

January 25, 2018
 The Collection Board of Directors Meeting
 General Manager’s Report
 Submitted by Al Guzman

ADMINISTRATION

1. The Collection Visitor Counts

Month	Count	2017 July	1451
2017 January	1282	2017 August	1239
2017 February	1190	2017 September	1196
2017 March	1223	2017 October	1300
2017 April	1129	2017 November	1119
2017 May	1322	2017 December	1484
2017 June	1325	Total	15,260

2. Association Rule Info

130 Association Rule Violation Letters issued.

<u>Violation Letters Issued</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Smoking on Lanai	0	0	0	1	2	4	2	0	1	0	0	0	10
Storage on Lanai	0	0	0	0	10	3	0	1	0	0	0	0	14
Vacation Rentals	0	0	0	0	2	1	0	3	1	0	0	0	7
Speeding	1	0	0	1	0	0	0	0	0	0	0	0	2
Noise	0	0	1	0	0	0	0	0	0	0	0	0	1
No Vehicle Decal/Registration	0	0	0	0	0	19	11	4	0	3	17	12	66
No Headlights	0	0	0	0	0	0	4	4	0	0	0	0	8
Other	0	1	1	2	1	3	1	3	1	2	5	2	22
Total Letters Issued	1	1	2	4	15	30	18	15	3	5	22	14	130

3. Toys for Tots



During this Holiday Season, The Collection’s Residents and Staff donated over 100 toys to the Toys for Tots Program. Thank you everyone for your generous donations!

4. Mother Waldren Park

Due to the closures of 2 Kaka’ako parks, many homeless began building their encampments at Mother Waldren park in December 2017. In total, about 70 “structures” were built.



HPD was consulted and they increased their presence at the park to protect all concerned. They also recommended to contact the City’s Stored Property Ordinance/Sidewalk Nuisance Hotline to place a formal complaint and added higher priority is given to the areas with the most complaints. The Collection reached out to 400 Keawe, Restaurant Row, Salt, Keahou, KS and Hawaiian Properties for their participation as well and as a result of the many complaints filed, the City closed Mother Waldren Park on January 2 for 30 days for maintenance.



Park Barricaded for Maintenance

5. Amenities

Due to the high volume of requests for the amenities (clubroom, cabanas etc.) we experienced this past holiday season and 4th of July, a lottery system will be used to select residents. Interested residents will submit their requests and 60 days prior, a drawing will take place to select the residents.

6. Workshop Usage Update

In September 2017, the Board approved a usage study of The Collection’s 2nd floor Workshop for a period of 6-8 months. The usage below is from April 2017 to December 2017. A final update will be provided in March 2018.

Line	Date of Reservation
1	04/23/17 07:00 PM - 10:00 PM
2	04/24/17 07:30 PM - 10:00 PM
3	04/30/17 04:45 PM - 06:00 PM
4	05/03/17 03:00 PM - 05:00 PM
5	05/07/17 12:00 PM - 02:00 PM
6	05/19/17 08:00 AM - 09:00 AM
7	05/21/17 08:00 AM - 12:00 PM
8	05/23/17 11:00 AM - 01:00 PM
9	06/06/17 11:00 AM - 03:00 PM
10	08/12/17 08:00 AM - 12:00 PM
11	08/13/17 08:00 AM - 12:00 PM
12	09/29/17 01:00 PM - 05:00 PM
13	10/17/17 03:00 PM - 07:00 PM
14	11/10/17 09:00 AM - 01:00 PM
15	11/22/17 01:00 PM - 05:00 PM
16	11/27/17 03:00 PM - 07:00 PM
17	12/03/17 11:00 AM - 03:00 PM
18	12/17/17 05:17 PM - 07:00 PM

7. 2018 Staff Budget Review

The Collection’s Management Staff reviewed the 2018 Budget. All were made aware of the various entities (Tower, Midrise, Commercial and Common), each entity’s spending limits and the various nuances of splitting invoices among entities.

8. Staff Appreciation

Several Staff members expressed their appreciation to The Board and the community for their holiday bonuses.



