

June 22, 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
Total	7058

2. House Rule Violations

Below are the counts of House Rule Violation Letters issued.

Violation	Jan 17	Feb 17	Mar 17	Apr 17	May 17
Smoking on Lanai	0	0	0	0	6
Storage on Lanai	0	0	0	0	9
Short Term Rental	0	0	0	0	2
Speeding	1	0	1	0	0
Noise	1	0	1	0	0
Other	0	1	0	2	0

3. Disaster Preparedness Resident Handouts – see pages 9-11

Hurricane Season is June 1 – November 30. Information was made available to the residents at the Lobby Desk as well as being posted on the website and message board.

4. HPD Briefing

The potential for crime exists at every condominium. How we handle the situation will determine if the situation will escalate, be diffused or be avoided altogether.

On June 5th, 2017 HPD's Community Policing Division Representative, Officer Alan Ibrao was on site to assist the staff with the handling of security situations pertaining to Situational Awareness, Removing Criminal Opportunity and Handling Agitated Individuals. Officer Ibrao was very knowledgeable, experienced and provided the staff with good information.



HPD Officer Abrao and Staff

5. Debit Card Authorization – Board Action Requested

Since October 2016, purchases for tools, supplies and materials have been made by the management staff. Receipts were then approved and submitted for reimbursement.

Credit applications were considered but many require the guarantor to submit their social security # and signature to guarantee payment. Surrendering social security numbers was not acceptable. Those vendors who did not require social security numbers and that we have accounts with are:

- Mapco (AC Filters)
- Crestek (cleaning supplies and equipment)
- Von Kenric Brushes (cleaning supplies and equipment)
- ABC Corporation (cleaning supplies)
- Sherwin Williams (paint and supplies)
- Safety Systems Hawaii (safety equipment)
- Grainger (tools and equipment)

I am requesting to obtain company debit cards (4) for the management staff for the use of purchasing necessary operational items without having to use personal funds.

The 4 debit cards will draw from a single account with an initial balance of \$5,000. Receipts will be submitted to reimburse the debit card account so that the initial funds will be maintained. The debit cards will be issued to

- GM Al Guzman
- Chief Engineer Mark Dias
- Operations Manager Kanani Chandler
- Executive Assistant Victoria Chai

Recommendation: That The Collection Board of Directors approve to provide the management staff company debit cards drawing from an association bank account with an initial balance of \$5,000, to purchase tools, supplies and materials that will be used for the operation.

6. GM Spending Limit – Board Action Requested

Operational spending limits need to be established for the GM position so procedures are in place to promote timely repairs and enhancements of the property and to prevent misuse of association funds.

Recommendation: That The Collection Board of Directors require the General Manager to seek Board approval for expenses exceeding \$2,500.

Definitions

Expenses are defined as:

- a) Services, tools, equipment, materials and supplies that will repair, maintain, enhance and prolong the useful life of The Collection.
- b) Training, seminars, and team building events that will 1) Improve the skill set of The Collection Staff and 2) Promote camaraderie and a desirable workplace environment to encourage retention.

Notes

1. For this property, travel expenses, meal allowances, per diems etc. are not considered as an expense that will be authorized by the General Manager. In the event travel is required, then authorization by the Board of Directors shall be obtained prior to the expense being incurred.
2. Exceptions to this spending policy would be for the procurement of services, tools, equipment, materials and supplies needed during emergency situations such as but not limited to: Natural Disaster Preparedness, Natural Disaster Recovery and general recovery and repair such as trees falling, car crashing into building or things of that nature where immediate action is required.

OPERATION

1. Projects

a. Lofts Roof Cleaning

The Tower Garage Roof was cleaned during May 2017. In June, the Lofts Rooftop was cleaned. Much of the dirt was left over from construction and cleaning both roofs will prolong the useful life of the roofs and UV protection qualities.



After

Before

b. Stairwell #3

The design and construction of Stairwell #3, located on the Makai / Ewa side of the garage, did not call for the raw metal to be coated or painted. The gap under the 7th floor entry door allowed rain to enter the stairwell causing corrosion. A Door Sweep has since been installed to keep out the rain.

Rust inhibitor, primer and paint were applied to the landings, steps, railings and undersides of the steps to prolong its' useful life and make it more visually appealing.



