

WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING (via Zoom Teleconference)
January 28, 2021
MINUTES

I. CALL TO ORDER

The regularly scheduled meeting of the Board of Directors was called to order at 6:00 p.m. via Zoom teleconference.

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

Absent: None

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

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

IV. APPROVAL OF MINUTES – Director Hastings moved to accept the minutes of the Regular Board meeting of November 25, 2020 and the Special Board meeting of the Board of Directors of November 25, 2020. Treasurer Yango seconded the motion and it passed unanimously.

V. COMMITTEE & OTHER REPORTS

TREASURER'S & FINANCE COMMITTEE REPORT

Treasurer Hector Yango presented a written and a verbal report for the period ending December 31, 2020.

The Financial Statement was accepted subject to audit and the Treasury Report and Reserve Fund report for December 2020 were presented.

Director Awana moved to accept all of the reports, Director Keeley seconded the motion, and the Treasurer's reports were approved unanimously.

VI. RATIFICATIONS AND AUTHORIZATIONS

Mechanical Equipment – Raynor Installation of new safety edge and junction box \$1,842.24.

Motooka & Rosenberg. President Kiefer asked that the Board approve a final invoice to Motooka & Rosenberg be approved so the account could be closed.

Director Awana moved to approve the authorizations and Director Keeley seconded the motion and the expenditure authorizations were approved unanimously.

VII. BUILDING COMMITTEE RECOMMENDATIONS

The December 2, 2020 and January 14, 2021 reports were distributed.

VIII. FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

None

IX. RESIDENT MANAGER REPORT

Contract renewal – Jimdo Website Renewal (exp 2/28/21)

Verizon Wireless Roof Lease – exp. 2/8/21 (Auto renewal for 3-successive 5-year terms)
(1st successive renewal)
Simon Lee Enterprise – exp. 3/1/21 (Rollover yearly)

The renewals were unanimously approved.

Ongoing Construction – 1712, 1502, 1104, 909, 503

X. KGCA REPORT

None

XI. UNFINISHED BUSINESS

Fire Alarm System Upgrade – Ongoing

XII. NEW BUSINESS

Approval of Foxbilt Contract (with changes) - The contract was unanimously approved.
Ohana Screen Master – Replace window screens in the social room (\$1,968.59). Vice president Wilkens moved to accept the proposal and Director Awana seconded the motion and the screen replacement was approved unanimously.

A&K Landscape Service, LLC – Rooftop planter renovation (\$3,335.08). Secretary Whiting moved to accept the project and Vice President Wilkens seconded the motion and the project was unanimously approved.

Urgent Island Restoration – Mold remediation for units 212, 312, 412, (\$21,080. 03). Director Hastings moved to accept and proceed with the work if lower bids are submitted and then the lowest bid is to be selected. Secretary Whiting seconded the motion and it was unanimously approved.

Vision Drywall Proposal – Drywall repair in units 912 and 1012 (\$1,500). Vice President Wilkens moved to accept the proposal and Director Hastings seconded the motion. The proposal was unanimously accepted. Advantage Carpet Care Proposal - \$5,518. Remove from Agenda and defer.

Annual Meeting Matters – Logistics – Location/protocols for the annual meeting were discussed and approved unanimously

Department of Health Letter re: Sound Levels in unit 1604 – The Department of Health found the noise levels to be in compliance with their standards.

XIII. WEBSITE FEEDBACK

None

XIV. EXECUTIVE SESSION

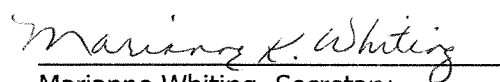
The Board adjourned to an Executive Session at 6:44 p.m. The regular meeting was called back to order at 7:34 p.m.

XV. ADJOURNMENT

There being no further business the meeting was adjourned by President Kiefer at 7:34 p.m.

Tom Heiden
Recording Secretary

Board Approved


Marianne Whiting, Secretary