9. Ballistic Missile Warning

At 8:08am, on January 13, 2018, a Ballistic Missile Warning was issued on smart phones and displayed across television broadcasts. Residents were told to stay in doors or in the stairwells.

Since no Civil Defense Warning Sirens were heard and no radio broadcasts confirming the reports were given, residents were told to go back into their units.

OPERATION

1. Preventive Maintenance – See 8-11

The Collection Staff perform their routine and preventive maintenance (pm) monthly. Regular pm duties include exhaust fan checks, elevator track cleaning, lighting checks, pool scrubbing, fire extinguisher cabinet cleaning etc.

2. Tower Elevator #3

On December 17, 2017 at about 2pm. The Compensation Cable to #3 Elevator disconnected. The cable landed on top of Elevator #3 in the hoistway, causing significant damage. ThyssenKrupp (TKE) reported the disconnect is a rare event and both TKE Regional President and Hawaii Branch Manager gave assurances that:

- A complete inspection of the Tower's elevator cars and hoistway was performed to insure any and all damage associated with the detached cable would be repaired.
- The cost to repair would be paid for by TKE.

Repairs and fabrication of new materials is underway and the estimated date of repair is still being determined. As of 1/17/18, per TKE,

"Good Morning Al,

Although the finish interior panels have been sent to the factory for manufacturing in connection with the customer cab manufacture "Forms and Surfaces", as of this morning I have not got a completion date and or a ship date back to our local office. But be insured, as soon as I get information from the factory I'll be in touch and not to mention start immediately upon its arrival. Our work once it arrives should take a couple of days for the installation and balancing. I'm in direct communication with our factory people right now weekly on follow-ups. They have been advised a number of times of this being a HOT issue. Again, I apologize for the delay response and we do thank you for your time and support over this.

*Chuck Decoito
Service & Repair Operations Manager, Hawaii Branch"*

However, to expedite usage, TKE will get the operational parts and materials to at least get #3 up and running by February 9, 2018. It won't be pretty, however, we will have use of the elevator.

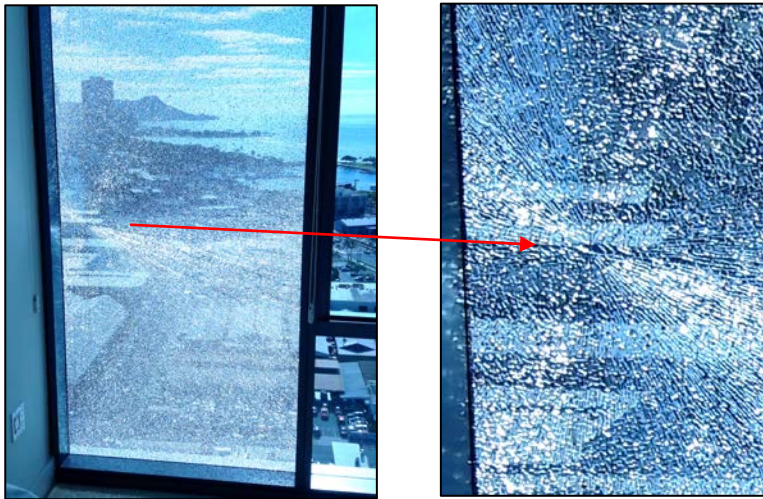
As part of The Collection's due diligence, in October of 2017, we had the State of Hawaii, Depart of Labor and Industrial Relations, Hawaii Occupational Safety and Health Division, Boiler and Elevator Inspection Branch, perform a thorough inspection of both Tower and Lofts Elevators. The discrepancies for The Collection's area of responsibility were corrected in timely fashion and The Collection passed the State's Inspection.

3. Tower Second Floor Garage Door

On January 3, 2018, IPD completed the installation of the Fob Reader on the Tower 2nd Floor Garage paid for A & B. IPD has ordered the Door Assist Operator. The Operator is a long lead item and installation anticipated to be late February, early March. Window will be installed at that time as well.

