

**WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING MINUTES
ON-SITE SOCIAL ROOM
MAY 27, 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 (by phone), 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 Treasurer Yango to approve the following meeting minutes:

1. April 22, 2021 Board Meeting
2. April 26, 2021 Special Board 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 April 30, 2021.

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

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

VI. RATIFICATIONS AND AUTHORIZATIONS - None

VII. BUILDING COMMITTEE RECOMMENDATIONS

The May 13, 2021 reports were distributed.

VIII. FINANCE COMMITTEE REPORTS & RECOMMENDATIONS - None

IX. RESIDENT MANAGER REPORT

Contract Renewals:

- Worldwide Window Cleaning, exp. 6/2/21 (rollover)
- Alert Alarm, exp. 6/22/21 (5-year contract)
- Unit 210, exp. 5/31/21 (yearly contract)

Ongoing Construction –1110, 1501, 1411, 1401, 1012

X. KCGA REPORT- None

XI. EV CHARGING STATION - None

XII. UNFINISHED BUSINESS

a. Fire Alarm System Upgrade

RM Texiera reported that work will begin on June 1st and will start with coring work in the stairwells. Notices have gone out to residents.

b. Spalling Project

American Coating is inspecting the lanais and the "10" and "6" stacks need the most attention.

XIII. NEW BUSINESS

a. American Coating Proposal – "10" Stack

The Board reviewed a proposal for spalling repairs for 4 units in the "10" stack. The Board will request clarification on the proposal so the issue will be deferred to the next Board meeting.

b. Water Damage Claim Policy

Director Hastings motioned, seconded by Director Erdag to adopt the revised Water Damage Claim policy effective May 27, 2021. The motion passed unanimously.

c. COVID-19 Rules

The Board discussed the COVID-19 rules due to the Governor's updated proclamation. There will be no change to the existing rules.

XIV. WEBSITE FEEDBACK - None

XV. EXECUTIVE SESSION

The Board adjourned to an Executive Session at 6:30 p.m. The regular meeting was called back to order at 6:56 p.m.

XVI. ADJOURNMENT

There being no further business, the meeting was adjourned by President Kiefer at 6:56 p.m.

Date Board Approved:

Peter Choy

Recording Secretary

Marianne K. Whiting

Marianne Whiting, Secretary