

**WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING (via Zoom Teleconference)
July 23, 2020
MINUTES**

I. CALL TO ORDER

The regularly scheduled meeting of the Board of Directors was called to order at 5:36 p.m. on Zoom. Note: There was no owner presence for the owner forum.

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

Absent: None

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

Vice President Wilkens moved to approve the Special Meeting Minutes of June 11, 2020, The Reconvened Annual Meeting Minutes of June 24, 2020 and the Organizational Meeting Minutes of June 24, 2020. Director Cunningham seconded the motion and the above mentioned minutes were approved unanimously.

IV. COMMITTEES

TREASURER'S & Finance Committee Report

Treasurer Hector Yango presented a written and a verbal report for the period ending June 30, 2020.

The Financial Statement, Treasury Report and Reserve Fund report for June 2020 were presented subject to audit.

Director Cunningham moved to accept all the report subject to audit and Director Whiting Wilkens seconded the motion and the Treasurer reports were approved unanimously.

Ratifications and Authorizations

Vice president Wilkens moved and Director Cunningham seconded the motion to approve the following Ratifications and Authorizations:

May 2020

Building Maintenance:

Fire Sprinkler Repair - Alii Fire Protection \$1,099.48

Reserve Fund Expenditures:

Consulting on Waste Water Replacement – Notkin Hawaii \$5,183.24

Financial & Administrative:

Legal Matters (May 2020) – Revere & Associates \$4,414.56

June 2020

Mechanical Equipment:

Compactor Container – GOC Technologies \$2,387.43

Building Maintenance:

Salt Water Cell Replacement – Melelia Pool Service \$1,544.45

Reserve Fund Expenditures:

Consulting Fee – Notkin Hawaii \$6,230.36

Building Committee (BC)

The Report from June 3, 2020 was presented.

Sue Savio of Insurance Associates joined the meeting at 5:52 p.m. and answered Insurance questions for the Board.

Finance Committee Reports & Recommendations

None

- V. **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. The following contract renewals were unanimously approved by the Board:

Terminix-exp. 8/10/2020 (rollover)
Raynor Hawaii-exp. 8/18/20 (rollover)
Doonwood Engineering-exp. 8/20/20 (rollover)
In Control-exp. 8/19/20 (annual renewal)
Insurance Associates-exp. 8/1/20 (annual renewal)

- VI. **KGCA Report**

None

- VII. **UNFINISHED BUSINESS**

Fire Alarm System Upgrade – Permits have not yet been approved.

Drain Pipe Replacement – ~~Notkin has put the project out to bid.~~ *permits pending*

Hot Water Improvements and Plans – Ongoing.

- VIII. **NEW BUSINESS**

a. **Vinyl Tech & Masonry Proposal – Swing Gate for Rear Driveway \$12,000.00** – Deferred.

b. **Douglas Engineering Proposal – Fire and Life Safety Evaluation \$10,471.20** –

The Board unanimously agreed NOT to conduct the inspection since the Association is currently in compliance

c. **House Rules Amendment – Delete \$100.00 Elevator Deposit** – Director Cunningham moved to approve the amendment and Vice President Wilkens seconded the motion and it passed unanimously.

d. **Insurance Renewal 8/1/20 to 8/1/21** – The Board unanimously approved the 2020-2021 Insurance package presented by Insurance Associates.

EXECUTIVE SESSION

The Board of Directors meeting was adjourned at 6:21 p.m. to move into Executive Session for a discussion of Legal and Personnel matters. The meeting reconvened at 7:05 p.m.

NEXT MEETING

The next Board meeting is scheduled for August 28, 2020 at 6:00 p.m. onsite or via Zoom as necessary.

ADJOURNMENT

There being no further business Director Awana moved to adjourn. Hearing no objection President Kiefer adjourned the meeting at , the board meeting was adjourned at 7:05 p.m.

Tom Heiden, Recording Secretary

Date Board Approved:

Marianne Whiting
Marianne Whiting, Secretary