



October 26, 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
2017 June	1325
2017 July	1451
2017 August	1239
2017 September	1196
Total	12,269

2. Association Rule Info

House Rule Violation Letters issued – this includes **18 fines**.

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

3. International Interior Design Association

On Wednesday, 10/27/17, the IIDA toured The Collection. The Collection's Interior Designer, Philpotts and Associates, was very proud of The Collection's Design and wanted their peers to see the outcome.

4. Landscape Architects

On Friday, 10/6/17, the Landscape Industry Council of Hawaii held its' annual meeting which included a landscape tour of Symphony, Keahou Lane, One Waterfront, Anaha and The Collection.

5. Hskg / Maint Quiz – see attached page 8

In addition to periodic quizzes for the RS's, the Housekeeping and Maintenance Departments also participate. Topics such as Safety Data Sheets, Personal Protective Equipment, Employee Handbook and General Knowledge are tested.



6. Employee Drug Testing

Pre-Employment Drug Testing is required at The Collection. In order to create a safer environment for staff and residents, Random Screening and Reasonable Screening policy language has been added to the Employee Handbook as well. Policy has been distributed to staff and acknowledgement signatures obtained.

7. Vendor List – see attached page 11

A Vendor List has been compiled for residents to use to assist them with their home care needs. Plumbing, Painting, Locksmiths etc. are listed. The list is evolving and we will add vendors and contractors as time goes on. The list is available on The Collection's website.

8. The Collection Parking Stall - Discussion

In March 2017, prior to The Collection's purchase of 2 parking stalls from Alexander and Baldwin (A & B), a Tower Owner brought to the attention of Alexander and Baldwin that the parking stall that came with her unit was **uncovered**. Her Sales Contract specified a **covered** stall. Upon further review, it was found that a total of 12 stalls needed to be covered. Due to this oversight:

- Construction plans are being made to construct roofing for the 12 stalls.
- The Owner was given permission to park in one of A & B's covered stalls.

Since then, the Owner parks in the stall that now belongs to The Collection. The following options are available: a) Have the owner park in her uncovered stall b) Have the owner continue to park in The Collection's Stall c) Charge A & B a monthly rental fee for the stall until such time, the Owner can move back to her stall.

OPERATION

1. Projects

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. Below are a few of special projects performed in-house.

a. Pool Tile Scrubbing

To minimize scale build up, the pool tiles are scrubbed/agitated on weekly and once a month, a maintenance staff starts work a little early to scrub the tiles more aggressively.



Aaron at left

b. Cabana Lighting

The Cabanas are equipped with downlighting with a limited amount of light being cast during the evening. Those who enjoy the cabanas at night at times, bring their own lanterns for better illumination.



Original



New

New fixtures replacements were installed (2 per cabana) that cast light 280 degrees, providing more light that for users to enjoy at night.



Before



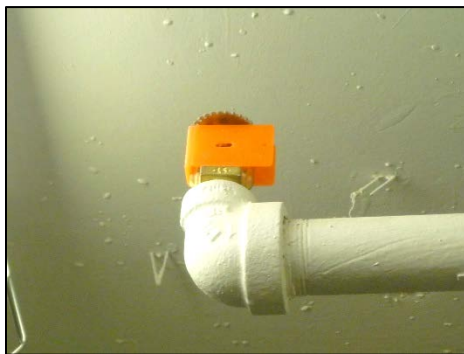
After

c. Honolulu Fire Department Inspection

On September 27, 2018, Inspector Zapata of HFD spent the day inspecting The Collection. He walked the entire site and reported the following discrepancies:

Fire Alarm System needed annual inspection labels. Informed Inspector Zapata the Annual testing was scheduled for week of 10/30. He was satisfied and will return thereafter for follow up.

Transport clips and or masking tape were still attached to 6 fire sprinkler heads. Those have since been removed.



2. Positive Alarm Sequencing (PAS)

Island Signal and Sound and The Collection's Fire Panel Manufacturer resolved the programming issue for the Positive Alarm Sequencing. Installation scheduled for week of 10/30/17.

Due to the intrusive nature of this particular testing (combination quarterly testing, installation of the Positive Alarm System and the Honolulu Fire Department Certification), information was distributed to residents via Newsletter and Email Blast, advising them if possible, to plan to be off site during certain days Thursday and Friday, November 2 & 3.

