

June 25, 2019
 The Collection Board of Directors Meeting
 General Manager’s Report
 Submitted by Al Guzman

ADMINISTRATION

1. The Collection Visitor Counts

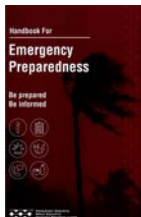
Month	Count
2019 Jan	1,399
2019 Feb	1,164
2019 Mar	1,252
2019 Apr	1,229
2019 May	1,394

2. 2019 Violations

2019	Jan	Feb	Mar	Apr	May	Jun	YTD
Violation Letters Issued							
Smoking	1						1
Over Watering on Lani				1			1
Failure to Register Guest	1						1
Rec Deck Related						3	3
Speeding/Unsafe Driving					1		1
Pet Related			1				1
No Vehicle Decal/Registration	9	69				6	84
Resident in Guest Parking				1			1
Parking Infraction			1		1	1	3
No Headlights				3			3
Lanai Storage							0
Oil Stains			1				1
Amenity Cancellation							
Improperly Stored Items	3			4			
Other	2	1	2	1			6
Total Letters Issued	16	70	0	10	2	10	108
Waived Violations (Mgt. Error)	1						1
FINES ISSUED	1	3				4	8

3. Hurricane Season

Hurricane Season began on June 1 and will last until November 30, 2019. Hurricane preparedness information was emailed to all owners and residents for their information. This writer contacted Hawaiian Electric and requested hard copies of their Emergency Preparedness Handbook. 100 were provided and can be picked up in the management office in the lobby.



4. Employee Handbook

Handbook has been updated to include Drug and Alcohol Policy, Probation Period, Switching Schedules, No Fraternalization and a few others. All but 3 have signed for their new handbook.

5. Solar Photovoltaic Update

Structural Solar has been hired to design a system that will span the driving lanes of the Tower 7th floor parking so that additional solar panels can be added. The Photovoltaic proposals that have been received will decrease The Collection’s electrical consumption. The additional panels spanning the driving lanes will further reduce electric consumption.

6. 2020 Census

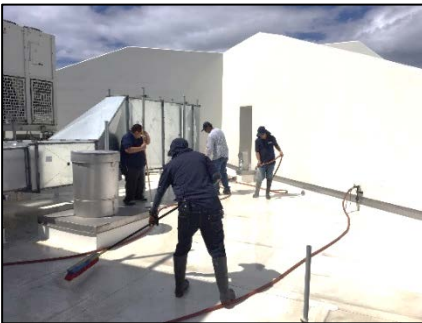
In 2020, the U.S. Census Bureau will conduct its census throughout the U.S.. *This year*, random samplings were taken throughout the U.S. whereby census takers visit random homes selected by the Census Bureau. The census takers want to know if the sample address taken is occupied or not. If not, how long has the unit been vacant. If occupied, the census taker must be escorted to the unit in the hopes of speaking with the occupant for their survey.

The census takers will have government IDS and the sample address occupant will have received notification by The Census Bureau prior the visit.

OPERATION

1. Preventive Maintenance

Various cleaning and preventive maintenance are scheduled every month. The first half of each month is spent on these tasks that include: Cleaning fan coil units, checking exhaust fans, drain cleaning, elevator track cleaning



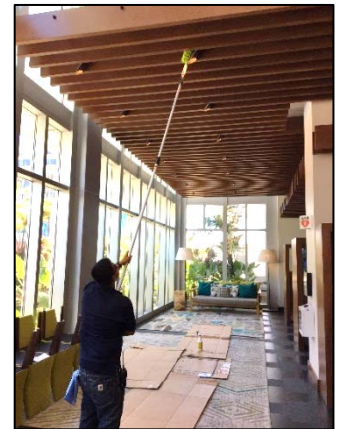
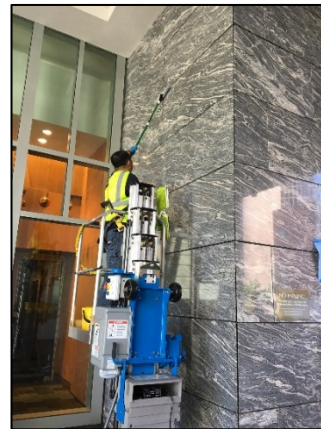
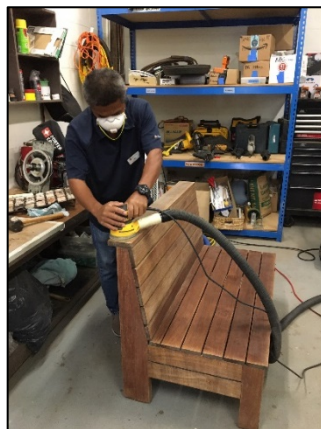
Bi annual roof top cleaning



Corrosion Inhibitor application



Bi-Annual Garage Sweeping



Tree Trimming

Furniture Refinishing

Stone Cleaning

High Dusting

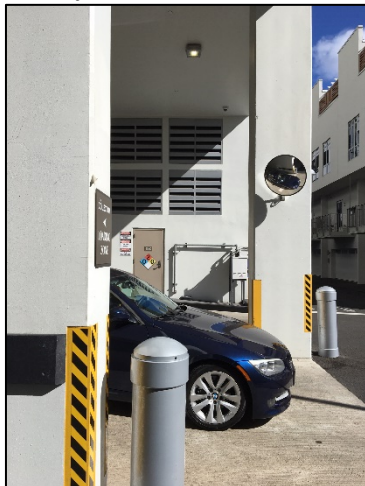


Pressure Washing the Precast Walls and Fitness Room Carpet Extracting

2. Safety Signage

“CAUTION – VEHICLES EXITING” signage has been installed at both the Tower and Lofts Garage entrances/exits. Pedestrians frequently cross these areas. The signs will assist with preventing pedestrian / vehicle accidents.

Before



After



After



3. Blue Tree Café

On 6/14/19, the Honolulu Fire Department inspected Blue Tree Café’s fire alarm system to ensure they were in compliance.

As of this writing, Blue tree Café is awaiting an inspection from the Department of Health. Once all requirements have been met, they will open.



Inspector Ortega of HFD



4. Lofts Door Lock Recall

All Lofts residential door locks have been replaced. In the recall notice, the manufacturer stated there was a possibility that the original locks would not open from the inside. This would be dangerous if the resident needed to escape. The locks were replaced with a higher quality product. The replacement went well. There were 2 call backs for adjustments.

5. Kitchen Faucet Hose

The Kitchen Faucet Hose Replacement and the checking of the shower caulking began on June 10, 2019. As of this writing, 130 owners and residents have scheduled their appointments. Reimbursement for those residents who purchased hoses and/or paid to have the hoses installed has been confirmed. Commercial Plumbing has commenced issuing the checks.