



July 26, 2018  
 The Collection Board of Directors Meeting  
 General Manager’s Report  
 Submitted by Al Guzman

## ADMINISTRATION

### 1. Newsletter

The July – Sept Quarterly Newsletter was distributed. Among the important topics included were:

- President’s Message
- Short Term Rental Prohibition Info
- Pet Owner Considerations
- Headlights in the Garage
- Hurricane Preparedness
- HECO Scheduled Outage
- Social Activities Calendar
- Unit Maintenance Information

### 2. The Collection Visitor Counts

Month	Count
2017 Jan to Dec	15,260
2018 Jan	1,296
2018 Feb	1,143
2018 Mar	1,255
2018 Apr	1,195
2018 May	1,399
2018 Jun	1,585

### 3. Violations

The chart below is 2018’s violation letters that have been issued.

Violation Letters Issued	Jan	Feb	Mar	Apr	May	Jun	Jul	ytd
Smoking on Lanai						1		1
Over Watering on Lani						1		1
Failure to Register Guest					2			2
Short Term Rentals			3	1	2	2		8
Speeding						1		1
Open Door							1	1
No Vehicle Decal/Registration					2			2
Resident in Guest Parking		3	1	2	1	1		8
Parked in Wrong Stall	1	1			1			3
No Headlights					2		16	18
Lanai Storage						1	1	2
Oil Stains			18		11	7	2	38
Other								0
<b>Total Letters Issued</b>	<b>1</b>	<b>4</b>	<b>22</b>	<b>3</b>	<b>21</b>	<b>14</b>	<b>20</b>	<b>85</b>

#### 4. Head Light and Slow Down Patrols

Continued efforts are made to decrease speeding and increase the use of headlights in the garage. Radar guns that measure velocity is used and those who exceed 12mph are issued violation letters. We review our Security Camera System as well.



#### 5. Hawaii Community Development Authority

We have been working with HCDA to minimize Short Term Rentals occurring at The Collection. Based on facts provided by our investigation, they began issuing their own violation notices.

#### 6. Property Inspection

On May 25, 2018, Hawaiiana Management Executive, Jon McKenna inspected the facilities at The Collection. All major machine rooms, work areas and common areas were inspected.

#### 7. Ala Moana Blvd / Keawe Street Traffic Light

Unusually long wait times at the Ala Moana Blvd / Keawe Street Traffic Light were reported to the City. As it turned out, the vehicle sensors were never installed. The sensors were installed and the light changes faster if it senses a vehicle waiting to turn onto Ala Moana Blvd.



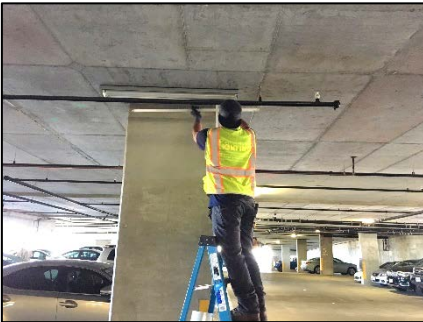
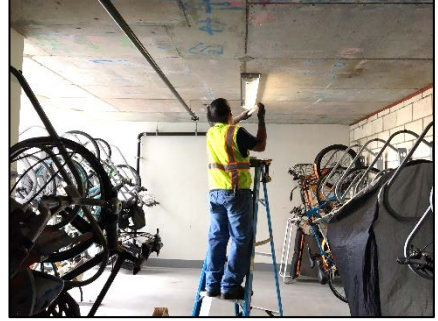
#### 8. Operational Procedures

Current Procedures and Emergency Procedures submitted to the Board.