3. Signage

The new Fitness Rm Sign as installed. Additions include:

- Opening changed from 5am to 4:30am
- One non-resident visitor per unit is allowed in the Fitness Center and must be accompanied by the resident.
- Music is to be enjoyed using earbuds or headphones.
- Please wipe down any equipment, mats and hardwood floor that you use after your workout.



4. Garage Turn Striping

Upon completion of the pavement marker installation along the straightaways in the garage, comments were received concerning the turn striping. The pavement markers have helped keep drivers in their lanes. Several positive comments have been received. It has been noticed, however, that as drivers try to remain in their lanes, they come close to scraping the concrete pillars as they negotiate the turns coming down the garage. Striping the turns would press people to stay in their lanes and potentially scrape their passenger side door. 2 vehicles have already scraped their passenger sides doors without the striping.



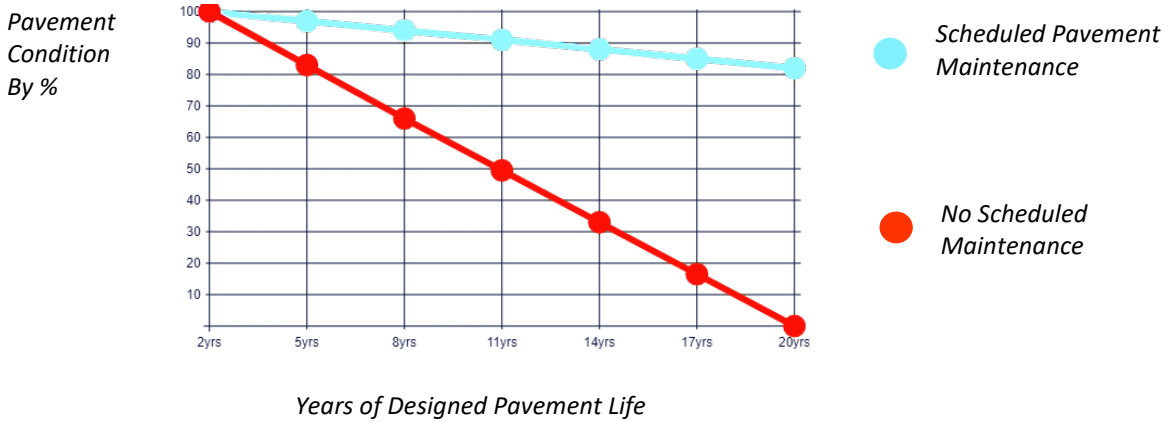
currently, exiting drivers give their vehicles a little extra room when rounding the pillars

Board Advisement: In consultation with Director Kamo, due to the potential for increased vehicle damage, a Turn Striping proposal will not be presented to The Board for approval as indicated during the July 27, 2017 Board Meeting.

5. Asphalt Seal Coating – Board Action Requested –RFA on page 12

Seal coating is an excellent way to protect the asphalt driveway and road between the town homes and tower/lofts garage. It provides a “wearable” surface that if done every 3 – 5 years, will prolong the useful life of the asphalt driveway.

BENEFITS OF REGULAR PAVEMENT MAINTENANCE (chart provided by DC Asphalt)



Tower Driveway and Driving Lane



Lofts Driveway

DC Asphalt, Seal Pros and Alakona were asked to provide bids to seal approximately 17,500 square feet of asphalt at The Collection. Alakona did not submit a bid.

Contractor	Cost	Difference	Scope	Better Business Rating
Seal Pros	\$10,567	\$0	Clean, Coat, Restripe	A+ 8 years in business
DC Asphalt	\$12,848	\$2,281	Clean, Coat, Restripe	A+ 11 years in business

Recommendation

That The Collection Board of Directors approve Seal Pros to apply a seal coat to the asphalt areas of The Collection at a cost of \$10,567.

6. HVAC

Proposals for The Collection's Common Area AC has been requested from Standard Sheet Metal, Leis and Dorvin and Heide and Cooke. Upon receipt, the information will be compiled and presented to The Board for approval.

