



# Plaza Hawaii Kai

✧ A Quality Condominium ✧

6770 Hawaii Kai Drive, Honolulu, Hawai'i 96825

Plaza Office 808-395-4322

Security 808-265-9072

After Hours 808-460-2522 (emergency only)

Email: [Plazahawaiiikai@hawaii.rr.com](mailto:Plazahawaiiikai@hawaii.rr.com)

Website: [www.touchstoneproperties-hawaii.com/plaza-hawaii-kai](http://www.touchstoneproperties-hawaii.com/plaza-hawaii-kai)

## September, 2024

### Aloha to Craig Morrison

Our new Resident Manager, Craig Morrison, started on September 9th. If you have not met him yet, please feel free to stop by the Office. He is on duty weekdays from 8:00AM to 4:30PM.

### Services Offered

Craig manages the daily operations of the building, including maintenance, repairs, landscaping, as well as major projects. Please let him know if you see something that needs attention so he can get it addressed.

Craig can help you with almost all AOA matters, such as move-in/move-out and appliance delivery scheduling, new resident or guest registrations, pet or emotional support animal applications, parking passes for guests, Community Room reservations, and Applications for Alterations. He also accepts and follows up on reports of potential House Rule violations.

**All residents are expected to follow the House Rules. Copies**

### October Board Meeting

All owners are invited to the next AOA Board Meeting in the Community Room at 6:30 on Monday, October 21.

are available in the Office.

The Plaza's staff cannot accept package deliveries, open apartments for contractors, hold residents' unit keys, or perform repairs or other services for individual residents.

**Questions, Requests and Routine Repairs:** Call, visit, or email Craig at the Office during his duty hours with all questions, requests and routine common element repairs. After-hours, leave a voice mail at 808-395-4322, or send an email to [plazahawaiiikai@hawaii.rr.com](mailto:plazahawaiiikai@hawaii.rr.com).

**After-Hours Security:** Please visit the security guard post in the High-Rise Lobby or call 808-265-9072 to report suspicious activity or House Rule violations (such as noise during 'quiet hours').

**After-Hours Urgent Repairs:** Call Craig's mobile phone at 808-460-2522 to report urgent situations such as water leaks, an elevator shut-down, or other matters that cannot wait until the Office reopens. **Do not go to Craig's apartment, contact his family members, send text messages or use his personal phone number or email address for service.**

Clip and save



**You are calling from 6770 Hawaii Kai Drive, Apt. \_\_\_\_.**

**Craig Morrison, Resident Manager, ARM**

**Office: 8:00AM to 4:30PM weekdays** (leave a message after hours).

**808-395-4322** or  
[plazahawaiiikai@hawaii.rr.com](mailto:plazahawaiiikai@hawaii.rr.com)

For routine AOA matters regarding daily operations, or questions on projects.

**Security: 8:30PM to 4:30AM weeknights and 24 hours on weekends.**

**808-265-9072**

To report suspicious activity and House Rule violations. Crimes and violent behavior should be reported to the police at "911".

**Urgent Repairs After-hours:**

**808-460-2522**

Summons Resident Manager after-hours to address urgent situations such as water leaks, an elevator shut-down, or other matters that cannot wait until the Office reopens for regular business hours. Please do not send text messages.

**Routine Maintenance Schedule** (dates listed are subject to change due to weather or other circumstances)

<b>Activity/task</b>	<b>Frequency</b>	<b>Scheduled Date(s) in 2024</b>
Pest Control (common areas)	Monthly	3rd Thursday of Every Month (September 19)
Pest Control (in-unit service) Schedule with Site Manager (paid for by Resident)	Quarterly	September 19 December 19
Window Washing (weather permitting)	3 times per year	April, August, December
Tree Trimming (Coconut Trees)	3 times per year	TBD
Tree Trimming (Ficus & Autograph Trees)	Semi-Annual	TBD
Tree Trimming (Milo, Plumeria, Satin Leaves Trees)	Annually	TBD
Power Washing Sidewalks/Pool Area	Quarterly	TBD
Power Washing Parking Lots	Quarterly	TBD
Cleaning Swimming Pool	4 x Week	MWFS
Cleaning Around Trash Bins/Trash Chute	3 x Week	MWF
Gym, Common Area restrooms, grills, Common Area hallways and elevators	Every week day	M-F

**2024 Holiday Schedule**

New Years Day	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 15
Presidents Day	Monday, February 19
Prince Kuhio Day	Tuesday, March 26
Memorial Day	Monday, May 27
Kamehameha Day	Tuesday, June 11
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Discoverers Day	Monday, October 14
Veterans Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, December 25

**Gerber Toilet Flapper Replacement**

Available on Amazon: Hibbent 2 Pack Toilet Flapper Replacement, Compatible with Gerber 99-788, 3 Inch Flapper Replacement Water Conserving, High Performance, Easy to Install- Blue Color.