## OPERATION

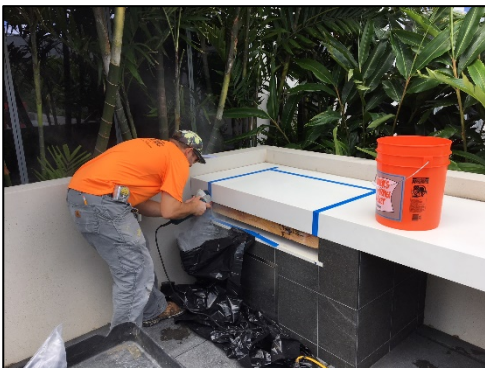
### 1. Fluorescent Lighting Retrofit

On May 24, 2018, Paradise Lighting was awarded the contract to retrofit about 1,238 fluorescent light bulbs to LED bulbs. The LED bulbs were ordered and on June 29, 2018, the retrofit began. The bulk of the fluorescent light bulbs were installed in the garage. Other areas included highly used equipment / storage rooms and common areas. The new LED bulbs will save The Collection approximately \$28,000 annually on electricity and the return on this investment will be about 6 months.



### 2. BBQ Grill Installation

BF Tile was hired to cut the counter top where the BBQ Grill would be installed. This included trimming back the foliage near and above the grill to prevent fire. Parts for the grill were ordered but the igniters were not in stock. Estimated arrival of parts is 7/27/18. Upon receipt, the grill will be installed.



### 3. Tower Water Outage

On Monday, 7/2/18, the Tower Water supply was turned off to repair a leak in the building's main backflow preventer. The backflow preventer prevents contaminated water from flowing back into Board of Water Supply's potable water supplies.



Disassembling



Backflow Exposed



Leak caused by pebble in line

### 4. Hawaiian Electric Scheduled Power Outage

On July 16, 2018 HECO scheduled a power outage from 10pm to 6am. HECO crews performed urgent upgrade work in our area that will minimize future unscheduled outages. The project affected the Iwilei, Kaka'ako and Ala Moana areas.

#### Affected Areas in Iwilei, Kaka'ako & Ala Moana



Residents were alerted via elevator landing postings, newsletter and email and as a prudent precaution, we powered down various equipment (pool heaters/pumps, common area ac's, elevators, trash compactor,

clubroom appliances and Wi Fi). On many occasions, power is unstable when initially restored. Powering down the equipment prevents damage during these occasions.

During the outage, all areas and systems were checked to see if the building was performing as it should during a power outage.

Power was restored at about 4:20am and all systems were powered back on without any issues. The Collection's HECO rep stated that only the one outage was required for The Collection. All repairs were performed and any remaining repairs could be performed with out any future outages.

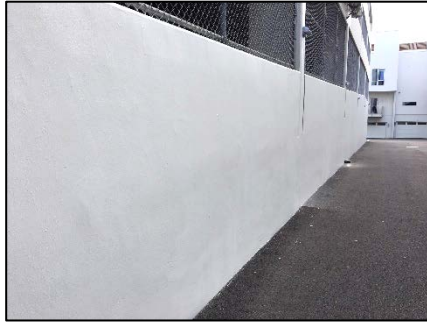
## 5. Garage Entrance

The Garage Entrance and Fire Lane Wall hasn't been painted or cleaned since before completion of construction. The Garage entrance and Fire Lane are in highly visible areas. After several meetings on safety, protective equipment, and traffic control, the staff began the painting tasks.

### Washing, Prep and Priming



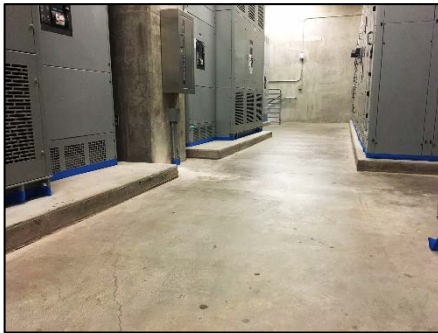
**After**



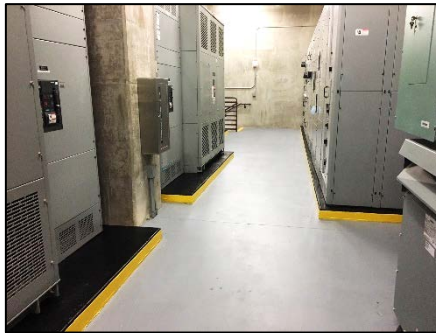
After several weeks, a fresh coat of eggshell paint was applied; replacing the flat paint. Cleaning will require less time and the appearance is a much fresher look. This inhouse project saved the association thousands of dollars. The project will continue to include the South Street side of the garage and Lofts Garage Entry.