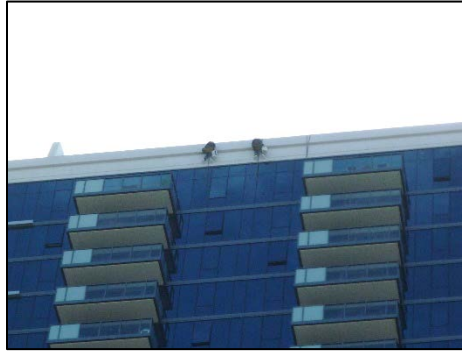
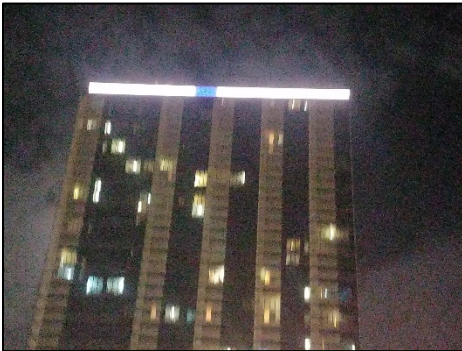
WARRANTY

1. Spa Heaters Update

During the week of October 16, 2017, the final assembly of components arrived. Wester Water Features flew in from California to get the new gas operated spa heaters up and running. Installation performed during week of 10/16/17.

2. Tower Crown Lighting

Repairs to the Crown Lighting performed on 10/19/17.



3. Sub-Metering

A1A Lectric received The Board's request for 5 months sub-metering cost credit. We are awaiting their formal response.



The Collection Hskg Maint Quiz May 2017

Date _____

Name _____

A. Employee Handbook and Related

1. At the very minimum, how many days notice, prior to the start of your vacation, must you provide in order for your vacation request to be considered?
2. If you are not coming to work as scheduled who do notify first?
3. A Doctor's Note is required after how many consecutive days of calling in sick?
4. For Full Time Employees, how many vacation (hours) **must** you take each year?
5. What specific 2 days must an employee work in order to receive Holiday Pay?

B. Safety

1. If an OSHA officer asks you where our Safety Data Sheets (SDS) are located, what will you tell them?
2. What Personal Protective Equipment (PPE) should you be using when cleaning up vomit?
3. What PPE are needed when using the gas weed trimmer in the hot sun?
4. What should you always place on the floor when mopping?
5. When using a spray bottle to spray chemicals, what should always be on the outside of the bottle?

C. General

1. What is the name of the area that serves as The Collection's Evacuation Site?
2. What are the hours of operation for the following?

Tower Recreation Deck

Tower and Lofts Fitness Rooms

Management Office

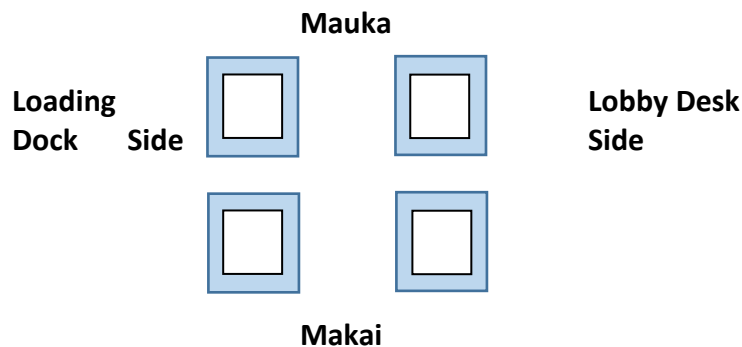
3. Identify the following:

Code Red means:

Code Blue means:

Code Green means:

4. Identify each elevator (1, 2, 3 & 4).



5. If a stranger asks you to fob them up to a certain floor, or asks you to open a certain room, what should you do?

6. If you are running low on cleaning supplies or chemicals, which of the following is correct (circle one)?

- a. Borrow from another co-worker
- b. Inform Ops
- c. Bring supplies from home
- d. No need to do anything

7. The trash compactor room shall remain open at all times.

True or False



8. What time should the Dog Run be cleaned daily?

9. What should be checked/received daily upon clocking at the lobby desk. (Circle all that applies.)
 - a. Copy of the Ameninty/ Loading Reservations schedule
 - b. Daily lunch menu
 - c. Newspaper
 - d. Maintenance & Housekeeping log
 - e. Immediate concerns/ pass downs from Residential Specialist