Before



After





Lofts stairwells 1 & 2, as well as Tower Stairwells 1 & 2 will be painted throughout the remainder of 2017 and well into 2018. Stairwell 3 was in the worst condition. Will keep you updated.

c. Furniture Refinishing

The sun and elements fades the exterior lobby furniture and pieces on the Rec Deck. In addition, food that is served spills and stains the tables all resulting in a worn appearance. As an in house preventive maintenance project, those pieces have been refinished.



Before



Mel Prepping



After



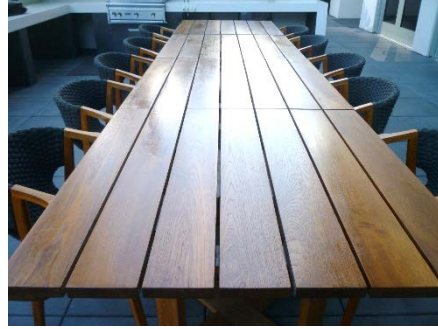
Derrek & Aaron Prepping



David & Mark applying stain & finish



Before



After

d. Garage Sweeping

The daily ingress and egress of vehicles into the garages creates fine dust caused by the friction of the tires on the straightaways and turns. The winds also blows dust into the garage. Residents track this dust into the building which gets into our landing carpets, elevator tracks and other areas.

Although the garages were pressure washed prior to opening, the amount of dust created by vehicle tires and dust accumulation in general, has been significant. As residents walk into the building, much of the dust is carried onto the carpeted areas, elevator tracks and the rest of the building.

Between June 5 – June 16, 2017, a riding sweeper was rented to sweep/vacuum the Tower, Lofts and Commercial Garages. During this period, approximately 500 pounds of fine dust was swept up. This cleaning will be performed annually. 2-week rental cost for sweeper was \$1,800.



About 40 pounds of fine dust per day swept. Sweeping time about 4 hours per day

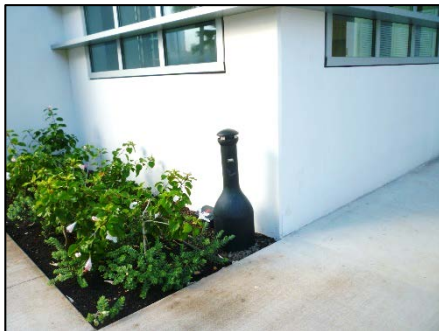


Before

After

e. Cigarette Ash Urns

Cigarette butts have littered our landscaping and sidewalk areas. Not a big problem but it does take labor to sweep these daily. Ash urns have been inconspicuously placed where we noticed people are smoking. They were pleased to have the urns installed and a noticeable decrease in litter has been observed.



2. Electrifying 2nd floor Garage Door and Mezzanine Door

IPD (Island Pacific Distributors):	For Door Hardware	\$4,500
M. Watanabe (Electricians):	For Electrical	not yet submitted
CCSI (Communications Consulting Services Inc):	For Fob Access	not yet submitted

The various subs are communicating and developing their scope of work.

3. Photo Voltaic Feasibility

On June 1, 2017, President of Energy Industries Corporation, Mr. Duane Ashimine, Director Ken Shimada and I walked The Collection Site to determine the feasibility of the installation of a photovoltaic system on the 7th floor parking garage above the trellises. No formal proposal has been requested at this time. Information is being gathered to determine if the installation will benefit The Collection. While onsite, Director Ken Shimada relayed that he will disclose any potential conflict of interest in advance if a formal proposal is requested and will recuse himself from any voting or decision making on this item.

4. Landscaping

On June 14, 2017, Takano Nakamura Landscaping (Landscaping Installers), Ben Lee (Landscape Architect), Hawaiian Dredging (General Contractor) and the management staff (GM, Chief and Ops) walked the site to officially accept the condition of the landscaping. Deficiencies were identified and corrected.

Performance Landscaping then began their term on June 19, 2017. They will provide 2-3 staff to be on site twice a week on Mondays and Thursdays.

5. Garage Safety and Speeding Control in the Garage

Driving safely in the garage has improved, however, speeding and unsafe driving still occurs.

There are several methods to curb speeding and unsafe driving that include speed bumps, painted driving lanes, installing ceramic discs, fines, signage etc. that range from inexpensive to costly.

A survey was taken of several condominiums to see what methods were being taken on their properties to increase safety and reduce speeding. The results can be seen on pages 12-13.

