

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
THE COLLECTION  
JUNE 22, 2017**

**CALL TO ORDER**

President Kraulik called the meeting to order at 6:00 p.m.

**BOARD MEMBER ATTENDANCE.**

Members Present: President Joe Kraulik, Vice President Henry Lew, Secretary Howard Kam, Treasurer Sun Kim, Directors Ken Shimada, Ryan Kamo, Sandra Billington and Lee Cranmer.

Members Absent: Director Carleton Ching.

Present by Invitation: Jon McKenna, Management Executive, Hawaiiana Management  
Al Guzman, General Manager, The Collection  
Victoria Chai, Executive Assistant  
Christopher Shea Goodwin, Esq.

**MINUTES**

Director Kamo moved, seconded by Director Cranmer, to approve the Regular Meeting minutes of May 25, 2017 as submitted. Secretary Kam opposed, with all other voting in favor. The motion carried.

**DEVELOPER'S REPORT**

Developer representative Sandra Billington submitted and reviewed a written report.

**MANAGEMENT REPORT**

Management Executive McKenna submitted and reviewed a written report.

**GENERAL MANAGER'S REPORT**

GM Guzman submitted and reviewed a written report.

1. Management Debit Cards – Secretary Kam moved, seconded by VP Lew, to approve providing the four (4) 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 of The Collection. Treasurer Sun opposed with all others voting in favor. The motion carried.
2. General Manager's Spending Limit - Director Cranmer moved to approve requiring the General Manager to seek Board approval for expenses exceeding \$2,500. It was further noted as an exception that if the GM required to secure emergency spending approval in excess of \$2,500, he would obtain approval from the President, Vice President, Secretary, or Treasurer. The motion carried by unanimous consent.
3. Amenities Cancellation, No Show Fee – Deferred to the Governance Committee for review and recommendation at the next Board meeting.

**TREASURER'S REPORT**

The financial statements for May 2017 were reviewed and accepted, subject to audit.

**COMMITTEE REPORTS**

- A. Executive Committee – No report.
- B. Ad-Hoc Committee, Purchase Opportunity – President Kraulik reported the current loan ballot tally was 51% in Favor, 24% Opposed. Having achieved the requisite majority owner approval, the Board

will proceed to secure the financing through Bank of Hawaii to purchase Tower Unit 401 for \$768,000; Tower parking stalls No. 3088 and 6102 for \$90,000; and Tower Storage Rooms No. S416 and S616 for \$134,400, or collectively \$992,400. Closing is anticipated to take place by the end of July.

- C. Budget & Finance Committee – No report.
- D. Design Review & Building Maintenance Committee – Chair Kamo reported there were no new or outstanding reviews this month.
- E. House Rules Committee – Chair Krahulik informed the Board the next Committee meeting will be held Tuesday, July 25<sup>th</sup>, 6:00 p.m. in the 7<sup>th</sup> Floor Club Room.
  - a. Committee Name Change to “Association Rules Committee” – Director Cranmer moved to change the name of the committee to “Governance Committee.” The motion carried by unanimous consent.
  - b. Amendment to Association Rules (Tower); Section 6.5 (Pets) and 11.4 (Spa) – Deferred.
- F. Social Activities – Chair Billington reported the next event is anticipated to be scheduled at the end of summer/early fall. The Collection Executive Assistant, Victoria Chai, reported a “movie night” event will be held toward the end of July (date tbd).

#### **UNFINISHED BUSINESS**

- A. Tower Sub Meter Readings (Lost Data) – Deferred.
- B. Statement Mailing Date/Late Fee Date – Secretary Kam moved to approve Option #2 on the Request for Action whereby the previous months HECO invoice will be utilized for each statement rather than the current months HECO invoice. This will allow for statements to be mailed around the 20<sup>th</sup> of each month. The motion carried by unanimous consent.
- C. 2<sup>nd</sup> floor Parking Garage, Request for Automatic Door FOB Installation – Deferred.
- D. Midrise (Lofts), Elevator Maintenance Contract – Deferred.

#### **NEW BUSINESS.**

- A. Rules for Owner Participation at Board Meetings – Deferred.
- B. Suspension of Late Fees for June 2017 – Hearing no objections, the Board ratified suspension of late fees for June 2017.
- C. President’s Mid-Year Report – VP Lew moved to approve the President provide a report of the state of affairs of the Association as of June 30, 2017, at the July 27, 2017 Board meeting, as detailed in the Request for Action. The motion carried by unanimous consent.

#### **NEXT BOARD MEETING**

The next Regular Board of Directors meeting will be held on Thursday, July 27, 2017, 6:00 p.m., in the 7<sup>th</sup> Floor Club Room.

#### **EXECUTIVE SESSION**

The meeting adjourned into Executive Session to discuss legal and personnel matters at 7:43 p.m. and was called back to order at 8:35p.m. Association attorney, Christopher Goodwin, was in attendance.

- A. Lanai Tile Installation Specifications – Director Cranmer moved to obtain a proposal from Architectural Diagnostics, Inc. to create specifications for the installation of tile on unit lanais and, to authorize the Executive Committee to approve the proposal upon review. The motion carried by unanimous consent.

(8:25 – Director Kamo excused himself from the meeting.)

- B. Delinquency Report – The delinquency report was reviewed.

**ADJOURNMENT.** The Meeting was adjourned at 8:35 p.m.

Respectfully Submitted:

*Jon McKenna*

Jon McKenna

Board Approved On: July 28, 2017