4. Shattered Resident Glass

On December 12, 2017, Unit XXXX reported that one of their Master Bedroom Glass Panels shattered. The glass was inspected with the Owner, Kalu Glass and this writer. Upon inspection, an impact point could be seen about 3 feet from the floor. Tenant claims no one was home when it shattered, however, a fob report showed fob activity during the time period. Estimate to replace the glass is \$7,869. Owners informed of their responsibility to replace the glass. Specific piece of glass was not in attic stock or on island and must be manufactured in China which makes this a long lead item. Owner has placed the order.



5. Garage Fluorescent Lighting Retrofit

There are about 535 fluorescent light fixtures in the parking garage, the bulk of which remain on 24 hours per day, 7 days per week. Also, there are about 288 fluorescent light fixtures in other areas of the project.

In consultation with Design Committee Chair, Director Kamo, where it's feasible, certainly in the parking garage, we anticipate The Collection could benefit from a fluorescent to LED lighting fixture retrofit. Director Kamo requested that A1 Lectric be included in the request for proposal process since they were the Electrical Contractors for The Collection.

In mid-December 2017, A1 Lectric, Nakata Electrical and Energy Industries performed an initial walk through of The Collection. The scope of work included:

Quote 1

- Fluorescent Lighting retrofit to LED. Bulbs only.
- Use existing fixture and ballast.
- Proposed lighting color/temperature to duplicate existing.

Quote 2

- Fluorescent Lighting retrofit to LED.

- Replace ballast, install driver and LED bulbs.
- Proposed lighting color/temperature to duplicate existing.

Notes:

- There are areas of the garage where the lights are on a sensor. Proposed product should be compatible OR a suitable product be proposed to be compatible.
- There are fixtures that have emergency power ballasts. Proposed product should be compatible OR a suitable product be proposed to be compatible.

The 3 contractors were given to the end of January 2018 to submit their initial proposals. Will review upon receipt and upon clarification of all the details, an RFA will be submitted to the Board for their review.

6. Commercial Space Construction Activity

Commercial 1, Drybar, is schedule to open pending receipt of their Licensing from the State of Hawaii.



Before

After

Commercial 2 & 4 hasn't started construction, but they are beginning to deliver their materials to the site.

7. Signage – Pool

Pool Rule Sign changes have been deferred to Committee.

WARRANTY

1. Unit Glass Leaks

During the heavy rain over the Holidays, a large volume of water came down in a short amount of time. Several Units experienced window leaks. A & B contacted Kalu Glass to inspect.

2. Driveway Entry (Auahi Street)

The Collection Driveway Entry Sign / Exit Stop Sign is being fabricated and will be placed at the driveway entrance off of Auahi Street. This is not a warranty item but rather part of the original design and construction. The cost to purchase and install will be paid for by A & B. The much-needed sign will help guests and visitors easily find The Collection (this past year, feedback was provided stating that The Collection parking was difficult to find). The original design was difficult to install as the location of the Standpipe for the Fire Sprinkler posed some challenges. The sign will be approximately 8 ½ feet tall.

ACCU's	Check condition, clean & change filters.	1 & Roof	Loading Dock & Tower roof	Maint
		3, 5 & 7	Annex	Maint
		Roof top	Lofts	Maint
AED	Inventory & battery check	1 & 7	Lobby and Fitness Room	Maint
Air Conditioning FCU's	Mitsubishi	Various	Common areas	Maint
Air Registers/Diffusers	Check condition & clean.	All	All corridors and common areas	Hskpg
BBQ area counters	Buff & polish counter top.	7	Tower	Hskpg
BBQ grills & area	Scrub deck weekly.	7	Rec deck	Hskpg
Bike Storage(s)	Sweep & polish bike racks.	4 & Lofts	4th Floor Pkg, Lofts DH Storage	Hskpg/Maint
Bus Carts	Check wheels & valves.	7	Rec Deck	Maint
Carts Mobile Ice Bins	Check wheels & valves.	7	Rec Deck	Maint
Carts Shopping	Pressure wash, check wheels & handle.	2,3,4,5,6, Lofts	Garage	Maint
Chlorine Cell	Run cleaning cycle.	7	Pool pump Rm	Maint
Compactor Trash Bins	Clean & check wheels, latches and chains.		Tower	Maint
Condensation Drains	Clean out.		Lofts & Tower	Maint
Dog Park	Deep clean & scrub entrance.	6	Parking garage	Maint
Drains - Roof	Clean out.	Tower, Lofts & annex	Roof Top	Maint
Dryer Exhaust Fans	Loren Cook	Roof Top	Lofts, & Annex Roof Top	Maint
Elevators - Lofts	Clean & polish tracks.	1 & 2	Lofts	Hskpg
Elevators - Tower	Clean & polish tracks.	1-4	Tower	Hskpg
Emergency Generator	Monthly testing.	1	Tower garage entrance	Maint
Entry Mats	Pressure wash & dry.	1-6	Entrances	Hskpg