An ideal width for a driving lane in a condominium garage is 12 feet (per GP Roadway Solutions). Some condos are wider, some narrower. The Collection's Driving lanes are about 11.5 feet, narrower if large cars are parked within their stall.

Recommendation: That the General Manager compile the cost to install speed bumps, stripe driving lanes, and install ceramic disks so that the Board of Directors may select which system(s), if any, to implement in the garages.

Disaster Preparedness



Develop a 7-Day Disaster Supplies Kit.

Your disaster supplies kit should contain enough of the following items to last for 7-days:

- Water - One gallon of water per person per day for seven days for drinking and sanitation
- Food - Non-perishable food that does not require cooking. Popular local foods such as spam, corned beef and vienna sausages
- Baby Food
- Pet Food
- Eating Utensils – Plates, mess kits, forks and chop sticks. Don't forget a non-electric can opener for canned foods
- Radio - Battery-powered or hand crank radio with NOAA Weather alert
- Light - Flashlight and or a portable fluorescent light
- Spare batteries - Check annually
- First Aid – Get a good kit and consider enrolling in a certified first aid, CPR and AED course
- Whistle – Important for signaling for help. A whistle carries much farther than the human voice and uses less energy than yelling
- Dust Mask – Helps to filter contaminated air
- Sanitation - Moist towelettes, toilet paper, 5-gallon bucket, garbage bags and plastic ties for personal sanitation
- Tools - Wrench or pliers, duct tape
- Prescription – Special medications and glasses
- Maps - Local area maps for evacuation sites and pet friendly evacuation sites (see attached).

Hawaii

Evacuation and shelter information provided by Hawaii County Civil Defense, Phone: (808) 935-0031.

North Kohala District

Kohala High and Elementary
Kohala Intermediate

South Kohala District

Waikoloa Elementary
Waimea Elementary
Waimea Middle PCS
Waimea State Office Building

North Kona District

Holualoa Elementary
Kahakai Elementary
Kealakehe Elementary
Kealakehe High 🌿
Kealakehe Intermediate

South Kona District

Hookena Elementary
Konawaena High 🌿
Konawaena Elementary

Kau District

Kau High and Pahala Elementary 🌿

Hamakua District

Honokaa High and Intermediate 🌿
Kalaniana'ole Elementary 🌿

South Hilo District

E B de Silva Elementary
Hilo High 🌿

Hilo Intermediate

Kaunamana Elementary

Waiakea Elementary

Waiakea High 🌿

Waiakea Intermediate

Waiakea Waena Elementary

Puna District

Keaau Elementary

Keaau High 🌿

Keaau Middle 🌿

Keonepoko Elementary

Mountain View Elementary

Pahoa Elementary

Pahoa High and Intermediate 🌿

Maui

Evacuation and shelter information for Maui County provided by Maui Civil Defense, Phone: (808) 270-7285.

Hana

Hana High

Kahului/Wailuku/Waihee

Baldwin High 🌿

Iao Intermediate

Kahului Elementary

Lihikai Elementary

Maui Community College

Maui High 🌿

Maui Waena Intermediate 🌿

Wailuku Elementary

Kihei/Makena

Kamalii Elementary

Kihei Elementary

Lokelani Intermediate 🌿

Lahaina (West Maui)

Lahaina Intermediate

Lahainaluna High

Princess Nahienaena Elementary

Upcountry

Haiku Elementary

Kalama Intermediate 🌿

King Kekaulike High 🌿

Makawao Elementary

Paia Elementary

Pukalani Elementary

Molokai

Kaunakakai Elementary

Kualapuu Elementary

Molokai High

Kilohana Elementary

Lanai

Lanai High

Kauai

Evacuation and shelter information provided by Kauai Civil Defense, Phone: (808) 241-1800.

Central

Kamakahelei Middle

Kauai Community College

Kauai High 🌿

Kauai Humane Society [pets only] 🌿

Kauai War Memorial Convention Hall

King Kaumuali'i Elementary

Wilcox Elementary

Eastside

Kapaa Elementary

Kapaa High 🌿

Kapaa Middle 🌿

North

Kilauea Elementary

Kilauea Neighborhood Center

South

Eleele Elementary 🌿

Kalaheo Elementary 🌿

Koloa Elementary

West

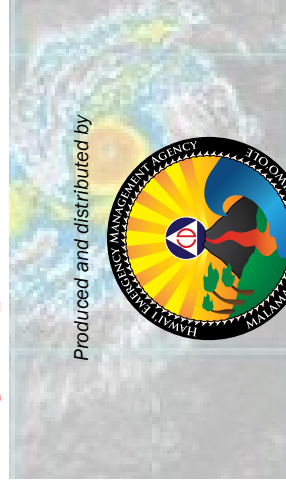
Waimea Canyon Middle 🌿

Waimea High 🌿

Hurricane Evacuation Shelters

Statewide List

Not every shelter on this list will be opened during an emergency. Check news media and county messages during emergencies for listings of open shelters.



