

February 15, 2018
The Collection Board of Directors Meeting
General Manager's Report
Submitted by Al Guzman

ADMINISTRATION

1. The Collection Visitor Counts

Month	Count
2017 Jan to Dec	15, 260
2018 Jan	1,296

2. Committee Sign Up

On 1/29/18, an email blast was sent to Owners and Renters asking for Committee Member Volunteers.

3. Fire Drills



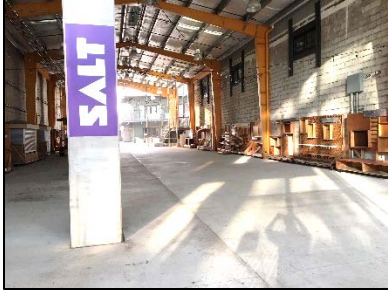
Fire Drills are conducted regularly to keep the staff familiar with what they're supposed to do in the event of an Alarm. Debriefing occurs after each drill to review what we did properly and where we could improve. A Q & A session regarding the system also follows to further familiarize the staff on our specific Fire Alarm System (each building is different).

4. Annual Meeting Location – RFA Submitted

Hawaii Special Events and Salt were asked to provide pricing to accommodate The Collection's Annual Meeting on April 25, 2018.



Hawaii Special Events would set up a 20' x 30' peak tent, lighting and 150 chairs on the 7th floor rec deck. At a cost of \$1,780.
Example at left.



Salt Barn (at left), located across the street from The Tower Lobby would provide the space and rent 100 chairs and 8 tables at a cost of up to \$364. 50 additional chairs will be rented at a nominal cost.

Refreshments, to be determined, would be an additional charge.

OPERATION

1. Lofts/Tower Hallway Carpet

The Lofts Hallway carpets, floors Mezz – 4 and garage elevator landings in the tower were cleaned and extracted by MD Restoration, using a dry chemical process. The Collection's Tower and Lofts Hallways are extracted annually by inhouse staff. High traffic areas are done more often. MD wanted to demonstrate the dry chemical process and did so at no charge.



Dirt Collected

2. Trash Compactor Room

In late December 2017, The Symphony experienced a fire event originating near the bottom of their trash chute in the ceiling of their compactor room. The smoke travelled to several levels of the building and activated smoke detectors on several levels, making it difficult to determine the origin. Precious time was spent trying to locate the source of the fire.

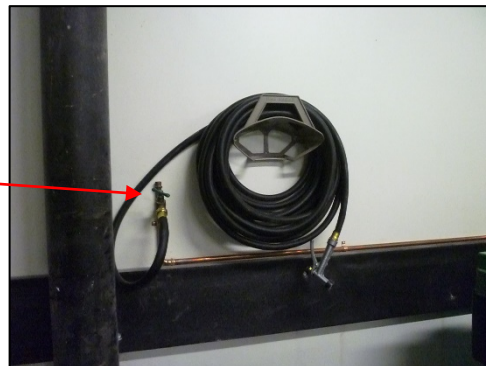
The Collection's Trash Compactor Room is equipped with 4 high pressure Fire Sprinklers. Each is designed to activate once temperatures reach 160 degrees; at 160 degrees, the sprinkler's glass bulb bursts thus activating the pressurized water. Since the sprinkler heads are located about 20 feet off the floor, the Trash Compactor Room would have to be engulfed in flames before the sprinklers are activated.

There is no code requirement (in a fully sprinkled building) for a smoke detector in the Trash Compactor Room, therefore one was not installed. Historically, smoke detectors in areas such as this are subject to false alarms due to the "dirty" environment. Use of a heat detector in lieu of a smoke detector does not provide much "early warning" capability because for the heat detector to be activated, there would need to be a sizeable, flaming fire in progress.

In reviewing the incident, The Collection has made the following improvements to increase response time to a compactor room fire and hopefully decrease damage and injury.

- 2 Battery Operated Smoke Detectors were installed.
- 1 Water Hose Bib and Hose were installed.
- 1 Fire Extinguisher was installed.

The Battery-Operated Smoke Detectors are not connected to the Fire Alarm System, however, when activated, the staff are able to hear it if patrolling or working nearby and thus providing earlier detection.