Vendor List

<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">A/C Maintenance</td> </tr> <tr> <td style="width: 60%;">Pending</td> <td style="text-align: right;">(808) 842-4000</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">A/C Filters</td> </tr> <tr> <td>Carrier Hawaii</td> <td style="text-align: right;">(808) 596-2665</td> </tr> <tr> <td>Grainger</td> <td style="text-align: right;">(808) 423-0028</td> </tr> <tr> <td>Mapco</td> <td style="text-align: right;">(808) 845-2888</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Appliance Services</td> </tr> <tr> <td>Tunista</td> <td style="text-align: right;">(808) 478-2833</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Cable & Internet</td> </tr> <tr> <td>Hawaiian Telcom</td> <td style="text-align: right;">(808) 643-0878</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Closet Systems</td> </tr> <tr> <td>Closet Systems Hawaii</td> <td style="text-align: right;">(808) 488-0811</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Dry Cleaning</td> </tr> <tr> <td>Marie Louise</td> <td style="text-align: right;">(808) 593-1110</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Dryer Duct</td> </tr> <tr> <td>Cunningham Air Systetms</td> <td style="text-align: right;">(808) 456-7619</td> </tr> <tr> <td>PurAir Hawaii</td> <td style="text-align: right;">(808) 589-2712</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Electrical Sub-Metering</td> </tr> <tr> <td>Multifamily Utility Company</td> <td style="text-align: right;">(808) 282-0721</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Garbage Disposal</td> </tr> <tr> <td>Tunista Services</td> <td style="text-align: right;">(808) 478-2833</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Hawaiiana Management</td> </tr> <tr> <td>Management Executive, Jon McKenna</td> <td style="text-align: right;">(808) 203-5234</td> </tr> <tr> <td>Maintenance Fee Inq., Kimberly Tuliao</td> <td style="text-align: right;">(808) 593-6346</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Housekeeping Services</td> </tr> <tr> <td>Maid Brigade</td> <td style="text-align: right;">(808) 524-7788</td> </tr> <tr> <td>Shiny Floors</td> <td style="text-align: right;">(808) 593-8881</td> </tr> </table>	A/C Maintenance		Pending	(808) 842-4000	A/C Filters		Carrier Hawaii	(808) 596-2665	Grainger	(808) 423-0028	Mapco	(808) 845-2888	Appliance Services		Tunista	(808) 478-2833	Cable & Internet		Hawaiian Telcom	(808) 643-0878	Closet Systems		Closet Systems Hawaii	(808) 488-0811	Dry Cleaning		Marie Louise	(808) 593-1110	Dryer Duct		Cunningham Air Systetms	(808) 456-7619	PurAir Hawaii	(808) 589-2712	Electrical Sub-Metering		Multifamily Utility Company	(808) 282-0721	Garbage Disposal		Tunista Services	(808) 478-2833	Hawaiiana Management		Management Executive, Jon McKenna	(808) 203-5234	Maintenance Fee Inq., Kimberly Tuliao	(808) 593-6346	Housekeeping Services		Maid Brigade	(808) 524-7788	Shiny Floors	(808) 593-8881	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Interior Paint</td> </tr> <tr> <td style="width: 60%;">Sherwin Williams</td> <td style="text-align: right;">(808) 842-4000</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Light Bulb Supplier</td> </tr> <tr> <td>Ligh Bulb Source</td> <td style="text-align: right;">(808) 596-2214</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Locksmith</td> </tr> <tr> <td>Affordable Locksmith</td> <td style="text-align: right;">(808) 943-1425</td> </tr> <tr> <td>Island Pacific Distributor*</td> <td style="text-align: right;">(808) 955-1126</td> </tr> <tr> <td colspan="2" style="text-align: center;">(*Re-key your locks to The Collection Master)</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Pest Control</td> </tr> <tr> <td>Xtermco</td> <td style="text-align: right;">(808) 591-2922</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Plumbing</td> </tr> <tr> <td>Commercial Plumbing</td> <td style="text-align: right;">(808) 845-4112</td> </tr> <tr> <td>Pacific Drain Service</td> <td style="text-align: right;">(808) 216-1846</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Refrigerator Filters</td> </tr> <tr> <td>Reliable Parts</td> <td style="text-align: right;">(808) 847-3271</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Water Extraction</td> </tr> <tr> <td>MD Restoration</td> <td style="text-align: right;">(808) 528-3434</td> </tr> <tr> <td>Puro Clean Property</td> <td style="text-align: right;">(808) 548-7876</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Window Cleaning (Interior)</td> </tr> <tr> <td>World Wide Window Cleaning</td> <td style="text-align: right;">(808) 529-0505</td> </tr> <tr> <td>Clean Windows</td> <td style="text-align: right;">(808) 599-8779</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Window Covering</td> </tr> <tr> <td>Window World</td> <td style="text-align: right;">(808) 834-1114</td> </tr> <tr> <td>Budget Blinds</td> <td style="text-align: right;">(808) 732-6677</td> </tr> <tr> <td colspan="2" style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">Window Repair</td> </tr> <tr> <td>Kalu Glass</td> <td style="text-align: right;">(808) 486-7488</td> </tr> </table>	Interior Paint		Sherwin Williams	(808) 842-4000	Light Bulb Supplier		Ligh Bulb Source	(808) 596-2214	Locksmith		Affordable Locksmith	(808) 943-1425	Island Pacific Distributor*	(808) 955-1126	(*Re-key your locks to The Collection Master)		Pest Control		Xtermco	(808) 591-2922	Plumbing		Commercial Plumbing	(808) 845-4112	Pacific Drain Service	(808) 216-1846	Refrigerator Filters		Reliable Parts	(808) 847-3271	Water Extraction		MD Restoration	(808) 528-3434	Puro Clean Property	(808) 548-7876	Window Cleaning (Interior)		World Wide Window Cleaning	(808) 529-0505	Clean Windows	(808) 599-8779	Window Covering		Window World	(808) 834-1114	Budget Blinds	(808) 732-6677	Window Repair		Kalu Glass	(808) 486-7488
A/C Maintenance																																																																																																											
Pending	(808) 842-4000																																																																																																										
A/C Filters																																																																																																											
Carrier Hawaii	(808) 596-2665																																																																																																										
Grainger	(808) 423-0028																																																																																																										
