

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
THE COLLECTION  
MAY 25, 2017**

**CALL TO ORDER**

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

**BOARD MEMBER ATTENDANCE.**

- Members Present: President Joe Kraulik, Secretary Howard Kam, Treasurer Sun Kim, Directors Ken Shimada, Ryan Kamo, Carleton Ching and Lee Cranmer.
- Members Absent: Vice President Henry Lew and Director Sandra Billington.
- Present by Invitation: Jon McKenna, Management Executive, Hawaiiana Management  
Al Guzman, General Manager, The Collection  
Tyler Law, Multifamily Utility Company

**HOUSE RULES COMMITTEE REPORT**

1. Request for Action, Revisions to the House Rules – Director Lee moved to approve the revisions to the Tower Phase Association Rules per the recommended changes identified and agreed to by the majority of the Board in the observations and comments table provided by the House Rules Committee. The motion carried by unanimous consent. A copy of the specific changes will be attached to these minutes.

**SUB-METERING REPORT**

1. Sub-Meter Unit Assignments – Tyler Law of Multifamily Utility reported his investigation of the metering system found 190 units were programmed incorrectly and corrections were made for all floors except the 3<sup>rd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> floors. Manual inspections will be coordinated with the units on these three floors. For those units whose meter assignments were incorrect, their billing since the time they closed on the unit will have to be reconciled and an adjusted bill sent to those owners. Those who were overcharged will receive a credit and those who were undercharged will receive a bill for additional amounts owed.
2. Tower Sub-Meter Readings (Lost Data) – Deferred. ME McKenna and GM Guzman will be coordinating a meeting with the meter manufacturer (Siemens).

**MINUTES**

Director Ching moved to approve the Regular Meeting minutes of April 27, 2017. The motion carried by unanimous consent.

**DEVELOPER'S REPORT**

Developer representative Sandra Billington submitted a written report.

**MANAGEMENT REPORT**

Management Executive McKenna submitted and reviewed a written report.

1. HO6 Insurance – ME McKenna reported 30% of owners had submitted proof of existing insurance coverage. Hearing no objections, the Board approved to purchase a policy for those owners who do not submit proof of existing coverage by June 30<sup>th</sup> and, to charge the account of those owners for the cost of the policy. A reminder notice will be sent to those owners who have not yet secured and submitted their own policy.

**GENERAL MANAGER'S REPORT**

GM Guzman submitted and reviewed a written report.

1. Midrise (Lofts), Elevator Maintenance Contract – Deferred.

### **TREASURER'S REPORT**

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

### **COMMITTEE REPORTS**

- A. Ad-Hoc Committee, Purchase Opportunity – President Kraulik reported the current loan ballot tally was 39% in Favor, 21% Opposed. GM Guzman will send and group email communication to those owners who have not yet submitted their ballot.
- B. Budget & Finance Committee – No report.
- C. Design Review & Building Maintenance Committee – Chair Kamo provided a verbal report.
- D. Social Activities – Chair Billington submitted a written report. The next Committee meeting is scheduled for June 7<sup>th</sup>, 2:00 p.m., at the 7<sup>th</sup> Floor Club Room.

### **UNFINISHED BUSINESS**

- A. Selection of Association Auditor – President Kraulik moved to approve the proposal submitted by Ratna Nuti, CPA, LLC at a cost not to exceed \$12,000. The motion carried by unanimous consent.

### **NEW BUSINESS.**

- A. Request for Action, Establish and Executive Committee – President Kraulik moved to approve establishing an Executive Committee consisting of the Officers of the Board. The motion carried by unanimous consent.
- B. 2<sup>nd</sup> Floor Parking Garage, Request for Automatic Door Fob Installation – Deferred.
- C. Landscape Maintenance Contract – President Kraulik moved to approve the proposal submitted by Performance Landscapes at a cost of \$2,720.00 per month, plus tax. The motion carried by unanimous consent.

### **NEXT BOARD MEETING**

The next Regular Board of Directors meeting will be held on Thursday, June 22, 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 8:10 p.m. and was called back to order at 8:26 p.m.

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

**ADJOURNMENT.** The Meeting was adjourned at 8:26 p.m.

Respectfully Submitted:

*Jon McKenna*

Jon McKenna

Board Approved On: June 22, 2017