

Nov 10, 2022

Happy Aloha Thursday! Tomorrow is Veteran's Day. Thank you very much to our veterans and everyone in service for protecting our country and our people! Happy Veteran's Day! 🇺🇸  
The office will be closed tomorrow, and we will return on Monday. For emergencies, immediate assistance, and emergencies, please call security at (808) 217-0967.

### Schedule

- **Elevator Reservations:** Monday 11/14, Monday 11/21, Tuesday 11/22.
- **Veteran's Day, Office Closed:** Friday, November 11, 2022
  - No construction or service elevator use is allowed on this day.
- **Water Shutdown:** Thursday, November 17, 2022, 11:00 am-1:00 pm
  - Building-wide. Please read below for more details.
- **Pest Control: Wednesday, November 23rd**, as Thursday will be Thanksgiving.
  - Sign-ups will be posted on Wednesday, November 16th.
- **Thanksgiving & Black Friday, Office Closed:** Thursday, November 24, 2022, and Friday, November 25, 2022.
  - No construction or service elevator use is allowed on this day.
- **Board Meeting:** Thursday, January 12, 2022, at 5:30 pm via Zoom.

**Building-Wide Water Shutdown:** It has been advised that we should exercise our water shutoff valves once or twice a year. This will maintain the valve's motor and prevent rust build-up. On **Thursday, November 17th**, we will coordinate a water shutdown for the **entire building**. The water shutdown will take place between **11:00 am** and **1:00 pm**. The shutdown will only affect your unit for a few minutes. We will begin on Zone 1 (floors 1-9) and work our way up. After the water shutdown, we advise you to run the water in your unit for a few minutes; this will remove any air trapped in your pipes.

**How Water Shutdowns Work:** When doing particular plumbing or construction work, you may request a water shutdown (all plumbing/construction over \$1000 will require Board approval). Here is more info on how water shutdowns work.

- Water shutdowns are permitted on **Tuesdays** and **Thursdays** from **9:00 am to 4:00 pm**.
  - Water shutdowns outside of these times are for emergencies only.
- You must schedule your water shutdown with management at least four business days to provide a **72-hour notice** to the other units affected.
- Please let us know what fixtures will be affected, as we can shut down certain areas of the building at a time.
- Pay attention to the **zone**, **stack**, and **fixture** affected on the water shutdown notices.
  - **Zone:** Horizontal divisions in the building. I will indicate which floors are affected.
    - Zone 1: Floors 1-8 (901-07 downstairs)
    - Zone 2: Floors 9-18 (1901-07 downstairs)
    - Zone 3: Floors 19-27 (2801-07 downstairs)

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- Zone 4: Floors 28-PH
- **Stack:** Vertical division in the building according to the last two digits of your unit number.
  - Stacks: 00, 01, 02, 03, 04, 05, 06, 07
  - PH 1: aligns with stacks 00, 01, 02
  - PH 2: aligns with stacks 03, 04, 05, 06, 07
- **Fixtures:** Bathroom, Second Bathroom, Kitchen, Washing Machine.

**Parcel Pick Ups:** Reminder that the Holiday season is coming, and we expect a high influx of packages. Since we upgraded our mail room, we have been lenient on holding packages for more than two days; however, storage will be limited.

Beginning on the 21st, we will strictly enforce parcel pick-ups. If your package(s) is not picked up within **two business days**, we will return your parcel to the mail carrier.

- **Help your Mail Carrier:** If you know you won't be home, in the shipping comments, indicate that you would like the mail carrier to leave your package at your door or with management/security.

**Data Collection on Theft Incidents in the Parking Structure:** I am collecting data to evaluate our parking structure's security and determine how much loss we have experienced in our garage. Let me know if you have had a theft incident within the last five years. Thank you.

**How to schedule a bulky-item pick-up appointment:** The City & County only pick up bulky items through appointment.

- Visit <https://www.honolulu.gov/opala> or call [\(808\) 768-3200](tel:8087683200) to make an appointment.
  - When inputting your address, include your unit number
  - Before confirming a pickup date, ensure the elevator is available the day before to bring down your item.

Please schedule a service elevator reservation with management as soon as possible; last-minute requests may be denied due to a lack of availability.

### **Resident Reminders**

- **Quiet Hours:** 9:00 pm-8:00 am
- **Service Elevator Use:** Allowed Monday-Saturday 8:00 am-5:00 pm. No Sundays and Holidays
- **Construction Work:** Allowed Monday-Saturday 8:00 am-5:00 pm. No Sundays and Holidays.
  - Quite repairs such as painting etc., are allowed outside of these hours.
- **Overnight Guest Parking:** Overnight passes take effect at 12:00am, midnight. Each unit is allowed six nights a month. The resident must sign for the pass to verify their guest's vehicle.

Thank you all for reading my newsletter! Have a lovely weekend.

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Aloha,

Tyra Wallrabenstein