



Waikiki Banyan

GM Report – 17 March 2022 BOD Meeting

PROJECT SUPPORT:

- Rec Dec Renovations:

- **Phase I** (rec deck structural study, surface review, design/drawing, documentation, permitting and SOW) Design and development of the rec-deck Project 50 percent complete. The Request for Proposals for the design and construction of the new pool and Spas have been received and are in review. Vendor selection in progress.
- **Replacement of Tennis Court Fence.** No change – pending permitting process. Submitted quotes to obtain permits for this “barricade” fencing to meeting DPP emergency repair permit requirements. Plan Review fee for DPP submitted with permit approval in Process. **Replacement of Tennis Court Fence will be included in the rec-deck renovation.**
- **Hot Tub (spa/jacuzzi) Replacement Approval:** Voting complete Spa / Jacuzzi approved approval exceeded the 51 Percent approval requirement.

- Store Drain Replacement / Perma-line repair:

- Pricing submitted to Board of Directors to proceed to design and permitting scheduled for **17 March 2022 Board consideration.** Due to the long lead times for permitting with the City and State we need to start on the phase 1 of this project to meet our Capital Project schedule.

- Corridor/Hallway Carpet Replacement:

Project Complete. Punchlist Complete, waiting on final invoicing from Vendor.

UPCOMING SMALLER PROJECT ACTIONS:

- **Re-roofing the top-level roof** Project commenced 90% percent complete Tower 2, Tower one commenced 50 Percent complete. **Vendor is updating schedule for completion; I will let you know once received.**
- **After-the-Fact Permit (DPP Issues in the Garage):** After considerable effort working with our consultant on this action (John Lawson) Submitted amendment to permit to DPP to move bicycle rack from 2nd floor area to area near garage exit (Kuhio) side. Department of planning and permitting has approved the change, Project commenced, Fencing installed at (Kuhio street). First round of Bike racks installed, ordering entrance and exit signs and installing new lock sets to match current security Keys. **Estimated completion date 07 April 2022.**

- **Tower (2) Electrical Switch Gear Ground Fault:** The Panel that was causing the Major Ground Fault has been replaced. We will commence switching the circuits over back over 15 March 2022.



New GL Panel Installed Circuits to be switched back over 15 March 2022

- **GL Panel rerouting of conduit and wiring:** During our troubleshooting it was discovered that water penetration with the spalling slab in the parking garage was shorting out causing the main switch gear to trip. So, to correct that issue we are routing new conduit and wiring to the new panel to prevent this from occurring again. That work has commenced as of 07 March 2022 and will proceed thru next week, and **I expect to be completed by 18 March 2022.**

