

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
THE COLLECTION
NOVEMBER 30, 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, Treasurer Taylor Nguyen, and Directors Sandra Billington, Carleton Ching, Ken Shimada, and Ryan Kamo.

Members Absent: Secretary Howard Kam.

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

MINUTES

Director Ching moved, seconded by Director Kamo, to approve the Regular Meeting minutes of November 2, 2017 as submitted. The motion carried unanimously.

DEVELOPER'S REPORT

Developer representative Sandra Billington submitted and reviewed her written report.

MANAGEMENT REPORT

Management Executive McKenna submitted and reviewed his written report.

GENERAL MANAGER'S REPORT

GM Guzman submitted and reviewed a written report.

- A. Association Parking Stall – The owner parking in the Association's stall will be relocated to another stall (owned by A&B).
- B. Holiday Décor Policy (RFA) – Tabled, no action was taken.
- C. Tower Garage 2nd Floor and Midrise Mezzanine Garage Door (RFA) –
 - a. Tower Garage 2nd Floor – VP Lew moved, seconded by Director Ching, to install the door window, FOB reader, and electric assist door opener on the Tower Garage 2nd Floor entry at a cost of \$9,169.01. President Kraulik, VP Lew, and Directors Ching and Shimada voted in favor. Directors Billington and Kamo recused themselves from voting, citing a conflict of interest as Director Billington is employed by the developer and Director Kamo works for a sub-contractor of the developer. Treasurer Nguyen abstained. The motion carried. The developer will be covering the cost for installation of the FOB reader and the price reflected above does not include FOB install cost.
 - b. Midrise Mezzanine Garage Door – No action was taken but it was noted that Midrise does have the option, and monies budgeted, to install an electric assist door.
- D. HVAC Proposals (RFA) – Director Ching moved, seconded by Director Shimada, to approve the proposal submitted by Dorvin and Leis, at an annual cost of \$19,338.00 (tax inclusive) plus parts and material, to service The Collection's Common Area HVAC Systems. President Kraulik, VP Lew, Treasurer Nguyen, and Directors Ching, Shimada, Kamo, and Billington voted in favor. The motion carried unanimously.

- E. Pool Signage – Director Kamo moved, seconded by Director Shimada, to have the Association attorney review the pool signage language and suggest changes. President Kraulik, VP Lew, and Directors Shimada, Kamo, and Billington voted in favor. Treasurer Nguyen and Director Ching opposed. The motion carried.

TREASURER'S REPORT

The financial statements for October 2017 were accepted, subject to audit.

COMMITTEE REPORTS

- A. Executive Committee – No report.
- B. Budget & Finance Committee – No report.
- C. Design Review & Building Maintenance Committee – Chair Kamo reported no new design applications were received for the month of November and there are no pending design applications.
- a. Unit Door Chime Guideline - Tower (RFA) – Director Shimada moved, seconded by Director Ching, to approve Honeywell wireless three tune door chime Model #RCWL300A as the approved door chime for Tower owners wishing to install a door chime. Additionally, any door chime installed within the common corridor would be mounted at 44” above the finish floor of the corridor to the centerline of the fixture. Chimes will be located no more than 6” from centerline of fixture to the door frame on the latch side of the door. Directors Ching, Shimada, and Kamo voted in favor. President Kraulik, VP Lew, Treasurer Nguyen, and Director Billington abstained. The motion failed.
- b. Unit 3710, Violation Appeal (Doorbell and Doorstop)
- i. Doorbell - As the design specification for doorbell installation was not approved per C. a. immediately above, Unit 3710 is not permitted to install a doorbell.
- ii. Doorstop – As exterior doorstops are in violation of the rules established by the Association, the committee recommended an alternative to an exterior mounted door stop and hold open. While the design review committee is not recommending to the home owner any specific type of hold open, there are products commercially available such as door wedges and interior door openers available which could serve as an alternative to the exterior mounted door hold open.
- D. Governance Committee – Chair Kraulik reported the next Committee meeting is scheduled for Thursday, December 7, 6:00 p.m., in the GM's outer office.
- a. Fines Issuance, Amendment to Association Rule 14.3 (RFA) – President Kraulik moved, seconded by Treasurer Nguyen, to approve amending Association Rule 14.3 to read as follows; “A fine will be imposed for any second and subsequent violation if the violation is of a similar nature as the previous violation.” President Kraulik, VP Lew, Treasurer Nguyen, and Directors Kamo, Ching, and Billington voted in favor. Director Shimada abstained. The motion carried.
- b. Dog Weight Limit Survey (RFA) – VP Lew moved, seconded by President Kraulik, to approve emailing a Dog Weight Limit Survey regarding a weight limit of not greater than 40 lbs. per dog or, leaving the no weight limit policy in place to all owners. President Kraulik, VP Lew, Treasurer Nguyen, and Directors Kamo, Ching, and Billington voted in favor. Director Shimada abstained. The motion carried.

- E. Social Activities – Chair Billington reported the next event will be announced shortly and that the committee is seeking volunteers.

UNFINISHED BUSINESS - None.

NEW BUSINESS

- A. 2018 Meeting Schedule – 2018 Board meetings are tentatively scheduled to be held on the 4th Thursday, monthly at 6:00 p.m. in the 7th floor Tower Club Room. Meetings are subject to change at the call of the President or when a quorum does not exist for a scheduled meeting. January 25th, February 15th (3rd Thursday), March 22nd, April 26th (Annual Meeting), May 24th, June 28th, July 26th, August 23rd, September 27th, October 25th, November 29th (5th Thursday), and no meeting in December.
- B. Limited Power of Attorney (RFA) – Director Ching moved, seconded by Director Shimada, to approve providing the Association attorney Christopher Shea Goodwin Limited Power of Attorney. The motion carried unanimously.
- C. Affidavit for Association Document Requests (RFA) – Deferred. ME McKenna was directed to inquire with the Association attorney if a declaration being executed by an owner requesting Association documents, in lieu of an affidavit, is permissible per State Law 514B.
- D. Board Vacancy – Hearing no objections, the Board approved filling the vacancy at the 2018 Annual Meeting.

NEXT BOARD MEETING

The next Regular Board of Directors meeting will be held on Thursday, January 25, 2018, 6:00 p.m., in the 7th Floor Club Room.

EXECUTIVE SESSION – The meeting adjourned into executive session at 9:01 p.m. to discuss legal and personnel matters.

- A. Annual Employee Bonus/Holiday Fund – Hearing no objections the Board approved distribution of the budgeted bonus amount, combined with monies received for the Holiday Fund, based on date of hire. Additionally, the annual bonus and Holiday Fund process and protocols are to be reviewed and approved by the Board each year.

(ME McKenna excused himself from the meeting at 10:15 p.m.)

The regular session was called back to order at 10:30 p.m.

ADJOURNMENT. The Meeting was adjourned at 10:30 p.m.

Submitted:

Jon McKenna

Jon McKenna

Board Approved On: January 25, 2017