

# MOTOOKA & ROSENBERG

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August 27, 2018

**Confidential**  
**Attorney – Client Privilege**

**Via Email: [chantalm@hmcmt.com](mailto:chantalm@hmcmt.com)**

Board of Directors of Association of  
Apartment Owners of Ala Wai Manor  
c/o Ms. Chantal Monte

**Re: Restated Bylaws Amendment Reducing Size of Board of Directors**

Dear Directors:

Enclosed, please find the *AMENDMENT TO RESTATED BYLAWS OF THE ASSOCIATION OF APARTMENT OWNERS OF ALA WAI MANOR* for Board signatures. This Amendment revises Article III, Section 1 of the Restated Bylaws to reduce the size of the Association's Board of Directors from nine directors to seven directors. It is our understanding that more than sixty-seven percent (67%) of the Ala Wai Manor owners voted in favor of such a reduction. If this understanding is incorrect, please contact us as soon as possible.

According to Article IV, Section 9 of the Restated Bylaws, either the President or Vice-President and either the Treasurer or Secretary must sign the Amendment. Please make sure that the officers signing and the notaries notarizing their signatures do the following:

1. Print the document on one side of each page. The Land Court will not accept double-sided documents for recordation.
2. Make sure the signature, printed name under the signature and the name written in by the notary match **exactly**. There can be no deviations (i.e., if you sign John Doe, you cannot print your name as John A. Doe, or J. Doe).
3. If a mistake is made, **do not use white out**. Cross out the mistake using a single line, and both the officer signing and the notary must initial next to it.

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If the above instructions are not followed, the Land Court will not record the Amendment. The officers signing the Amendment should remind the notary of these instructions, as we often have to send documents back to be signed again due to mistakes made by notaries.

Once two officers have signed the Amendment, please return the original signed Amendment to our office for recordation in the Land Court.

Please contact us if you have any questions.

Sincerely,

MOTOOKA & ROSENBERG

A handwritten signature in cursive script, appearing to read "Carol A.L. Rosenberg".

Carol A.L. Rosenberg

Enclosure