



## MANAGEMENT SPECIALISTS Company

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

#### BOARD OF DIRECTORS MEETING

January 5, 2011

#### 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.

Excused: Director Jayson Harper  
Absent: Director Chris Bird

By Invitation: Account Executive Al Cloutier, Site Manager Chris DiSante, Structural Systems Inc representative Damien Enright, and JPB Engineering representative Jonathan Brandt.

CALL TO ORDER: Noting a quorum present, President Panalal called the meeting to order at 7:33 PM.

#### OPEN FORUM:

#### SITE MANAGER REPORT:

Site Manager DiSante provided a verbal report.

AE Cloutier was directed to have Tory's Roofing come out to patch a small area of roofing pitch pocket where pipes penetrate the roof on the penthouse level which is causing a leak during heavy rain.

Site Manager DiSante departed at 7:45 PM

Jonathan Brandt arrived at 7:45 PM

Jonathan Brandt provided a verbal explanation of Back Railing and Spalling project specifications,

Damien Enright arrived at 7:50 PM

Damien Enright provided a verbal explanation of Back Railing and Spalling specifications

The Board discussed the Back Railing and Spalling specifications. Mr Enright and Mr Brandt were directed to draft AIA contract, for review by Board and Board's Attorney.

Mr Enright and Mr Brandt departed at 9:36 PM

MINUTES:

The Board reviewed and discussed the minutes of the Board of Directors meeting of December 1, 2010, Vice President Shah moved to approve the minutes of the Board of Directors meeting of December 1, 2010. Treasurer Cai 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 November 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 various aspects of the project. Site manager DiSante will document the project progress weekly with digital camera and reports.
2. Alakai Mechanical Cleanouts Update: The Board discussed a clean out report submitted by Alaka'i Mechanical and the matter was tabled.
3. Ceiling Leaks 12 Floor: The Board discussed recent attempts to locate the leaks in 12<sup>th</sup> floor ceiling during heavy rain. Is suspected that the sealing of the pitch pockets on the Penthouse roof may solve the leaking. The matter was tabled pending results of repair after heavy rain.

NEW BUSINESS:

1. Hiring Assistant for Site Manager: The Board discussed hiring an assistant for the Site Manager DiSante during the Back Rail/Spalling Repair Project. The matter was deferred pending greater discussion.

NEXT MEETING: Wednesday, February 2nd, 2011, 7:30 p.m., On Site, Site Manager's Office,

ADJOURNMENT: There being no further business, President Panalal adjourned the meeting at 9:59 p.m.

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Submitted by:

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Brian Richardson, Secretary  
Hale-O-Kalani Towers

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



Al Cloutier CMCA®  
Account Executive