

**AOUO THE COLLECTION
BOARD OF DIRECTORS MEETING
MINUTES
JULY 12, 2023 AT 6:00 PM
ZOOM VIDEO CONFERENCE**

I. CALL TO ORDER

President Funakoshi called the Board of Directors meeting for AOUO The Collection to order at 6:00 p.m. via videoconference. A quorum was established.

II. ATTENDANCE

Board Members: President Rodney Funakoshi, VP Wei-Kung Wang, Directors Debra Ishihara-Wong, Sarah Mandeville, Kathryn Egan, Dr. Henry Lew & Edison Ting

Absent: Secretary Sharon Gi

By Invitation: Michael Baker, General Mgr., The Collection
Michele Alueta, Community Manager (CM), Associa Hawaii
Christopher Goodwin, Association Attorney
Kenneth Kasdan & Chris Hikida, Attorney, Kasdan Turner Thomson Booth LLC

Guests: Unit 2601, David Yang; Unit 1010, Shirley Arakaki; Unit 1009, Deborah Kuhls; Unit 3202, Jay Katz; Unit 1906, Timothy Lyons; Unit 4307, Cliff Ishigaki; Unit 910, Ahmad Sadri; Unit 2910, Greg Young; Unit 2009, Tim Brown; Unit 405, Lynn Fujimori.

III. EXECUTIVE SESSION

VP Wang moved, seconded by Director Egan, to adjourn the Regular session to go into Executive Session to discuss legal matters pertaining to the construction defects claim. Motion passed by unanimous consent. Regular Session was adjourned to Executive Session at 6:01 p.m. Director Sarah Mandeville was excused due to conflict of interest. President Funakoshi reconvened to regular session at 6:35 p.m.

Christopher Goodwin, Kenneth Kasdan & Chris Hikida departed the meeting at 6:35 p.m.

IV. ELECT TREASURER

President Funakoshi reported that the Board will need to elect a Treasurer. No volunteers or nominations received. The Board will be consulting with Attorney Christopher Goodwin on requirements.

V. MINUTES

The minutes of the May 10, 2023 & June 7, 2023 Regular Board Meetings were approved as distributed, by unanimous consent.

VI. REPORTS

A. Treasurer's Report

The Financial Reports for the months of April 2023 & May 2023 were presented by CM Alueta and accepted by the Board of Directors, subject to audit.

B. General Manager

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

1. Social/ Special Events Tent Purchase: Director Egan moved, seconded by Director Ting, to approve the purchase of a 30'x 20'x 8' Aluminum Assembly Tent, Top Post and Stakes for \$5,898.82, includes tax & shipping, from Warner Shutter Systems Limited. The motion passed with unanimous consent.
2. Pool Furniture Re-Upholstery: GM Baker reported that VRS (RAA Enterprises) will re-upholster 3 double chaise lounges and 10 single chaise loungers for \$6,503.66, includes tax and labor.
3. Exterior Apartment Windows: GM Baker reported water leaking through windows of two apartment units and will work to seal those windows. The seal of the windows will be routinely monitored. GM Baker also reported an apartment outer window is badly stained and will need to be cleaned by window cleaners at \$125 per hour. The work will take 4–8 hour labor cost to complete.
4. Walk through Inspection: GM Baker reported that a walk-through inspection has been conducted for the Reserve Study, to assess the quality of work, document concerns and needs. The report will be summarized and presented at the next Board Meeting.

C. Budget & Finance Committee (Chair - TBD, Members: Rodney Funakoshi, Wei-Kung Wang, Debra Ishihara-Wong, Henry Lew, Edison Ting, Sarah Mandeville)

No report.

D. Commercial Units Report (Chair Sarah Mandeville)

No updates to report. Chair Mandeville asked GM Baker to add water spots on Monument Sign for Commercial Tenants to the walk-through inspection report.

E. Governance Committee (Chair Wei-Kung Wang, Members: Kevin Kwan, Edison Ting, Darold Wong)

No report.

F. Master Association Representative (General Manager)

GM Baker reported that there was a Park Dog Event.

G. Social Committee

President Funakoshi reported that the Committee hopes to hold Halloween and Holiday Parties and asked volunteers to contact Executive Manager Desmond Oliveira.

VII. OWNERS FORUM

Unit 3202 Jay Katz:

Reported that the newly installed cap light is brighter and doesn't match the existing lights. GM Baker advised that the window cleaners wipe down the fixtures/lights but it does get worn since it is exposed to the sun/rain.

Unit 405 Lynette Fujimori:

Advised that she experienced a 2nd PEX leak and asked for a process in writing for residents to follow. GM Bakers reviewed the process and will work on a written procedure for owners.

Unit 2910 Greg Young: Requested that the Restaurants close the dumpster lids.

VIII. UNFINISHED BUSINESS

- A. Construction Defect Claims - Update: GM Baker gave a verbal report. He also requested that owners and residents to cooperate and give access to the attorney and contractors.
- B. EV Charging Stations and HECO's Charge Up Program: GM Baker gave a verbal update on the HECO Charge Up Program and will revisit proposals received from vendors to upgrade the current systems.
- C. 2024 Reserve Study & Budget Preparation: CM Alueta presented the Budget Preparation Schedule and proposals for the 2024 Reserve Study. The draft Budget will be submitted to the Board on July 21 and the first Budget Meeting is scheduled for Wednesday, August 2, 2023. No Board action was taken on doing a 2024 Reserve Study update. The 2023 Reserve Study adjusting for inflation will be used for the 2024 Operating Budget Proposal.

IX. NEW BUSINESS

- A. Unit 401 Sale & Conversion of Parking/Storage to Common Element: This item was deferred until the next Board Meeting. A simpler draft written ballot will be provided following consultation with the Board and Association attorney.
- B. CCTV Maintenance & Servicing: GM Baker will be presenting proposal for the maintenance and service of the CCTV systems.

X. EXECUTIVE SESSION

Hearing no objection, President Funakoshi adjourned the regular session to go into Executive Session at 7:40 p.m. to discuss the delinquency report and will reconvene to regular session at 7:57 p.m.

XI. NEXT MEETING

The next Board of Directors' meeting will be on Wednesday, August 9, 2023 at 6 pm (*via Zoom*) and the Budget Meeting will be on Wednesday, August 2, 2023 via Zoom (time TBD).

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 PM.

Submitted by:

Michele Alueta,
Recording Secretary, Associa Hawaii

Approved by the Board of Directors on August 9, 2023.