lighting that is powered by Generator.
- Obstruction lights on roof.
- Gates.
- Elevators – All elevators will descend and one will be operational.
- Critical mechanical and plumbing equipment: fire pump, jockey pump, booster pumps, stair pressurization fans, DDC panels, fire smoke dampers.

#### Lofts loads backed up by Generator power:

- Egress lighting.
- (The fire alarm system is on UPS backup – 24 hours standby)





#### 4. Moped Theft

On Jul 28, 2017, a moped was stolen out of the garage. Suspect entered the Tower Main Gate after a vehicle entered, walked to the 6<sup>th</sup> floor, rode / rolled down the ramps. The gate sensor opened the gate for him. A police report was filed and pics and video were provided to HPD.

Notices were posted advising residents to report suspicious activity as well as to secure their vehicles.

As an added measure of security, Oshiro Doors was contacted to disconnect the auto exit feature, prompting residents to use their garage clickers to exit. This added measure may assist in delaying unauthorized people from exiting, thus drawing attention to the individual(s) for the RS's to respond to.

#### 5. Positive Alarm Sequencing (PAS)

The installation of the Positive Alarm Sequencing is pending 2 issues that Island Signal and Sound (ISS) are working through. They are:

- a. The installation of the software. ISS is working with the factory to insure The Collection's programming is correct. Prior attempts to install were not successful due to the sophistication of The Collection's Fire Alarm System customization.
- b. ISS is confirming with HFD that The Collection's PAS meets the necessary Fire Code.

Will keep the Board posted.

#### 6. Amenity Cancellation No Show Fee – **Board Action Requested**

To discourage residents from cancelling amenity reservations with little or no notice, The Collection Bylaws, Section 14 FINES, shall be implemented whereby Residents who provide less than 72 hours' notice to cancel an amenity reservation or who do not report to the amenity within 30 minutes after the start of the reserved time shall be issued a violation letter. Reoccurrence of this behavior will result in progressive fining as stated in Section 14 of The Collection's Bylaws.

##### **Recommendation**

That The Collection Board of Directors adopt and have applied Section 14 FINES of The Collection Bylaws to residents who provide less than 72 hours' notice to cancel an amenity reservation or to those who do not report to the amenity within 30 minutes after the start of the reserved time. Section 14 states, in part:

*"14.2.1 First offense a written citation with a copy of said citation being sent to the Unit owner if the offender is not the Unit owner.*

*14.2.2 Second offense a written citation and \$75.00 fine, which will be assessed against the Unit owner.*

*14.2.3 Third offense a written citation and \$150.00 fine, which will be assessed against the Unit owner.*

*14.2.4 Fourth and subsequent offenses a written citation and \$250.00 fine for each occurrence, which will be assessed against the Unit owner."*

## OPERATION

### 1. Projects

#### a. Lofts Surfboard and Bicycle Racks

The Lofts Surfboard and Bicycle Racks have been installed. This involved relocating attic stock material, painting the floor and installing the racks. They were made available to the Lofts residents on 8/16/17. Surfboard Bays 14, Bicycle Bays 18.



#### b. Tower Garage Pavement Markers

The pavement markers and epoxy have been purchased. In September, we will begin installation. Upon completion, we will schedule the striping of the turns in the tower garage.

### 2. Akamai Reserves.

1<sup>st</sup> Draft of The Collection's Reserve Study received. Reviewed components and compiled list of clarification items, correction items, components missed and adjustments. List provided to Jon McKenna.

### 3. Returning Attic Stock Glass to The Collection – **Board Action Requested**

The Collection currently pays \$623 monthly to store The Collection's attic stock glass off site. The glass can now be stored on site in The Collection's newly purchased storage units. The glass is currently crated and or on pallets. The storage units cannot accommodate the crates and pallets so the glass must be unpacked, padded and carried into the storage units. To prevent damage, it is recommended that the attic stock be handled by glass handlers accustomed to working with the product, which is worth \$34,000.



Storage S616

Two proposals were obtained to Transport the glass back to The Collection.

**Quote to Transport Glass**

Kalu Glass \$7,630  
Magers Window & Door Maint \$5,498

**Recommendation**

That The Collection Board of Directors approve Magers Window & Door Maintenance to transport The Collection's attic stock glass back to The Collection at a cost of \$5,498.

**WARRANTY****1. Spa Heaters Update**

In Dec 2016, we noticed the spa heaters not performing as they should. This was submitted to A & B, who began a long process of elimination, involving the installers, designers, engineers and trades based in Honolulu, California & Chicago. The major progress of events are bulleted below:

- 12/21/16 Western Water Features replaced the circuit boards. Not effective.
- 12/23/16 Standard Sheet Metal revised exhaust ducts. Ducts installed as designed.
- 1/6/17 Western Water Features on site to troubleshoot.
- 1/18/17 Conference call Meeting: Western Water Features, Insynergy, Pacific Aquascapes, Design Partners Inc.
- February A & B review.
- 3/17/17 Decision made to replace existing electric heaters with gas heaters.
- April Cost and logistics under review with A & B
- May Gas Heaters ordered.
- June Installation Specifications being created by Design Partners Inc.
- July Gas provisions being created by Insynergy.

We are close to replacing the existing spa heaters with new gas heaters. It's been a long road but the new system will be one that has been designed by reputable engineers. Since it requires gas to operate, over time, it will also save the association a significant amount of money in utility costs.

**2. Tower Crown Lighting**

Work continues to correct the crown lighting issue. A1 Electric is getting information from the Manufacturer.