Hawaii'i Emergency Management Agency
Formerly State Civil Defense

Phone: (808) 733-4300

Fax: (808) 733-4287

Website: scc.hawaii.gov

Email: AskCivilDefense@scc.hawaii.gov

ATTENTION!

Hurricane Evacuation Shelters WILL NOT open during evacuations for a Tsunami WARNING. Your local civil defense or emergency management agency will provide locations of tsunami refuge or assembly areas through local media.

Know Your Shelter

Hurricane Evacuation/ General Population Shelters

are facilities that provide increased protection from high winds to the public. Space may be limited and evacuees must be capable of taking care of their own needs or be accompanied by a caregiver.



Pet Friendly Shelters

are co-located with some general population shelters. Household pets entering a pet friendly shelter must be caged for safety and owners should provide water and food for their pets.

Be Informed and Ready

Not every shelter on this list will be opened during an emergency. Check news during emergencies for listings of open shelters.

During an emergency or threat of disaster, emergency information will be broadcast over local radio and TV stations. These broadcasts may include information about the location of hurricane evacuation shelters. More information, including the location of shelters for household pets may be broadcast, as well as when volunteers will be available to open shelters.

Since hurricane evacuation shelters do not stock supplies, please bring provisions from your emergency supply kit at home. You will need at least seven days worth of food, water, and personal items for yourself, family members, and pets.

Please review this statewide list of Hurricane Evacuation Shelters and note the two or three closest to your home. The shelters are listed by county.

The **ReadyHawaii** App provides listings of open shelters. Download it for free through iTunes or Google Play.

Oahu

Evacuation and shelter information provided by Department of Emergency Management, Phone: (808) 723-8960.

North Shore (Kaena Point to Kahuku)

Waialua High and Intermediate 🌿

Leeward Coast

(Makua to Waipahu and Vicinity)

August Ahrens Elementary

Barbers Point Elementary

Campbell High 🌿

Ewa Beach Elementary

Ewa Elementary

Holomua Elementary

Honowai Elementary 🌿

Ilima Intermediate 🌿

Kaimiloa Elementary

Kaleiopuu Elementary

Kamaile Elementary PCS
Kanoelani Elementary
Kapolei Elementary
Kapolei High
Kapolei Middle
Leihoku Elementary
Makaha Elementary
Makakilo Elementary
Mauka Lani Elementary
Nanakuli Elementary
Nanakuli High & Intermediate 🌿
Pohakea Elementary
Waianae Elementary 🌿
Waipahu Elementary
Waipahu High 🌿
Waipahu Intermediate

Central Oahu

(Wahiawa to Mililani and Vicinity)

Hanalani Elementary

Helemano Elementary

Iliahi Elementary

Kaala Elementary

Kipapa Elementary

Leilehua High 🌿

Mililani High 🌿

Mililani Ike Elementary

Mililani Mauka Elementary

Mililani Waena Elementary

Mililani Middle 🌿

Mililani-Uka Elementary

Wahiawa Elementary

Wahiawa Middle

Pearl City to Aiea and Salt Lake

Aiea Elementary

Aiea Intermediate

Aiea High 🌿

Aliamanu Elementary

Aliamanu Middle

Halawa District Park

Highlands Intermediate 🌿

Lehua Elementary

Makalapa Elementary

Manana Elementary

Moanalua High 🌿

Momilani Elementary

Nimitz Elementary

Palisades Elementary

Pearl City District Park

Pearl City Elementary
Pearl City High 🌿
Pearl City Highlands Elementary
Pearl Harbor Elementary
Pearl Harbor Kai Elementary
Pearl Ridge Elementary
Radford High 🌿
Red Hill Elementary
Salt Lake Elementary
Waiau Elementary
Waimalu Elementary
Webling Elementary