Mapco	(808) 845-2888																																																																																																										
Appliance Services																																																																																																											
Tunista	(808) 478-2833																																																																																																										
Cable & Internet																																																																																																											
Hawaiian Telcom	(808) 643-0878																																																																																																										
Closet Systems																																																																																																											
Closet Systems Hawaii	(808) 488-0811																																																																																																										
Dry Cleaning																																																																																																											
Marie Louise	(808) 593-1110																																																																																																										
Dryer Duct																																																																																																											
Cunningham Air Systetms	(808) 456-7619																																																																																																										
PurAir Hawaii	(808) 589-2712																																																																																																										
Electrical Sub-Metering																																																																																																											
Multifamily Utility Company	(808) 282-0721																																																																																																										
Garbage Disposal																																																																																																											
Tunista Services	(808) 478-2833																																																																																																										
Hawaiiana Management																																																																																																											
Management Executive, Jon McKenna	(808) 203-5234																																																																																																										
Maintenance Fee Inq., Kimberly Tuliao	(808) 593-6346																																																																																																										
Housekeeping Services																																																																																																											
Maid Brigade	(808) 524-7788																																																																																																										
Shiny Floors	(808) 593-8881																																																																																																										
Interior Paint																																																																																																											
Sherwin Williams	(808) 842-4000																																																																																																										
Light Bulb Supplier																																																																																																											
Ligh Bulb Source	(808) 596-2214																																																																																																										
Locksmith																																																																																																											
Affordable Locksmith	(808) 943-1425																																																																																																										
Island Pacific Distributor*	(808) 955-1126																																																																																																										
(*Re-key your locks to The Collection Master)																																																																																																											
Pest Control																																																																																																											
Xtermco	(808) 591-2922																																																																																																										
Plumbing																																																																																																											
Commercial Plumbing	(808) 845-4112																																																																																																										
Pacific Drain Service	(808) 216-1846																																																																																																										
Refrigerator Filters																																																																																																											
Reliable Parts	(808) 847-3271																																																																																																										
Water Extraction																																																																																																											
MD Restoration	(808) 528-3434																																																																																																										
Puro Clean Property	(808) 548-7876																																																																																																										
Window Cleaning (Interior)																																																																																																											
World Wide Window Cleaning	(808) 529-0505																																																																																																										
Clean Windows	(808) 599-8779																																																																																																										
Window Covering																																																																																																											
Window World	(808) 834-1114																																																																																																										
Budget Blinds	(808) 732-6677																																																																																																										
Window Repair																																																																																																											
Kalu Glass	(808) 486-7488																																																																																																										

