



Tom Anderson

FROM THE DESK OF THE GENERAL MANAGER

We have completed several positive maintenance projects during the last six months. One of the most positive is the re-routing and repair of the dry stand pipe fire protection system. The new system has by-passed the old system underground and re-routed it above ground making it easily accessible for future maintenance. The re-routing has been completed and certified by the Fire Department. At this point, the elevators are our biggest challenge. The good news is that a complete re-modernization of the

Tower, Townhouse and Commercial elevators is scheduled for the first of next year. We thank you for your patience and understanding with our elevator service.

Projects/Tasks Completed:

- (1) Dry Standpipe Repairs: Re-routing above ground. Completed, tested & certified.
- (2) Clean and reinstall decorative tile on recreation deck water features. The cleaning itself is a three (3) step process:
 1. Clean the large granite tiles on the 6th floor rec deck as well as in the townhouse and tower lobbies.
 2. Repair the small, blue tiles that are either missing, broken or loose on the rec deck water features.
 3. Bead blast/clean the blue water line tiles on the rec deck water features.

Projects Pending:

- (1) Rec Deck Restrooms Repairs (Men's & Women's): Install new tile flooring floated to preclude puddling of access water in restrooms. Women's restroom: Replace all missing wall tiles.

A Couple of Reminders!

For Water Claims:

1. If at all possible, stop the cause of the claim. Shut off the water.
2. Call Security immediately and advise them of the situation. Security will assist and will check for damage to units below and on the side of your unit.
3. Call in a plumber to repair the pipe or appliance that leaked. To assist residents, Security has a list of licensed plumbers/contractors, many of whom have previously worked in our building. These vendors have agreed to provide a report of their action(s) taken and necessary details to determine the cause(s) of the problem.
4. Call in the appropriate people to clean up, i.e. extractors to dry out the carpet, etc.
5. Regardless of fault, call your homeowners insurance carrier and report the claim.
6. Security will make an incident report to the General Manager.



The Imperial Plaza
Contact Information

Security

592-3305

Management

592-3300

Senior Management

Executive

John Bouchie, Hawaiiana

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593-6392

Resident General Manager

Tom Anderson

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592-3304

Administrative Assistant

Donna Rabago

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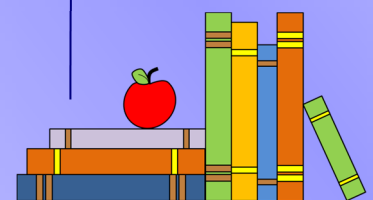
Directors

Thomas Haley

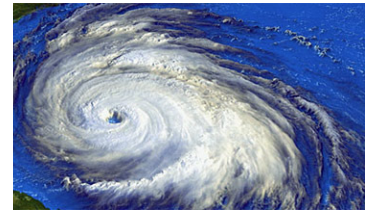
Rob Iopa

William Kikuta

Paula Tadaki



Back To School



Rental Contracts: Our house rules state that any rental of units must be for a minimum term of 180 days. Owners/agents must furnish a copy of the completed contract, stipulating the 180 day requirement, to the GM prior to occupancy.

Goodwill Pick-Up Area: Please do not leave any furniture or mattresses in this area. This is not a bulk pick-up area. Goodwill is most appreciative of the clean and saleable items that are left each month! Please visit www.higoodwill.org for a complete list of acceptable items. Mahalo for your donations!

What can you do to be hurricane ready?

Track the Storm

Follow the local television news, newspapers and internet sites to keep posted on locations of storms and possibilities of storms passing over the island. An excellent source is the National Weather Service forecast of Honolulu. Their website address is www.prh.noaa.gov/hnl/.

This site provides the most up to date information on the track of hurricanes in the Pacific that might pose a threat to Hawaii.

Have an Emergency Preparedness Plan

- Know the warning signals and where emergency shelters are located
- Have a home survival kit ready
- Tie down or store loose objects
- Bring potted plants and lanai furniture inside
- Unplug electrical appliances you may not need
- Assemble important documents in a water proof container
- Fill up your car's gas tank
- Prepare for your pet care

Know Where Emergency Shelters are Located

Our building is designated as a Shelter in Place, meaning that residents can remain in the stairwells during an evacuation situation. Pets, however, are not allowed in the stairwells during these times and should be evacuated to a shelter which accepts pets.

During an emergency or threat of disaster, Civil Defense information will be broadcast over local radio and TV stations. When an evacuation is necessary, these broadcasts may include information about the location of Public Emergency Shelters in affected areas. Information including the location of shelters designated for people with special health needs as well as facilities for household pets may be broadcast. Information about when volunteers will be available to open shelters and direct evacuees to the appropriate areas may be included. Since public shelters do not stock supplies, individuals are told to bring provisions from your emergency supply kit at home. You will need at least two days worth of food, water and personal items for yourself, family members and household pets. Please review this statewide list of Emergency Public Shelters and note the two or three closest locations nearest your home.

Facilities designated to serve as Special Needs Shelters provide limited support to persons with special health needs. Special health needs evacuees must either be capable of taking care of their own needs or be accompanied by a caregiver. Pet Friendly Shelters are co-located with some general population shelters. Household pets entering a pet friendly shelter must be caged for safety and owners should provide water and food for their pets.

Legend:

S = Special Needs + General Population P = Pet Friendly + General Population

S/P = Special Needs + Pet Friendly + General Population

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|------------------------------|---------------------------|----------------------|
| Central Middle [P] | Neal Blaisdell Center [S] | McKinley High [S] |
| Hawaii Convention Center [S] | | Kaimuki High [S/P] |
| Jarrett Middle [S/P] | Roosevelt High [S/P] | Makiki District Park |

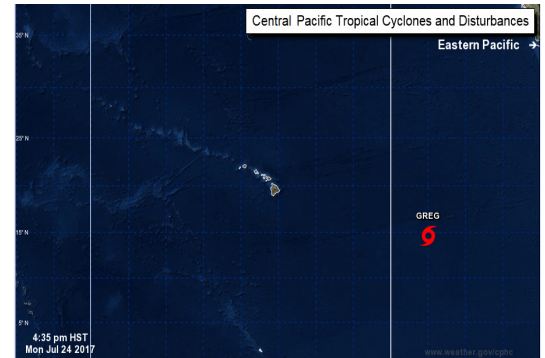


Hurricane Preparedness

Are YOU Ready?

Upcoming Names of 2017 Eastern Pacific Storms:

- Greg, Hilary, Irwin,
- Jova, Kenneth, Lidia,
- Max, Norma, Otis,
- Pilar, Ramon, Selma,
- Todd, Vernoica,
- Wiley, Xina, York & Zelda.



What to have in a Home Survival Kit

- Bottled water and non-perishable food
- Non electric (manual) can opener
- Flashlight with extra batteries
- First aid kit
- Battery powered radio
- Sanitary supplies
- Extra clothing and bedding
- Medication
- Copies of important papers
- Cash



Know Important Contact Information Numbers

- | | |
|------------------------------------|----------|
| Police, Fire & Ambulance | 911 |
| C&C Emergency Management | 523-4121 |
| State Civil Defense | 733-4300 |
| American Red Cross | 734-2101 |
| HECO Service Center | 548-7961 |
| Board of Water Supply | 748-5010 |