



MANAGEMENT SPECIALISTS Company

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HALE-O-KALANI TOWERS

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BOARD OF DIRECTORS MEETING

December 6, 2011

MINUTES

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

ROLL CALL: Present: Vice President Sachin Shah, Treasurer Jack Cai, Secretary Brian Richardson, Directors Chris Bird, Frank Jiao, and Jayson Harper

Excused: President Harendra Panalal,

Absent:

By Invitation: Account Executive Al Cloutier Site Manager Chris DiSante

Also present: Owners Andrew McCullough and Angela Nishimoto (unit 707)

CALL TO ORDER: Noting a quorum present, Vice President Shah called the meeting to order at 7:43 PM.

OPEN FORUM: Unit 707 owners reported noise violations from Unit 706 from December 3rd through 5th. Unit 706 owner has been sent a violation letter. Unit 707 owners were encouraged to notify police in the event of afterhour's disturbances.

SITE MANAGER REPORT: Site Manager Chris DiSante gave a verbal report.

Site manager and AE were directed to standardize procedures for towing for greater efficacy.

MINUTES:

The Board reviewed and discussed the minutes of the Board of Directors meeting of November 1, 2011 Secretary Richardson moved to approve the minutes of the Board of Directors meeting of November 1, 2011, as circulated. Director Harper 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 statement for October 2011 was accepted, subject to audit.
2. Delinquencies: Delinquencies and actions being taken were discussed.

COMMITTEE REPORTS:

1. Personnel Committee: No reports.

UNFINISHED BUSINESS:

1. Rear Spalling and Railings: The Board discussed various aspects of the project draft contract with SSI. The Board agreed that the contract will be signed at the next meeting.
2. Plumbing Inspections: The Board discussed the approved contact from Aqua Flow Tech to do unit plumbing inspections. SM DiSante will help coordinate the work. AE Cloutier will mail out a letter to tenants and owners informing them to schedule the work with SM
3. Roof Leaks Status: The Board discussed ongoing attempts to determine the source of leaks and solve the problem. Proposals from Beachside Roofing and from Rainbow Roofing to recoat the entire roof were discussed. Director Harper moved to approve the proposal for silicone coating from Rainbow Roofing, contingent on the work being completed by February 29, 2012. Secretary Richardson seconded the motion and the motion was carried unanimously.

NEW BUSINESS:

1. Smoke Free Building Survey Draft: The Board reviewed a draft of a building survey to be mailed out polling the owners on whether the building should become "smoke free". Secretary Richardson moved to approve the draft letter, as written. Director Harper seconded the motion and the motion was carried unanimously.

NEXT MEETING: Tuesday January 3, 2012 On Site, Site Manager's Office,

ADJOURNMENT: There being no further business, Vice President Shah adjourned the meeting at 8:52 p.m.

Submitted by:

Brian Richardson, Secretary
Hale-O-Kalani Towers

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



A. Cloutier CMCA®
Account Executive