

**WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING MINUTES
ON-SITE SOCIAL ROOM
APRIL 22, 2021**

I. CALL TO ORDER

The regularly scheduled meeting of the Board of Directors was called to order at 6:00 p.m. at the on-site social room.

II. ESTABLISH QUORUM

Directors Present: President Joe Kiefer, Vice President Keeley Cunningham, Treasurer Hector Yango, Secretary Marianne Whiting; Directors Dick Hastings and Terri Erdag

Directors Absent: Director Lorna Awana

By Invitation: Ali Texeira, Resident Manager
Peter Choy, Hawaiiana Management (M.E.).

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

IV. APPROVAL OF MINUTES

Director Hastings motioned, seconded by VP Cunningham to approve the following meeting minutes:

1. January 28, 2021 Board Meeting
2. February 25, 2021 Board Meeting
3. March 25, 2021 Annual & Organizational Meeting

The motion passed unanimously.

V. COMMITTEE & OTHER REPORTS

TREASURER'S REPORT

Treasurer Yango presented a written and a verbal report for the periods ending February 28, 2021 and March 31, 2021.

The Financial Statements were accepted subject to audit and the Treasury Report and Reserve Fund report for February 2021 and March 2021 were presented.

Treasurer Yango moved, seconded by Director Hastings to accept all of the reports and the Treasurer's reports were approved unanimously.

VI. RATIFICATIONS AND AUTHORIZATIONS

Building Maintenance – Uninsured claims totaling \$60,571.03

Reserve Fund Expenditures - None

Financial and Administrative

Revere and Associates Heke Case - \$251.31

By unanimous consent, the Board moved to accept all of the Ratifications and Authorizations as presented.

VII. BUILDING COMMITTEE RECOMMENDATIONS

The March 11, 2021 and April 8, 2021 reports were distributed.

VIII. FINANCE COMMITTEE REPORTS & RECOMMENDATIONS - None

IX. RESIDENT MANAGER REPORT

Contract Renewals – None

Ongoing Construction –1110, 1010, 1009, 1501, 1411, 308 and 1202

X. MANAGEMENT EXECUTIVE'S REPORT

ME Choy provided a verbal report. No action was taken.

XI. KCGA REPORT

KCGA has changed their quarterly meeting dates to the 3rd Monday. The gate is broken due to a sensor issue and parts are on order. The dog DNA issue has been deferred indefinitely.

XII. EV CHARGING STATION

There will be a training session on Zoom on April 29, 2021.

XIII. UNFINISHED BUSINESS

Fire Alarm System Upgrade – Ongoing

XIV. NEW BUSINESS

a. American Coating Proposal

VP Cunningham motioned, seconded by Director Hastings at approve the proposal to survey all lanai decks at a cost of \$10,950. The motion passed unanimously.

b. Urgent Island Restoration Proposal

Director Hastings motioned, seconded by Treasurer Yango to approve the proposal to restore unit 1010 to pre-loss condition due to a water leak. The cost is \$14,008.61 and the motion passed unanimously.

c. Advantage Carpet Proposal

Secretary Whiting motioned, seconded by VP Cunningham to approve the proposal for cleaning of the common hall carpets at a cost of \$5,517.69. The motion passed unanimously.

XV. WEBSITE FEEDBACK - None

XVI. EXECUTIVE SESSION

The Board adjourned to an Executive Session at 6:24 p.m. The regular meeting was called back to order at 7:15 p.m.

XVII. ADJOURNMENT

There being no further business, the meeting was adjourned by President Kiefer at 7:15 p.m.

Date Board Approved:

Peter Choy

Recording Secretary

Marianne K. Whiting

Marianne Whiting, Secretary