

**WINDWARD PASSAGE  
BOARD OF DIRECTORS' MEETING  
February 27, 2020  
MINUTES**

**I. CALL TO ORDER**

The regularly scheduled meeting of the Board of Directors was called to order at 5:30 p.m. onsite in the social room.

Directors Present: President Joe Kiefer, Vice President Roy Wilkens, Treasurer Hector Yango, Directors Lorna Awana, Keeley Cunningham and Dick Holt.

Absent: Secretary Jennifer George

By Invitation: Ali Texeira, Resident Manager; Tom Heiden, Hawaiiiana Management (M.E.),

**II. APPROVAL OF AGENDA** – The Agenda for the Meeting was unanimously approved.

**III. APPROVE MINUTES**

Director Awana moved to approve the Regular Meeting Minutes of January 23, 2020. Director Cunningham seconded the motion and the minutes were approved unanimously.

**IV. COMMITTEES**

**TREASURER'S & Finance Committee Report**

Treasurer Hector Yango made a presented a written and a verbal report.

The Financial Statement for the period ending January 31, 2020 was presented subject to audit.

The Treasury Report – Reserve Budget for January 2020 and the Wells Fargo Reserve Funds reports were presented by Treasurer Yango.

Treasurer Yango moved that all the reports be approved subject to audit, Director Awana seconded the motion and it passed unanimously.

**Ratifications and Authorizations**

Director Awana moved to accept the following Ratifications and Authorizations:

American Coating - \$1,670.16; Legal Matters January 2020 Milton Motooka \$448.69. The motion passed unanimously.

**Building Committee (BC)**

President Kiefer provided an overview of the February 5, 2020 Building Committee meeting.

**Finance Committee Reports & Recommendations**

None

**V. RESIDENT MANAGER'S REPORT** – Resident Manager Texeira submitted a written report which was distributed to all Board members. There were no contract renewals in the report.

**VI. KGCA Report** –  
None

**VII. SOCIAL COMMITTEE REPORT** – None. Lorna Awana was appointed Chair of the Social Committee.

**VIII. UNFINISHED BUSINESS**

**Hot Water Issues** – Director Cunningham announced that Notkin, Inc. now has the final report.

**Fire Sprinkler/Lanai Deck Inspection** – Ongoing.

**IX. NEW BUSINESS**

None

**EXECUTIVE SESSION**

The Board of Directors meeting was adjourned at 5:49 p.m. to move into Executive Session for a discussion of Legal and Personnel matters. The meeting reconvened at 6:11 p.m.

**NEXT MEETING**


The annual meeting is scheduled for March 23, 2020 at 6:00 p.m. onsite.

**ADJOURNMENT**

There being no further business, the board meeting was adjourned at 6:14 p.m.

Tom Heiden, Recording Secretary

Date Board Approved:

  
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Jennifer George, Secretary  
Joseph Kicior, President