

WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING (via Zoom Teleconference)
May 28, 2020
MINUTES

I. CALL TO ORDER

The regularly scheduled meeting of the Board of Directors was called to order at 6:20 p.m. onsite in the social room.

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

Absent: Secretary Jennifer George, Director Dick Holt

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

II. APPROVAL OF AGENDA – The Agenda for the Meeting was unanimously approved with one addition – Election of new Director.

III. ELECTION OF NEW DIRECTOR -Director Awana moved and Vice President Wilkens seconded the motion to elect Dick Hastings (1405) to fill the vacant seat on the Board. The motion was approved unanimously and Dick Hastings was appointed Director.

IV. APPROVE MINUTES

Director Awana moved to approve the Regular Meeting Minutes of February 27, 2020. Director Cunningham seconded the motion and the minutes were approved unanimously. The Annual Meeting scheduled for March 23, 2020 was cancelled and there were no minutes to approve.

V. COMMITTEES

TREASURER'S & Finance Committee Report

Treasurer Hector Yango made and presented written and verbal reports.

The Financial Statements, Treasury Reports and Reserve Fund reports for February, March and April were presented subject to audit. Treasurer Yango specifically focused and reported on the April report.

Treasurer Yango moved to accept all of the reports subject to audit and Vice President Wilkens seconded the motion and the Treasurer reports were approved unanimously.

Ratifications and Authorizations

Vice president Wilkens moved and Treasurer Yango seconded the motion to approve the following Ratifications and Authorizations:

February

Building Maintenance -

Melelia Pool - \$1455.50 New Pool Light

Colburn Plumbing - \$2669.38 Plumbing in Social Room

Reserve Funds Expenditures

CardioTech Hawaii - \$1884.82 Leg Press

Financial & Administrative

Legal Matters January - Revere and Associates \$3730.15

Legal Matters February – Motooka \$5274.57

March

Building Maintenance

Raynor Overhead Doors - \$2092.25 Safety Edge Exit Grill

Reserve Fund Expenditures

Joey's Home Improvement - \$719.76

Douglas Engineering - \$36,607.32 Fire Alarm System

Colburn Plumbing - \$3193.30 Lobby Lateral Pipes

Colburn Plumbing - \$894.69 Unit 1003 Drain Pipe

Financial & Administrative

Legal Matters January – Revere and Associates \$3730.15

Legal Matters February – Motooka \$383.38

April

Building Maintenance

Urgent Island Restoration - \$4744.56 Unit 1003 Water Damage

Urgent Island Restoration - \$5008.51 Unit 903 Water Damage

Vision Drywall - \$1309.00 Unit 1003 Drywall Repair

Vision Drywall - \$1047.12 Unit 903 Drywall Repair

Dan's Commercial Door - \$2595.00 Trash Room Door Repair

Reserve Fund Expenditures

Notkin Hawaii - \$1465.97 Consulting Waste Water Replacement

Doonwood Engineering - \$6701.57 Circulation Pump

C&C of Honolulu - \$1440.00 Fire Alarm Permit

Technology USA - \$2700.00 Fitness Center Bike Screen

Financial & Administrative

Legal Matters March – Revere and Associates \$3504.47

Legal Matters April – Motooka \$26.18

Kenny Jim, CPA Audit Fee - \$5340.31

Building Committee (BC)

The Report from March 4, 2020 was presented.

Finance Committee Reports & Recommendations

None

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

VII. KGCA Report

None

VIII. UNFINISHED BUSINESS

Fire Alarm System Upgrade – Plans have been submitted for permitting.

Drain Pipe Replacement – Ongoing. Drawings expected shortly.

Hot Water Improvements and Plans – A new Circulation pump has been installed.

IX. NEW BUSINESS

Corona Virus Procedures – Ongoing.

Reef and Dog Park Grass – A different type of grass will be selected and installed.

Double Parking – Director Cunningham reported that the matter is being effectively addressed.

Barcodes Inoperable at Aoloa Gate –

Trees of Hawaii – Renewal of Contract for Mirror Leaf and Coconut Tree Trimming \$2,073.51. Director Awana moved to approve the renewal and Director Cunningham seconded the motion and it passed unanimously.

Cummins Inc. - Renewal of Maintenance Agreement for Generator Service. Director Awana moved to approve the renewal and Director Cunningham seconded the motion and it passed unanimously.

Melelia Pool Service – Proposal for replacement of Salt Water Cell on Spa \$1,544.45. Director Awana moved to approve the installation and Director Cunningham seconded the motion and it passed unanimously.

Pacific Flooring and Drapery Service – Cost to Replace Carpet in Unit 903. Director Awana moved to approve the cost of replacement and Director Cunningham seconded the motion and it passed unanimously.

EXECUTIVE SESSION

The Board of Directors meeting was adjourned at 6:45 p.m. to move into Executive Session for a discussion of Legal and Personnel matters. The meeting reconvened at 7:10 p.m.

NEXT MEETING

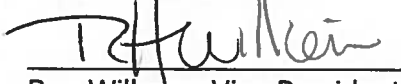
The annual meeting is scheduled for June 24, 2020 at 6:00 p.m. onsite.

ADJOURNMENT

There being no further business, the board meeting was adjourned at 7:10 p.m.

Tom Heiden, Recording Secretary

Date Board Approved:



Roy Wilkens, Vice President