

REQUEST FOR ACTION

Subject	Standardization of Request for Action by the Board of the AOOU ("RFA")				
Preparer	Howard Kam	AOUO Title	Secretary		
Date	February 5, 2017	For Board	x	Action	Info

EXECUTIVE SUMMARY

Purpose

The purpose of this RFA is to request that the Board adopt a standardized request for action memorandum for all action or information matters presented to the Board for consideration at its meetings (as defined in Section 3.8 of the Bylaws of the Association of Unit Owners of the Collection). If this RFA is adopted, the Board may consider utilizing this sample request for action or one that Hawaiiana Management may already have on file.

Rational

The benefits of adopting a standard RFA are:

1. Enable the Board clearly and concisely understand the purpose of the RFA, recommendation, if any, and assist it in organizing, conducting and drafting meeting minutes in accordance with Section 3.7 of the Association's Bylaws;
2. Enable the Board to be better prepared for meetings;
3. Enable the Association to establish and maintain a chronological record of each information or action item presented to the Board for consideration, action(s) taken, including any stipulations, coordinating instructions and/or distribution instructions; and
4. Provides for better accountability and transparency, including intent of the Board's action.

The drawback of adopting a standard RFA is that requesters may be reluctant to use it.

RECOMMENDATION

Recommend that the Board adopt this sample RFA or a similar RFA currently utilized by Hawaiiana for its other managed associations.

Exhibits (If applicable)	Index	Title
	A	N/A
	B	

FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

X	Approved		Declined		Noted		Returned		Deferred		Withdrawn
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Stipulations

N/A

Coordinating Instructions

N/A

Distribution Instructions

Board policy kept on file with Hawaiiiana and on-site management office.

Recording Secretary	Howard Kam	Action Date	Approved at the 3/23/17 Regular Board Meeting	RFA No.	001-2017
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