Fire Extinguisher Box	Polish		All common areas	Hskpg
Fire Pump Testing	Monthly testing.		Tower Loading Dock	Maint
Fitness room - Lofts	Check all machines & condition.	1	Lofts	Maint
Fitness room - Tower	Check all machines & condition.	7	Tower	Maint
Garage Cleaning	Sweep garage entrances, storage lockers and walkways.	7-Jan		
Garage Exhaust Fans	Clean & secure.	1-5	Garage	Maint
Garage Gates	Clean gates and controller.	Auahi & South	Tower and Lofts	Maint
Golf Cart	Check battery weekly. Clean & polish monthly.		Garage	Maint
High Dusting	Dust & polish.		Tower/ Lofts Lobby	Hskpg
Ice Machine	Run cleaning cycle.	7	Rec deck - storage	Maint
Irrigation	Check & adjust timers/ stations.	7	Rec Deck - 7th fl storage	Maint
		1	Lofts and Maint rm.	Maint
Lighting Amenities	Check timers.	1, 7	Club Room, Lobby, fitness room	Maint
Lighting Garage	Check timers.	1,2, 3, 4, 5, 6, 7, Lofts, Comm.	Garage	Maint
Lighting Landscaping	Check timers.	1	Various perimeter & Landscaping	Maint
Lighting Rec Deck	Check timers.	7	Pavilions, cabanas, sconce, bollards	Maint
Lighting Roof Top	Perimeter LED, Beacon, sconces	1 & Roof Top	Roof Top	Maint

Lighting Stairwells	Check sensors.	All	Tower/ Lofts	Maint
Lighting Tower Hallways and Elevator Lobbies	Check timers.	All	Hallways	Maint
Loading Dock/Porte Cochere	Pressure wash	1	Loading Dock/Porte Cochere	Maint
Lofts Furniture	Check & dry clean covers.	Lobby	Lofts	Maint
Lofts Kitchen Appliances	Run & check.	MP	Lofts	Maint
OAU	Check condition & filters.	Roof top	Lofts	Maint
OAU -1		Roof top	Tower roof	Maint
Storm Drains	Clean out.		Roof, Rec Deck, Garage	Maint
Surf board storage	Sweep & polish racks.		Comm. & Lofts	Maint
Toilet Exhaust Fans	Loren Cook		Loft & Annex Rooftop	Maint
Touch Up Painting	Check condition.		Garage Wheel Stops and curbs, Porte Cochere, Stairwells.	Maint
Trash Chute Doors	Check & lubricate hinges.	All	All floors	Maint
Trash Chute Enzymes	Spray on each floor.		Tower & Lofts	Hskpg
Trash Rooms	Change fly tape, scrub floor, check drains.		1st floor Tower and Lofts	Hskpg
Vaccums	Check chords & filters.		Tower/Lofts	Hskpg
Window/Glass	Buff & clean water stains.	1	Tower/Lofts	Hskpg
7th Clubroom Appliances	Run & check.	7	Tower	Maint
Trash & Recycle bins	Clean out & check cover/ wheels.	2-7	Tower/ Lofts	Maint