**6. Electrical Room Painting (Tower and Lofts)**

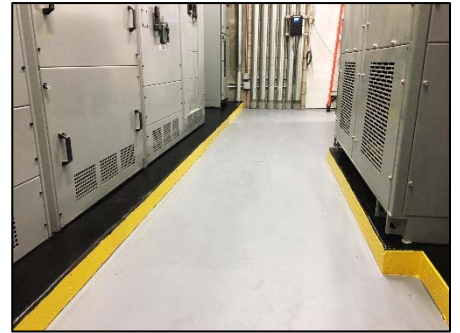
Painting the work area floors in both tower and lofts help protect the rooms from soil and dust. Minimizing soil and dust in these critical rooms will prevent premature equipment failure. It will allow our staff to thoroughly clean the floor surfaces.



*Before*



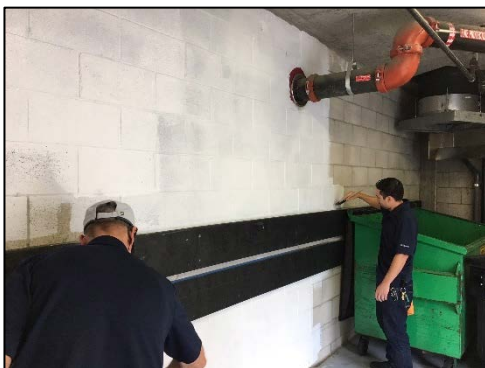
*After Tower*



*After Lofts*

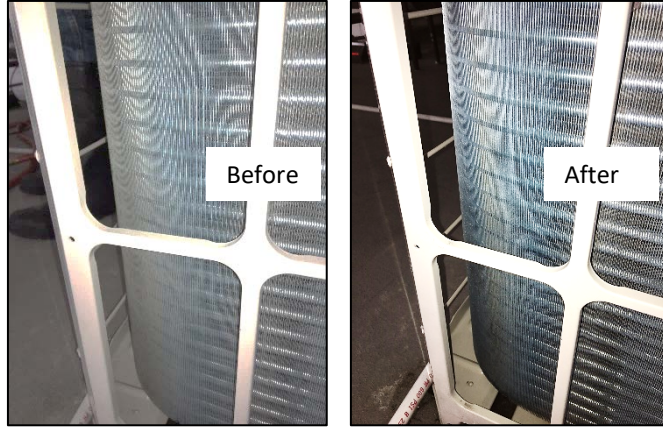
**7. Lofts Trash Room**

After construction completion, the Lofts trash room finish was bare concrete. Due to the concrete's porous nature, odors would linger and attract pests. Recently the room was painted which made it easier to clean.



### 8. Mitsubishi AC Unit Cleaning

Although The Collection has an HVAC maintenance contract with Dorvin and Leis, part of our preventive maintenance program includes additional cleaning of the common area ac units. This improves equipment efficiency, increase the useful life of our equipment and keep maintenance fees from increasing unnecessarily.



### 9. BBQ Grill Stone Cleaning

The BBQ Grills on the Tower Rec Deck are used frequently and the spills have been a constant challenge to clean; especially on such a porous surface. We tried various products and have found one that when applied, will help us minimize cleaning time and prolong the beauty of the stone.

*Before*



*After*

10. **Photo Voltaic**

Two Proposals from Energy Industries and 1 from Revolusun were submitted to the Building, Grounds and Design Committee.