



MANAGEMENT SPECIALISTS Company

A division of Century 21 Realty Specialists Corporation
1330 S. Beretania Street • Suite 200 • Honolulu, Hawaii 96814 -1500
PHONE (808) 949-7611 • FAX (808) 943-1668

HALE-O-KALANITOWERS

BOARD OF DIRECTORS MEETING

January 3, 2012

MINUTES

FILE COPY

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

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

Excused:

Absent: Directors Chris Bird

By Invitation: Account Executive Al Cloutier Site Manager Chris DiSante

Also present: JPB representative, Jonathan Brandt

CALL TO ORDER: Noting a quorum present, President Panalal called the meeting to order at 7:38 PM.

OPEN FORUM:

SPECIAL ORDER: JPB representative, Jonathan Brandt gave a short status update on the final SSI spalling/rail repair contract which was presented for signing.

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

MINUTES:

The Board reviewed and discussed the minutes of the Board of Directors meeting of December 6, 2011 Director Harper moved to approve the minutes of the Board of Directors meeting of December 6, 2011, as corrected. Vice President Shah 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 November 2011 was accepted, subject to audit.
2. Delinquencies: Delinquencies and actions being taken were discussed.

COMMITTEE REPORTS:

1. Personnel Committee: The Board discussed 1st violation notices to be placed on unit owners doors by SM DiSante. SM DiSante is to use his best judgment in placing notices. Most serious violations of House Rules should take priority over minor issues. A record of violation notices shall be kept and SM DiSante will alert AE Cloutier, if compliance is not evident within 15 days of placing the notice.

UNFINISHED BUSINESS:

1. Rear Spalling and Railings: The Board discussed various aspects of the SSI project contract with JPB representative Jonathan Brandt. President Panalal signed the final AIA contract. Work is scheduled to commence February 29, 2012.
2. Plumbing Inspections: The Board discussed Aqua Flow Tech plumbing inspections. A letter has been mailed out to all owners informing them to schedule inspections with Aqua Flow Tech.
3. Roof Leaks Status: The Board discussed recent communications concerning roof leaks. A complete re-coating of the entire roof is scheduled to be completed before the end of February 2012. A 50% deposit has already been paid to Rainbow Roofing for the work and the issue of on-going leaks should be solved after the work is completed. The matter was deferred pending completion of re-roofing by Rainbow Roofing.

NEW BUSINESS:

1. Elevator Contract: The Board discussed a proposed 5 year renewal contract from Shindler Elevator for elevator maintenance. Director Harper moved to approve the proposal. Vice President Sha seconded the motion and the motion was carried unanimously.

NEXT MEETING: Tuesday February 7, 2012 On Site, Site Manager's Office,

ADJOURNMENT: There being no further business, President Panalal adjourned the meeting at 8:42 p.m.

Submitted by:

Brian Richardson, Secretary
Hale-O-Kalani Towers

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



Al Cloutier CMCA®
Account Executive