3. 7th Floor Rec Deck Storm Drain Cleaning

17 storm drains were constructed and installed under the 7th floor Rec Deck Stone and Wood Pavers. For 2018, we tasked ourselves with cleaning under the pavers to prevent clogs and to insure pests and rodents did not set in. In lifting the pavers, trash from amenity usage, food debris and grease were found. This cleaning will occur annually and periodic checks will take place as well.

Before



After

In addition, the corresponding drain lines under each of the seventeen 7th floor storm drains on the 6th floor were identified and tagged for future ease of identification.



4. 7th Floor Rec Deck Wood Paver



Several planks of the wood pavers that were splintered were replaced to prevent injury.

In time, sun and elements will bleach the new plank color to match surrounding.

5. Tower Second Floor Garage Door

Arrival and installation of Door Operator (and window install) will be late February or early March 2018.

6. Tower Elevator #3 Update

Thyssenkrupp began repairs on Elevator #3 in the Tower on Feb 5, 2018. As of this writing, it is hopeful Elevator #3 will be back up and running by Mid-February. The customized finishes are expected to be installed by the end of March 2018.

7. Garage Fluorescent Lighting Retrofit Update

To date, Energy Industries have submitted their proposal for the fluorescent lighting retrofit. Compilation of all 3 (Energy Industries, A1A Letric and Nakata Electrical) will be presented once all proposals are submitted and reviewed.

8. Fire Alarm System – RFA Submitted

The Collection’s Fire Alarm and Sprinkler Systems monitors the project for potential life-threatening events due to fire and notifies the residents and staff if it senses smoke, heat or water flow in the sprinkler system. Annual testing is required by law.

Two licensed contractors were asked to submit proposals to test and maintain The Collection’s systems. They were ISS, the original installers of the Fire Alarm System and Simplex Grinnell. The service and cost are as follows:

Line	Item	Island Signal and Sound	Simplex
1	Annual Fire Alarm System Testing and Inspection	Yes	Yes
2	Annual Smoke Detector Cleaning	Yes	No
3	Annual In-Unit Audible Testing	Yes	Yes
4	Annual Wet Sprinkler Testing	Yes	Yes
5	Annual Pre-action System Testing	Yes	Yes
6	Annual Fire Pump Testing	Yes	Yes
7	Annual Fire Extinguisher Inspection	Yes	No
8	Total	\$27,225	\$34,759

It is recommended that ISS be used to test and maintain The Collection’s Fire Alarm and Fire Sprinkler Systems at a cost of \$27,225.



9. Camera and Security System – RFA Submitted

Part A

There are approximately 80 security cameras and 53 Fob Access Points at The Collection. During construction, Communication Consulting Solutions Inc (CCSI) installed The Collection's System.

CCSI served The Collection during the 2017 Warranty Period and submitted a proposal, moving forward to assist The Collection in maintaining it, to include:

- Bi-Annual Cleaning
- Visual Inspection of all Card Readers and Doors
- Firmware Update
- Camera Calibrations
- Data Back Up
- Responding to service calls

Part B

The Collection consists of several card reader doors. 21 are installed at The Lofts and 32 at The Tower. During construction, installation of these energized doors was performed by Group Builders, AIA Lectric, Kalu Glass, CCSI, IPD and Dan's Commercial Doors.

After the Warranty Period, as normal, repairs are starting to occur and it has been challenging determining which contractor to call. For example, Door A may have lost electrical power, trouble-shooting may involve several of the installation contractors to look at the door and through process of elimination and at significant site visit cost from each contractor, the correct contractor can correct the problem at an additional cost.

Communications Consulting Services Inc (CCSI) has proposed to be the first point of contact. They will coordinate with the correct contractor, purchase any parts using their industry discounts and eliminate the unnecessary calls to incorrect contractors.

It is recommended that **A)** CCSI be used to maintain The Collection's Security Camera and Access systems at a cost of \$5,235 and **B)** Use CCSI to be the first point of contact, coordinate with the correct contractor, purchase any parts using their industry discounts and eliminate the unnecessary calls to incorrect contractors at a cost of \$9,005.

If The Collection's Board of Directors choose not to approve **Part B**, then **Part A (only)** would be needed to insure the security camera and access systems are maintained to prolong the component's useful life.