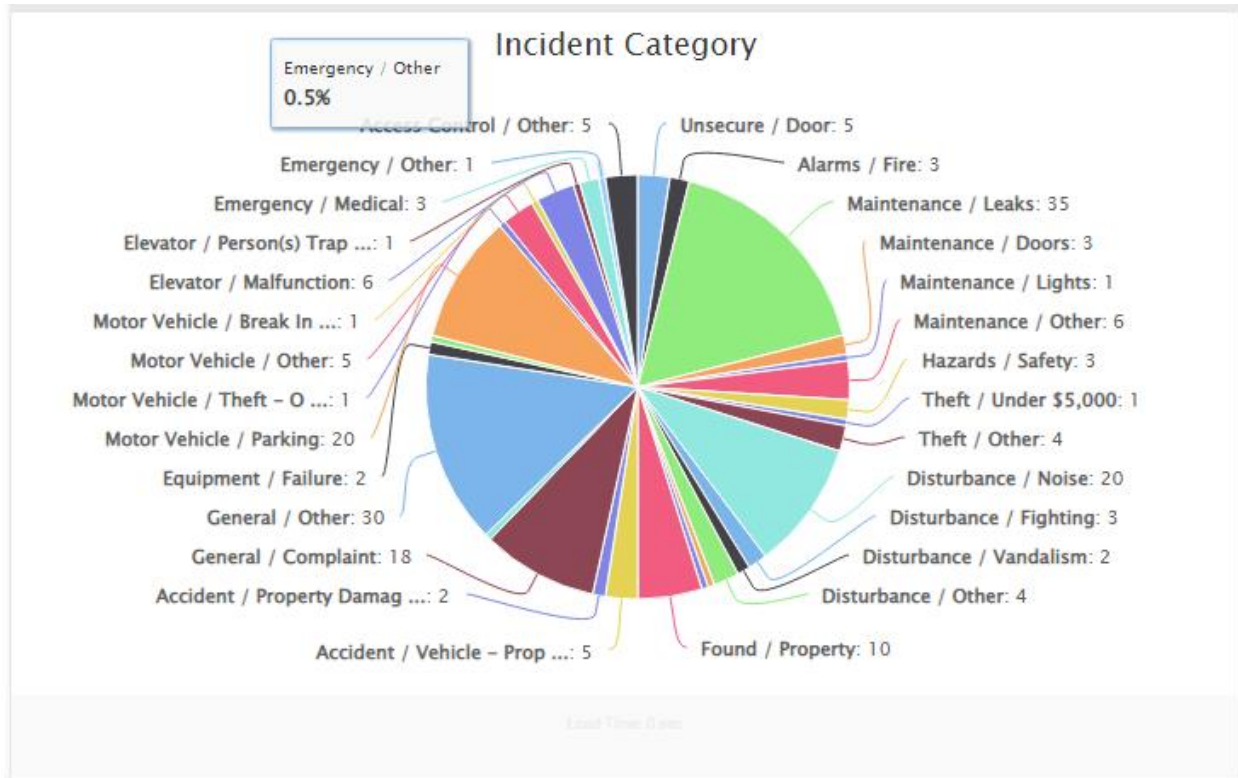


Conduit and get home Boxes being installed

- **5TH Level Parking Safety Fence Replacement:** work has commenced to replace the 5th level parking garage safety fence 10 March 2022 expect to be completed no later that 16 March by close of business



New Fencing Installed



Monthly Incident Reports

OPERATIONS - GENERAL

- **Lanai Spalling Repair:** The board of Directors approved the Spalling repairs for the first 8 units, the repairs **were scheduled for the 8 lanais to commence 10 January 2022**. However, due to Covid the spalling vendor had to cancel due to labor shortages. Followed up with vendor 02 Feb 2022 to inquire when so we can get this back on schedule.
- **Security Camera Upgrades:** Our existing camera systems has been upgraded with new recording system, it provided better viewing, and more back up storage space. The 10 additional cameras have been installed. Due to the lack of coverage in the parking garage, and laundry rooms. And the vandalism that takes place specifically, individuals pulling fire alarms. We have received the pricing and I have forwarded to the Board of Directors for consideration.
- **Maintenance Management System:** We are in process of implementing our new maintenance management system. We are in the process of inventorying all maintenance items to be inputted into the system. / **Still in progress** / We have started been utilizing the CMMS system and have been issuing out individual work orders which is awesome because now we can document our man-hours and monitor, our material and parts used for projects. Which will result in less waste of resources and save maintenance dollars.

- **Annual Rec – Deck / Pool and Spa Maintenance:** The Pool and Spa will be closed to commence the annual Pool and Spa Maintenance. The draining of the pool and Spa Commences May 8th, 2022
 1. Pool reopens 19 May 2022
 2. Spa Reopens 27 May 2022

- **Housekeeping / Janitorial Service:** We have a new contract with Team Clean. Please if you see some of the new Porters around, please say hi and welcome them to the Waikiki Banyan team. We are really excited to have them on Board.



Team Clean Morning Stretch

ADMINISTRATION/FINANCE/PERSONNEL

- **Staffing:**
 - o Nothing to report Management team and staffing fully staffed

- **Employee Handbook Update:** In progress This also needs a complete review and update. I have started reviewing and making Proposed changes. Once I am complete, I will send the draft to the Board of Directors for review.

- **Commercial Lease Terms:** The Board approved to increase the commercial lease rates to 75% of the pre-covid rate effective January 1st, 2022. All notification letters were emailed, and hand delivered to the lessees. **Mini Mart Lease under review with the Board of Directors President**

- **Admin Duties:**
 - 90% payments collected for lockers at this time.
 - Signage is ready for the April 1 rollout for the NEW PARKING Public Rates. New parking tickets have been ordered and due to arrive 1 April. NEW Silver TAGS to be used for monthly going forward have arrived.
 - Public Monthly Parkers have been advised that they will not be able to park starting April.
 - By Appointment is working out well as we give more customer service to the owners/agents.
 - Working on issuing available lockers this month to waitlisted units.

- **Employees of the QTR:** The AOA management team has reinstated the Employee of the Quarter. The First Quarter 2022 we will be selecting two staff members one from security and one from Maintenance. Moving forward we will only have one. However, these two candidates below are both Steller performers and the Waikiki Banyan is glad to have them on our team.

- **Awarded to: Rogelio Soria Jr. (Maintenance):**
JR always has a smile and a positive attitude. He is professional, competent, diligent, and proactive as he goes about his daily work. He displays the drive and willingness to learn and grow. He is well regarded by his peers. Below are two comments received in the last month on interactions with owners at the Waikiki Banyan.
 - Just wanted to let you know how much we appreciate JR one of the maintenance workers. We saw him while waiting for the elevator and mentioned that our front door had scratches and before we knew it, he was outside our door prepping the scratches for painting which he did the next day. He was kind and professional. Please pass along our thanks!

 - Thank you for your prompt response and action on this request! The door looks great now and Jr was very nice, polite and did a great job.

- **Awarded to: Annie Pesaleli (Security)**
Anne shows drive, passion, and initiative. She is constantly bringing concerns & solutions to the table. Annie has her finger on the pulse of what is going on in the building. She keeps track of the regular owners and is well liked for her calm and gracious demeanor. She is always positive and has a fun sense of humor. Just Recently, Annie was recognized by the HFD during our first test back in January on her professionalism and her can-do attitude. After the long remediation of the fire alarm system. We had to recertify our team on fire procedures with Hawaii Fire

Department. I asked her if she could come in on day off to assist in the drills. Without hesitation Annie was here and we passed our fire drills with flying colors.

Very Respectfully,

Jack D Johnson Jr

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General Manager

Waikiki Banyan