

Board of Directors Meeting

Windward Passage Association of Apartment Owners

6:00 p.m., Thursday, May 28, 2020

Zoom Teleconference

AGENDA

I. CALL TO ORDER

II. ESTABLISH QUORUM

President Joe Kiefer, Vice President Roy Wilkens, Secretary Jennifer George, Treasurer Hector Yango, Director Lorna Awana, Director Dick Holt, Director Keeley Cunningham

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

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

- a. Board Meeting – February 27, 2020
- b. Annual Owner’s Meeting – March 23, 2020 (postponed)

V. COMMITTEE & OTHER REPORTS

Treasurer

- i. Financial Statement – Unaudited Month-Ending 2/29/20
- ii. Treasury Report – 2/29/20
- iii. Wells Fargo Reserve Funds – 2/29/20

- i. Financial Statement – Unaudited Month-Ending 3/31/20
- ii. Treasury Report – 3/31/20
- iii. Wells Fargo Reserve Funds – 3/31/20

- i. Financial Statement – Unaudited Month-Ending 4/30/20
- ii. Treasury Report – 4/30/20
- iii. Wells Fargo Reserve Funds – 4/30/20

VI. RATIFICATIONS & AUTHORIZATIONS

February 2020

Building Maintenance:

- a. Melelia Pool - \$1455.50 (Pool light)
 - b. Colburn Plumbing - \$2669.38 (Plumbing in social room)
- Reserve Fund Expenditures:
- c. Cardiotech Hawaii - \$1,884.82 (Leg Press)

Financial & Administrative:

- d. Legal Matters (January) – Revere & Associates - \$3,730.15
- e. Legal Matters (February) – Motooka - \$5,274.57

March 2020

Mechanical Equipment:

- Raynor Overhead Doors - \$2,092.25 (Safety Edge Exit Grill)

Reserve Fund Expenditures:

- Joey's Home Improvement - \$719.76 (Unit 210 Door)
- Douglas Engineering - \$36,607.32 (Fire Alarm System)
- Colburn Plumbing - \$3,193.30 (Lobby Lateral Pipes)
- Colburn Plumbing - \$894.69 (Unit 1003 Drain Pipe)

Financial & Administrative:

- Legal Matters (January) – Revere & Associates - \$3,730.15
- Legal Matters (February) – Motooka - \$383.38

April 2020

Building Maintenance:

- Urgent Island Restoration - \$4,744.56 (Unit 1003 Water Damage)
- Urgent Island Restoration - \$5,008.61 (Unit 903 Water Damage)
- Vision Drywall - \$1,309.00 (Unit 1003 Drywall Repair)
- Vision Drywall - \$1,047.12 (Unit 903 Drywall Repair)
- Dan's Commercial Door - \$2,595.00 (Trash Door Repair)

Reserve Fund Expenditures:

- Notkin Hawaii - \$1,465.97 (Consult on Waste Water Replacement)
- Doonwood Engineering - \$6,701.57 (Circulation Pump)
- C&C of Honolulu - \$1,440.00 (Fire Alarm Permit)
- Technogym USA - \$2,700.00 (Fitness Center Bike Screen)

Financial & Administrative:

- Legal Matters (March) – Revere & Associates - \$3,504.47
- Legal Matters (April) – Motooka - \$26.18
- Audit Fee – Kenny Jim, CPA - \$5,340.31

VII. BUILDING COMMITTEE RECOMMENDATIONS

See Report dated March 4, 2020

VIII. FINANCE COMMITTEE RECOMMENDATIONS

None

IX. RESIDENT MANAGER REPORT

See report dated May 28, 2020

Contract Renewals – To be reported by RM

• **Construction Report – To be reported by RM**

Committee's and Resident Manager's recommendations are reflected in contract renewals and under unfinished or new business accordingly. A copy of Resident Manager's Report and the Building Committee Results will be filed with AOA records

X. KGCA REPORT

XI. UNFINISHED BUSINESS

- a. Fire Alarm System Upgrade
- b. Drain Pipe Replacement
- c. Hot Water Improvements and Plans

XII. NEW BUSINESS

- a. Coronavirus Procedures
- b. Reef and Dog Park Grass
- c. Aoloa Street Double-Parking by Gardenia Manor
- d. Barcodes Inoperable at Aoloa Gate
- e. Trees of Hawaii-Renewal of Contract for Mirror Leaf and Coconut Tree Trimming \$2,073.51
- f. Cummins, Inc.- Renewal of Maintenance Agreement for Generator Service - \$3,182.03
- g. Melelia Pool Service-Proposal for replacement of Salt Water Cell on spa - \$1544.45
- h. Pacific Flooring Drapery Svc.-Cost to replace carpet in unit 903 due to water damage

XIII. EXECUTIVE SESSION (Legal, Personnel & Contracts)

ADJOURNMENT

NEXT MEETING: Continuation of March 23, 2020 Annual Meeting on June 24, 2020 at 6:30 p.m.