For your convenience, The Collection Management has compiled the vendors list above. Please be advised that The Collection does not endorse individual vendors, products, or services, and this sheet is meant to be used for reference purposes only.

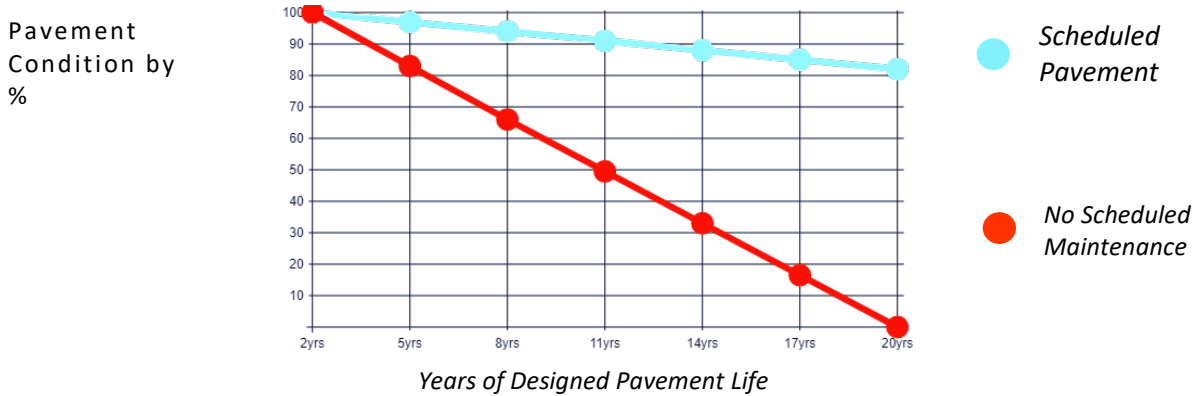
Revised 10/17/17

REQUEST FOR ACTION

Subject	The Collection – Asphalt Sealing				
Preparer	Al Guzman	AOUO Title	GM		
Date	October 26, 2017	For Board	x	Action	Info

EXECUTIVE SUMMARY

The Collection includes an asphalt driveway, road and parking areas comprising approximately 17,500 square feet. Seal Coating is recommended to protect and prolong the useful life of this component.



Lofts



Tower Entrance

Proposals to seal the asphalt were obtained from Seal Pro's and DC Asphalt.

- Seal Pros: \$10,567
- DC Asphalt: \$12,848.

Although the driveway, road and parking areas are shared by the townhomes and commercial tenants, the cost of the seal will be the burden of The Collection.

Per Article 3, DESCRIPTION OF THE PROJECT AND DIVISION OF PROPERTY

Section 3.3.3, "The Parking Garage and all roads, parking areas and parking stalls, driveways, ramps, loading areas or zones, sidewalks and walkways which are rationally of common use by Owners of more than one Unit.

See Exhibit A Condo Map

RECOMMENDATION

Recommend that the Board approve to hire Seal Pros at a cost of \$10,567.

RATIONALE

To maintain and prolong the useful life of The Collection's asphalt and to maintain property value.

Exhibits (If applicable)	Index	Title
	A	Condominium Map

FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Noted	<input type="checkbox"/>	Returned	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Withdrawn
--------------------------	----------	--------------------------	----------	--------------------------	-------	--------------------------	----------	--------------------------	----------	--------------------------	-----------

Stipulations

Coordinating Instructions

Distribution Instructions

Recording Secretary		Action Date		RFA No.	
---------------------	--	-------------	--	---------	--

