

**AOUO THE COLLECTION
BOARD OF DIRECTORS MEETING
MINUTES
JULY 10, 2024 AT 6:00 PM
ZOOM VIDEO CONFERENCE**

I. CALL TO ORDER

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

II. ATTENDANCE

Board Members: President Rodney Funakoshi, VP Wei-Kung Wang, Secretary Sharon Gi, Directors Edison Ting, Sarah Mandeville, Debra Ishihara-Wong, Henry Lew, Kathy Egan, Shirley Arakaki & Treasurer (non-Board owner) Gwen Young.

Absent/Excused: None.

By Invitation: Mike Baker, General Mgr., Desmond Oliveira, Exec. Mgr., The Collection
Michele Alueta, Community Manager (CM), Associa Hawaii
Felice Valmas, CPA

Guests: Unit 2803, Steve Shaw; Unit M212, Betty Gamundoy; Unit 1910, Michael Lum;
Unit 2901, Norman Mizuguchi; Unit M403, Terry Yamamoto.

III. INVITED GUEST – FELICE VALMAS, CPA

Felice Valmas, CPA, attended the meeting to present her analysis of the AOUO Unit 401 to the Board. She departed the meeting at 6:35 p.m.

IV. MINUTES

The minutes of the June 12, 2024 Regular Board Meeting was approved as corrected by unanimous consent.

V. REPORTS

A. Treasurer's Report

CM Alueta reported that the Financial Report for the month of May 2024 was not ready for distribution. This item was deferred until the next Board Meeting.

B. General Manager

The written report from the General Manager was presented by GM Mike Baker and is on file with the management office.

1. EV Charging Station: GM Baker reported that the new Dual Chargers are expected to be installed in 2 to 3 weeks. He also provided an update on cost and options for owners to install electric chargers in their own parking stalls.

2. Blue Tree Liquor License: GM Baker reported that Blue Tree's liquor license was approved and that the AOOU submitted a letter to the Liquor Commission with concerns about noise.
3. Garage Safety Drawings: GM Baker presented his recommendation of Garage Safety Signage. VP Wang moved, seconded by Director Mandeville, to approve the recommended signage on the 2nd floor of the parking garage. The motion passed unanimously.
4. Trash Chute Annual Cleaning: Director Lew moved, seconded by Director Egan, to approve the proposal from GOC Technologies to conduct a fire inspection of the trash chute with written report and trash chute cleaning for \$3,214.87 for Tower and \$1308.38 for Midrise. The motion passed unanimously.
5. Trash Compactor PM: Director Egan moved, seconded by Director Lew, to approve the proposal from GOC Technologies for Semi-Annual Preventative Maintenance of the trash compactors for \$994.76. The motion passed unanimously.
6. Emergency Generator PM: Director Arakaki moved, seconded by Director Ting, to approve the proposal from Hawthorne to perform annual maintenance of the generator for \$2376. The motion passed unanimously.
7. Employee Handbook Revision: Director Ishihara-Wong moved, seconded by Director Ting, to approve the proposal from GM Baker to revise the Employee Handbook to transition the vacation/sick leave to PTO (Paid Time Off) and to add President's Day, Kuhio Day and Juneteenth to the list of paid holidays, pending legal review. The motion passed unanimously.
8. Debit Card Limit Increase: VP Wang moved, seconded by Director Arakaki, to approve increasing the Debit Card Balance from \$5000 to \$10,000 for GM Baker and EM Oliveira. The motion passed unanimously.

C. Budget & Finance Committee (Chair – Gwen Young)
No Report.

D. Commercial Units Report (Chair Sarah Mandeville)
No report.

E. Governance Committee (Chair Wei-Kung Wang)
No report.

F. Master Association Representative (General Manager)
GM Baker reported there were no events or meetings scheduled.

G. Social Committee
No Report.

VI. OWNERS FORUM

2803: Steve Shaw thanked GM Baker for proposing the Employee Handbook Revisions as it will help

to retain employees and for the proposed parking garage signage. He gave comments on the EV plug placements in the parking stalls and advised GM Baker that the two signs in the pool area are inconsistent. GM Baker to review and correct any inconsistencies.

VII. UNFINISHED BUSINESS

- A. Construction Defect Claims - Update: President Funakoshi gave a verbal update. A written update will be provided as soon as available.
- B. Unit 401 Sale – Conversion of Parking/Storage to Common Element: This item was discussed with Felice Valmas (Invited Guest).
- C. 2025 Budget & Reserve Study: Secretary Gi moved, seconded by Director Mandeville, to approve Associa Reserves to complete a Level 3 Reserve Study update for \$785 plus tax. The motion passed unanimously.

VIII. NEW BUSINESS

None.

IX. EXECUTIVE SESSION

None.

I. FUTURE BOARD MEETINGS

The next Board of Directors meeting will be on Wednesday, August 14, 2024 at 6 pm (*via Zoom*).

II. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:31 p.m.

Submitted by:

Michele Alueta,
Recording Secretary, Associa Hawaii

Approved by the Board of Directors on September 11, 2024.