



# 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)

---

## February 2023

### **Annual AOA Meeting**

The Annual AOA Meeting will be held on **Monday, March 13**, in-person, on the lanai by the front entrance. Registration starts at 6:30pm. Call to order will be at 7:00pm.

**All owners are encouraged to complete, sign, and return their proxy to Touchstone Properties on or before Thursday, March 9, to ensure a quorum.** Please contact Touchstone Properties with any questions (808-566-4100).

### **Holiday Reminder**

PHK's office will be closed and the staff have a holiday on **Monday, February 20**, in observance of President's Day.

### **Being Good Neighbors**

#### **Communicating Concerns**

Recently, some residents have been giving direction to staff and voicing their concerns directly to our maintenance, security, housekeeping and landscape staff.

Please share any concerns about PHK property, employees, or contract staff (e.g. security

guards, housekeeping or landscape staff) or suggestions for improvements, with Resident Manager, Mike Bravo. Our RM is responsible for supervising the staff and contracted services. It is ineffective for multiple people to give directions and may lead to confusion and conflict. If you have any concerns about the RM, please send them to Touchstone Properties, at 680 Iwilei Rd., Suite 777, Honolulu, Hawaii, 96817, attention Keven Whalen. Of course, when there is an urgent security or safety issue immediately contact the on-duty security guard or RM. In all other instances, please route concerns, suggestions, and compliments through the RM.

#### **Vehicle Safety**

Residents are cautioned that recently a car was broken into (a window was smashed) and cash was stolen from inside. The incident was caught on the security camera, and a police report was filed. However, prevention is the best way to avoid being a victim. Please do not leave bags, valuables, or other items visible in your vehicle.

### **Elevator Panel**

Please help take care of the elevators! Do not use sharp objects such as car keys or unit keys to press the button for your floor. To avoid touching the controls, use something blunt (e.g., a finger covered with a tissue, or a lobby fob) that will not damage the keys when pressing the button for your floor.

### **Fire Safety Information**

Fire safety information for PHK is provided on the back of this newsletter. Residents are encouraged to post this information in their unit as a reference for what to do in the event of fire. Remember, the on-site fire alarms, including the pull boxes, are not connected to the Honolulu Fire Department.

### **Newsletter & Lobby Message Board**

Recipes (submitted by Temple Liebmann) will appear again in the March newsletter.

If you have suggestions for content or want to provide material please send these to RM Mike Bravo at [plazahawaiiikai@hawaii.rr.com](mailto:plazahawaiiikai@hawaii.rr.com).

## **Fire Safety Information for Residents of Plaza Hawaii Kai**

Identify Fire Exits stairs closest to your unit. In case of a fire, do not use the elevators unless instructed by the fire department. Know the locations of all other exits from your floor in case your chosen exit is blocked somewhere along your escape route. Know the location of the nearest fire alarm pull boxes and fire extinguishers. Residents who own personal fire extinguishers may use them at their own discretion.

The designated assembly area for PHK residents is the Koko Head end of the Oahu Club parking lot. In the event of a fire, proceed to this area and remain at least 150 feet away from PHK buildings.

### **What to Do When A Fire Occurs:**

1. **If the Fire Is in Your Unit**, immediately leave your unit, closing the door behind you without locking it, pull the nearest fire alarm, evacuate, and call 911. The on-site fire alarms are not connected to the Honolulu Fire Department. Use the stairs to get out. Do not use the elevators unless instructed by the fire department. If your escape routes are blocked, call 911 to report your situation and location.

2. **If the Fire Alarm Sounds**, go to your unit's entrance door, feel the door before opening it.

**If the door is cool**, leave immediately by the nearest way out. Close all windows and interior doors and entrance door behind you, without locking it. Use the stairs to get out. Do not use the elevators unless instructed by the fire department.

**If the entrance door is warm to the touch**, or you see heavy smoke or flames blocking your exit: Stay calm and remain in our unit. Close all windows and doors, and fill any gaps with wet cloths. Call 911 to inform them of your location. Open one window slightly and wave a bright cloth to signal you location. Be ready to close the window if smoke worsens. Be prepared to wait for up to one hour. It can take emergency personnel a long time to evacuate any building, particularly a High-Rise building.

3. **Use the stairs to get out.** Do not use the elevators unless instructed by the fire department.

4. **Proceed immediately to the Designated Assembly Area and remain there until further notice.** The Designated Assembly Area for PHK residents is the Koko Head end of the Oahu Club parking lot. In the event of a fire, remain at least 150 feet away from PHK buildings. Do not return to the evacuated building until told to do so by Fire or Police Department staff.

**For guidance on hurricanes, tsunami (tidal wave), floods, and other hazards go to the City and County of Honolulu Department of Emergency Management website: [www.honolulu.gov/dem/preparedness](http://www.honolulu.gov/dem/preparedness)**