



MANAGEMENT SPECIALISTS Company

A division of Century 21 Realty Specialists Corporation
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HALE - O - KALANI TOWERS

BOARD OF DIRECTORS MEETING

December 1, 2010

MINUTES

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

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

Present via Skype: Director Chris Bird

By Invitation: Account Executive Al Cloutier and Site Manager Chris DiSante.

CALL TO ORDER: Noting a quorum present, President Panalal called the meeting to order at 6:00 pm.

OPEN FORUM:

Owner Robert Urquhart addressed the Board regarding a bill in the amount of \$1823.18 that he paid for painting common areas on the Penthouse level.

The Board discussed reimbursing Owner Robert Urquhart for a bill that he paid to have common areas on the Penthouse level painted. Director Harper moved to reimburse Robert Urquhart for the full amount of the bill. Secretary Richardson seconded the motion, and the motion failed by a vote of 3 for and 3 against.

Director Harper moved to reimburse Robert Urquhart for approximately half of the bill (\$900). Secretary Richardson seconded the motion and the motion was carried unanimously.

SITE MANAGER REPORT:

Site Manager DiSante provided a verbal report.

The Board discussed two proposals from Alakai Mechanical Corporation; a quarterly cleaning of the horizontal sewer lines in the amount of \$1600 per year, and a bimonthly cleaning of the vertical sewer lines in the amount of \$2520 per year. Director Harper moved to approve both proposals from Alakai Mechanical Corporation. Director Jiao seconded the motion and the motion was carried unanimously.

AE Cloutier was directed to obtain a camera inspection proposal from Alakai Mechanical.

MINUTES:

The Board reviewed and discussed the minutes of the Board of Directors meeting of November 3, 2010, Director Harper moved to approve the minutes of the Board of Directors meeting of November 3, 2010. Director Jiao seconded the motion and the motion was carried unanimously.

TREASURER'S REPORT:

1. Financial Statements: The Board reviewed and discussed the financial status of the Association Hearing no objection, the financial statements for October 2010 were accepted, subject to audit.
2. Delinquencies: Delinquencies and action being taken were discussed.

COMMITTEE REPORTS:

1. Personnel Committee: No Reports

UNFINISHED BUSINESS:

1. Rear Spalling and Railings: The Board discussed an update report from JPB Engineering. The Board directed AE Cloutier to inform JPB to expedite the drafting of the AIA Contract by Structural Systems Inc, with JPB's recommendations. The draft AIA contract to be reviewed by JPB and the Board. AE Cloutier was also directed to inquire as to Errors and Omissions Insurance limits held by JPB, and to check JPBs listed references for previous projects.
2. Alakai Mechanical Cleanouts update, PH Drains: The Board discussed the recent sewer line clean out and a visual inspection of the penthouse drains. AE Cloutier was directed to obtain visual inspection report, and the matter was tabled.

NEW BUSINESS:

1. 2011 Annual Meeting Schedule: The Board discussed the 2011 Annual Meeting schedule. Hearing no objection, the 2011 Annual Meeting was scheduled for Saturday, March 5, 2011 at 10:00 am, onsite at the pool area.
2. Site Manager Holiday Bonus: The Board discussed a meritorious Holiday Bonus for Site Manager, Chris Disante. Director Harper moved to approve a meritorious Holiday Bonus for Site Manager Chris Disante in the amount of \$800, gross, to be included with a letter commending his outstanding work performance in the past year. Director Bird seconded the motion and the motion was carried unanimously.

NEXT MEETING: Wednesday, January 5, 2011, 7:00 p.m., On Site, Site Manager's Office,

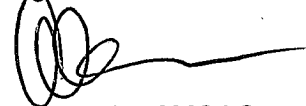
ADJOURNMENT: There being no further business, President Panalal adjourned the meeting at 8:20 p.m.

Hale-O-Kalani Towers, Board of Directors Meeting
December 1, 2010
Page 3

Submitted by:

Brian Richardson, Secretary
Hale-O-Kalani Towers

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Agent for HALE-O-KALANI TOWERS AOAO



Al Cloutier CMCA®
Account Executive