

**MINUTES OF THE REGULAR BOARD OF DIRECTORS' MEETING
HAWAIKI TOWER
DATE: April 24, 2000
Hawaiki Tower, Conference Room**

Directors Present: Sharon H. Nishi, Vice President
Patricia K. Kawakami, Secretary
Katherine Bustillos, Treasurer
Amy Harris, Director
Alies Mohan, Director
Douglas Hung, Director
Ruth Goldstein, Director

Excused: D. Scott MacKinnon, President
Dr. A.A. "Manny" Sultan, Director

By Invitation: Paul McCurdy, Resident Manager
Ed Robinson, Managing Agent, Hawaiiana Management Co., Ltd.
Susan Capinia, Recording Secretary, Hawaiiana Management Co., Ltd.

I. Call to Order

There being a quorum present, the meeting was called to order at 5:05 p.m., by Vice President Sharon Nishi.

2. Minutes of the Previous Meeting

By unanimous consent the minutes of the February 28, 2000, Board Meeting, March 20, 2000, Annual and Organizational Meeting were approved as submitted.

3. Reports

A. Resident Manager's Report

A report dated April 24, 2000, was submitted by Resident Manager McCurdy and shall be filed in the office of Hawaiiana Management.

B. Treasurer Report

A report dated April 24, 2000, was submitted by Treasurer Bustillos and shall be filed in the office of Hawaiiana Management. The Board unanimously moved to accept the February and March financial statements, subject to audit.

C. Committee Reports

1. Building & Grounds – A report dated April 20, 2000, was submitted and shall be filed in the office of Hawaiiana Management. Director Mohan reported the following:

- A. Lobby signs are scheduled for installation this week.
- B. Painting on the 2nd floor has been completed and ready for inspection.

2. Rules & Legal

- A. House Rules Additions & Modifications** – Vice President Nishi informed the Board that a committee meeting will be scheduled to further review the By-laws and House Rules. Recommendations will be submitted to the Board for review at the next board meeting.

4. New Business

- A. Resolution Regarding Conduct of Meeting** – A Resolution of the Board of Directors Association of Apartment Owners of Hawaiki Tower Conduct of Board Meetings was submitted and shall be filed in the office of Hawaiiiana Management. The Resolution reads as follows:

WHEREAS, the Board of Directors recognizes that from time to time apartment owners have issues that they wish to be considered by the Board of Directors; and

WHEREAS, the Board of Directors recognizes the need to properly evaluate such issues; and

WHEREAS, the Board of Directors recognizes that Board Meetings are held to conduct Board Business; and

WHEREAS, the Board of Directors has fully discussed and considered the matter;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following policies and practices for conduct of Meetings of the Board of Directors:

1. Apartment owners are invited to attend and observe all meetings, other than executive sessions. Owners may participate in meetings only at the request of the Board.
2. Only items included on the Agenda shall be considered at the meeting.
3. Apartment owners desiring an item to be considered at a meeting shall submit the item in writing to the Managing Agent or the Resident Manager at least five (5) calendar days in advance of the meeting.

- B. Approval of Maintenance Contracts** - The Building & Grounds Committee recommended that the Board accept the following contract proposals:

1. Mechanical systems maintenance contract proposal submitted by Oahu Air Conditioning for a one-year term at \$333.33 per month.
2. A/C Cooling Tower Water Treatment maintenance contract submitted by Midland Research for a one-year term at \$300 per month including chemicals.
3. Elevator Maintenance Service contract proposal submitted by Otis Elevator at \$5,301.00 per month, including tax.

By unanimous consent the Board approved the contracts with Oahu Air Conditioning at a cost of \$333.33 per month, Midland Research at \$300 per month and Otis Elevator at \$5,301.00 per month, including tax.

- C. Collection Policy** – Management Executive Robinson recommended an amendment to the Collection Policy Resolution from 15 days to 10 days for the late fee charge. By unanimous

consent the Board approved the amendment to the Collection Policy Resolution and directed Mr. Robinson to provide adequate notice of the policy change to all owners.

D. Unit 2702 – Management Executive Robinson informed the Board that the unit is in escrow and should close this week and requested that the Board designate two officers to sign any and all documents regarding the finalization for the purchase of unit 2702. By unanimous consent the Board designated the Vice President and Treasurer as authorized signatories.

E. Revised Meeting Schedule – By Board direction Management Executive Robinson will revise the Board of Directors monthly meeting schedule and include it in the next Board packet.

5. Date, Time and Place of Next Meeting

Monday, May 22, 2000, 5:00 p.m., Hawaiki Tower, Conference Room

6. Adjournment

There being no further business, the meeting adjourned to Executive Session at 5:45 p.m.

Respectfully Submitted

Susan Capinia
Recording Secretary