

# HALE - O - KALANI TOWERS

## BOARD OF DIRECTORS MEETING

July 1, 2009

### MINUTES

PLACE: On Site, Resident Manager's Office, Honolulu, Hawaii.

ROLL CALL: Present: President Jayson Harper, Vice President Harendra Panalal, Secretary Brian Richardson, Treasurer Jack Cai, and Directors Guansheng Jiao and Sachin Shah.

By Invitation: Account Executive Carl Nakao and Interim Site Manager Chris DiSante.

CALL TO ORDER: Noting a quorum present, President Harper called the meeting to order at 7:05 pm.

INTERIM SITE MANAGER'S REPORT: Interim Site Manager DiSante provided a verbal report.

Interim Site Manager DiSante was directed to email an estimate to purchase a cleaning cart.

The Board requested a written report of events and accomplished duties.

### MINUTES:

The Board reviewed and discussed the minutes of the Board meeting of June 3, 2009. President Harper moved to approve the minutes of the Board of Directors meeting of June 3, 2009, as circulated. The motion was seconded by Secretary Richardson and carried unanimously.

### TREASURER'S REPORT:

1. Financial Statements: The Board reviewed and discussed the financial status of the Association. Hearing no objection, the financial statement for May 2009 was accepted, subject to audit.
2. Delinquencies: Delinquencies and action being taken were discussed.

### COMMITTEE REPORTS:

1. Personnel: Chair Harper provided a verbal report.

The Board discussed having Resident Manager Tamburi produce a building operating manual. The matter was deferred pending Resident Manager Tamburi's return to work.

Director Jiao moved to have Resident Manager Tamburi sign the resident manager's job description. The motion was seconded by President Harper and carried unanimously. Secretary Richardson will proof read the final draft.

UNFINISHED BUSINESS:

1. Warranty Work: The Board discussed scheduling of the warranty work by Color Dynamics. Account Executive Nakao was directed to send a letter to Color Dynamics regarding the matter.
2. Spalling and Railings: The Board discussed developing specifications for concrete spalling and railing repair and replacement. Vice President Panalal and Director Shah will be providing photos and specifications for a designated floor. The specifications will be provided to contractors and a walkthrough will be scheduled with Director Shah on a weekend or President Harper on a weekday.

NEW BUSINESS:

1. Pool Cover Panels: The Board discussed a suggestion to purchase pool cover panels. Account Executive Nakao was directed to invite owner Au (403) to the next meeting to provide more information on the matter.

NEXT MEETING: Wednesday, August 5, 2009, on-site Resident Manager's Office at 7:00 pm.

ADJOURNMENT: There being no further business, President Harper adjourned the meeting at 8:37 p.m.

Submitted by:

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Brian Richardson, Secretary  
Hale-O-Kalani Towers

MANAGEMENT SPECIALISTS COMPANY  
Agent for HALE-O-KALANI TOWERS AOAO

Carl Nakao, CMCA®, AMS®, PCAM®  
Account Executive