Salt Lake to Punchbowl and Downtown

Central Middle

Dole Middle

Farrington High

Fern Elementary

Kaewai Elementary

Kaulani Elementary

Kalakaua Middle

Kalihi Elementary

Kalihi-Kai Elementary

Kalihi-Uka Elementary

Kalihi Valley District Park

Kalihi-Waena Elementary

Kapalama Elementary

Kauluwela Elementary

Kawanakoa Middle

Lanakila District Park

Lanakila Elementary

Likelike Elementary

Linapuni Elementary

Lincoln Elementary

Maemae Elementary

Nuuanu Elementary

Pauoa Elementary

Puuhale Elementary

Roosevelt High 🌿

Royal Elementary

Stevenson Middle 🌿

Punchbowl to Waialae and Vicinity

Alitilani Elementary

Anuenue Elementary & High

Hawaii Convention Center

Jarrett Middle 🌿

Kaahumanu Elementary

Kahala Elementary

Kaimuki Middle 🌿

Kuhio Elementary
Liholiho Elementary
Manoa Elementary
McKinley High
Neal Blaisdell Center
Noelani Elementary
Palolo Elementary
Waialae Elementary PCS
Waikiki Elementary
Wilson Elementary

Aina Haina to Hawaii Kai and Vicinity

Aina Haina Elementary

Hahaione Elementary

Kaiser High 🌿

Kalani High 🌿

Kamiloiki Elementary

Koko Head Elementary

Niu Valley Middle

Windward Coast

(Kahuku to Waimanalo)

Ahuimanu Elementary

Aikahi Elementary

Benjamin Parker Elementary

Brigham Young University of Hawaii

Castle High 🌿

Enchanted Lake Elementary

Heeia Elementary

Kahalua Elementary

Kailua Elementary

Kailua High 🌿

Kailua Intermediate

Kainalu Elementary

Kalaheo High 🌿

Kaneohe Elementary

Kapunahala Elementary

Keolu Elementary 🌿

King Intermediate 🌿

Lanikai Elementary PCS

Maunawili Elementary

Pope Elementary

Puuhale Elementary

Waiahole Elementary

Waimanalo Elementary and Inter. 🌿

Shelter Guidelines

Shelter managers may ask evacuees to follow guidelines for the safety of everyone in the shelter. Evacuees should be flexible, patient and ready to cooperate.

Safety and Speeding Control Survey

Property	Signage Speed Limit	Posted Speed Limit	Signage Drive with Lights on	Painted Driving Lanes on Straight-aways	Painted Driving Lanes on Turns	Ceramic Disks on Straight-aways	Cones or Delineators on Straight -aways	Cones or Delineators on Turns	Speed Bumps on Straight -aways	Other Methods
7000 Hawaii Kai	Yes	5 MPH	No	No	No	No	No	No	Yes	
Allure Waikiki	Yes	n/a	Yes	Yes	Yes	No	No	No	Yes	Floors 1 - 5: 2 speed limit signs Floors 1 - 5: 1 speed bump on straightaways Floors 1 - 5: 2 fisheye mirrors per floor. 1st Floor: Turn on Headlights at Entry.
Discovery Bay	Yes	5 MPH	Yes	No	No	No	Yes	No	No	Reminders in Newsletter and Elevators.
Capital Place	Yes	5 MPH	Yes	No	No	No	Yes	No	Yes	Speed Gun during peak hours. Physical presence to slow down speeders. Reminders in Newsletter, Bulletins and Email Blasts.
Hokua	Yes	5 MPH	No	Yes	Yes	Yes	No	Yes	No	
Ko'olani	Yes	5 MPH	No	No	No	No	No	No	No	Post Guards to Monitor. Speed Gun Usage.
One Ala Moana	No	n/a	No	No	No	No	No	No	Yes	
Pacifica	Yes	5 MPH	Yes	No	No	No	No	No	No	Slow Down Patrols
The Collection	Yes	5 MPH	No	No	No	No	No	No	No	Speed Gun during peak hours. Physical presence to slow down speeders. Reminders in Newsletter & landings. Using Speed Gun Pics, send violation letters.
Waihonua	Yes	5 MPH	Yes	No	No	No	No	No	No	Speed Gun during peak hours. Physical Presence to slow down speeders. Reminders in Newsletter & landings. Using Speed Gun Pics, send violation letters to those exceeding 12 MPH.

Safety and Speeding Control Methods

