

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
THE COLLECTION  
MAY 24, 2018**

**CALL TO ORDER**

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

**BOARD MEMBER ATTENDANCE**

Members Present: President Howard Kam, Vice President Carleton Ching, Secretary Ryan Kamo, and Directors Sandra Billington, Rodney Funakoshi, Joe Krahulik, Henry Lew (*via conference call*), and Wei-Kung Wang .

Members Absent: Treasurer Taylor Nguyen.

Present by Invitation: Jon McKenna, Management Executive, Hawaiiana Management  
Al Guzman, General Manager, The Collection  
Desmond Oliveira, Executive Assistant, The Collection

**MINUTES**

Secretary Kamo moved, seconded by Director Krahulik, to approve the Regular Meeting minutes of March 22, 2018 and the Annual and Organizational Meeting Minutes of April 26, 2018, as submitted. The motion carried unanimously.

(*VP Ching arrived at 6:02 p.m.*)

**TREASURER'S REPORT**

The financial statements for March and April 2018 were accepted, subject to audit.

**DEVELOPER'S REPORT**

Developer representative Billington submitted and discussed her written report.

**MANAGEMENT REPORT**

Management Executive McKenna submitted and reviewed his written report.

**GENERAL MANAGER'S REPORT**

GM Guzman submitted and reviewed his written report.

1. Gas Grill Re-Installation – Secretary Kamo moved, seconded by Director Krahulik, to re-install the gas grill in the same location. The motion carried unanimously.
2. Gas Grill Re-Installation Expense – VP Ching moved, seconded by Director Krahulik, for the Association to pay for re-installation, and then research and seek reimbursement from the responsible party, as applicable. The motion carried unanimously.

**COMMITTEE REPORTS**

1. Executive Committee – Chair Kam reported no meeting was held this month.
2. Budget & Finance Committee – Committee member Krahulik reported the Committee met on May 17, 2018 and provided a verbal report.
3. Building, Grounds & Design Committee – Chair Kamo reported the Committee met on May 17, 2018 and provided a verbal report.

4. Governance Committee – Chair Ching reported the Committee will meet on June 13, 2018 and provided a verbal report.
5. Social Activities – Chair Funakoshi provided a verbal report and anticipates scheduling a meeting sometime in June.

#### UNFINISHED BUSINESS

1. Revised Rules for Owner Participation at Board Meetings (RFA 12-2018) – VP Ching moved, seconded by Secretary Kamo, to approve the revised, and Association counsel reviewed, Rules for Owner Participation at Board Meetings. President Kam, VP Ching, Secretary Kamo, and Directors Billington and Lew voted in favor. Directors Kraulik and Wang opposed. Director Funakoshi abstained. The motion carried.
2. Hold Harmless and Mutual Release Agreement (RFA 18-2018) – Referred back to the Building, Grounds, & Design Committee.
3. Social Committee, Non-Owner Appointments (RFA 16-2018) – Director Kraulik moved, seconded by Secretary Kamo, to approve the appointment of Alexias Schimdt and Amanda Wolf to serve on the Social Committee. The motion carried unanimously.
4. Hawaiian Electric Company, Claim Settlement – Hearing no objections, the Board unanimously approved to ratify acceptance of \$2,849.31 to settle the claim submitted to HECO for repairs to damage caused by a power surge to the Tower Pool Next Gen Chlorinator's power board.
5. Master Association Dues (RFA 10-2018) – Director Kraulik moved, seconded by Secretary Kamo, to approve the recommendations provided for on the RFA as follows:
  - 1) Split/code the monthly master invoice between departments Residential and Commercial accordingly (the invoice is currently being coded to Common). Begin January 2019.
  - 2) Per the rationale provided for particularly in Exhibit D and the auditors input, do not charge a separate Master assessment to each residential unit (2017, 2018, or future).
  - 3) DO charge a separate Master assessment to each Commercial unit, per Exhibit J. A monthly Master fee will be added to each Commercial unit statement going forward.
  - 4) Invoice Commercial Unit #4 for amounts owed for the period beginning April 2017 to present.
  - 5) Invoice Townhomes for amounts owed beginning April 2017 to present.
  - 6) Reconcile the incorrect Master assessments charged to each unit for the period April – September 2017 and, issue refunds for as applicable.
  - 7) Send correspondence to the Master Association to include:
    - a. Exhibit G & J.
    - b. Demand the Master Association recognize the three separate entities and commence invoicing those entities separately and immediately.
    - c. Discontinue paying portions of invoices that are not the responsibility of The Collection (e.g. – Commercial Unit #4 and Townhomes at The Collection).
    - d. Review the correspondence with Association counsel before finalizing.
  - 8) Per Exhibit K –
    - a. Request reimbursement from the Master for 2017 and 2018 for the amounts overcharged due to not accepting the correct entities and subsequent EU's
    - b. Request 2018 invoicing is corrected.

President Kam, VP Ching, Secretary Kamo, and Directors Funakoshi, Kraulik, Lew, and Wang voted in favor. Director Billington abstained. The motion carried.

6. Building Operating Procedures – Management was requested to send the Board a copy of the Operating Procedures manual.

### **NEW BUSINESS**

1. Process Server Policy (RFA 15-2018) – Director Krahulik moved, seconded by Director Billington, to approve the Civil Process Server Policy, subject to noting on the RFA the policy was reviewed by Association counsel prior to Board review and, the policy will be assigned at policy #115. The motion carried unanimously.
2. 2019 Annual Meeting Date (April 25<sup>th</sup>), Parliamentarian, Association Attorney – Hearing no objections, the Board unanimously approved to set the 2019 Annual Meeting date as April 25, 2019 and approve hiring a Professional Registered Parliamentarian and Association attorney Chris Goodwin to attend. The motion carried unanimously.
3. Draft Audit, September 2016-December 2017 – Director Krahulik moved, seconded by VP Ching, to approve the audit for the period September 2016 – December 2017. The motion carried unanimously.
4. 2018 Audit/Tax Preparation Engagement – Director Krahulik moved, seconded by Secretary Kamo, to approve the proposal submitted by Ratna Nuti CPA LLC, at a cost not to exceed \$12,000, to prepare the 2018 audit and tax returns. The motion carried unanimously.
5. Fluorescent Lamps Retrofit to LED Lamps (RFA 17-2018) – Secretary Kamo moved, seconded by Director Krahulik, to approve the proposal submitted by Paradise Lighting to retrofit 619 fluorescent lighting fixtures at a cost of \$13,711. The motion carried unanimously.

*(VP Ching excused himself from the meeting at 7:58 p.m.)*

### **NEXT BOARD MEETING**

The next Regular Board of Directors meeting will be held on Thursday, July 26, 2018, 6:00 p.m., in the 7<sup>th</sup> Floor Club Room.

**EXECUTIVE SESSION** – Hearing no objections, the meeting adjourned into executive session at 8:01 p.m. to discuss legal and personnel matters and was called back to order at 8:19 p.m.

**ADJOURNMENT.** The Meeting was adjourned at 8:19 p.m.

Submitted:

*Jon McKenna*

Jon McKenna

Board Approved On: July 26, 2018