

**WINDWARD PASSAGE  
BOARD OF DIRECTORS' MEETING MINUTES  
ON-SITE SOCIAL ROOM  
JUNE 24, 2021**

**I. CALL TO ORDER**

The regularly scheduled meeting of the Board of Directors was called to order at 5:52 p.m. at the on-site social room.

**II. ESTABLISH QUORUM**

Directors Present: President Joe Kiefer, Vice President Keeley Cunningham (left 6:50 p.m.), Secretary Marianne Whiting; Directors Dick Hastings, Lorna Awana and Terri Erdag

Directors Absent: Treasurer Hector Yango

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

**III. APPROVAL OF AGENDA** – The Agenda for the Meeting was approved unanimously, as corrected. New Business Items g, i and j were removed.

**IV. APPROVAL OF MINUTES**

VP Cunningham motioned, seconded by Secretary Whiting to approve the following meeting minutes:

1. May 27, 2021 Board Meeting
2. June 17, 2021 Special Board Meeting

The motion passed unanimously.

**V. COMMITTEE & OTHER REPORTS**

**TREASURER'S REPORT**

Treasurer Yango presented a written report for the period ending May 31, 2021.

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

By unanimous consent, the Board moved to accept all of the reports and the Treasurer's reports.

**VI. RATIFICATIONS AND AUTHORIZATIONS**

**Financial and Administrative**

Revere & Associates: \$416.75

Christopher Shea Goodwin: \$1,662.56

**Expenses Approved by the Board**

American Coating: Units 1202, 804, 1401, 308 & 704 Spalling, \$29,571.48

Director Hastings moved, seconded by VP Cunningham to accept all of the Ratifications and Authorizations as presented. The motion passed unanimously.

**VII. BUILDING COMMITTEE RECOMMENDATIONS**

The June 10, 2021 reports were distributed.

**VIII. FINANCE COMMITTEE REPORTS & RECOMMENDATIONS - None**

**IX. RESIDENT MANAGER REPORT**

Contract Renewals: None

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

**X. KCGA REPORT- None**

**XI. UNFINISHED BUSINESS**

a. Fire Alarm System Upgrade

RM Texiera reported that coring work is progressing.

b. Spalling Project

RM Texiera reported that he is waiting on the WJE scope of work for the post tension cable repair. American Coating completed the spalling survey and has a list of units with spalling issues.

c. Pipe Replacement Project

The Building Committee created a sub-committee to work on the pipe project. The Pipe Committee will meet on 6/30/21 to review the construction consultant proposals.

d. Pool Coping Project

RM Texiera reported that American Coating is contracted for the work and will invoice based on time & materials. The tile work will be completed by Tommy the Tiler.

**XII. NEW BUSINESS**

a. Cummins Hawaii

VP Cunningham motioned, seconded by Director Awana to approve the renewal of the generator maintenance contract at a cost of \$3,287.96. The motion passed unanimously.

b. Hawaiian Telecom Contract Renewal – Deferred to the Building Committee

c. Hot Water System

Secretary Whiting motioned, seconded by Director Erdag to accept Doonwood Engineering's proposal to overhaul hot water mixing valve and repipe the heat pumps at a cost of \$3,555.40. The motion passed unanimously.

d. Spending Policy

Director Erdag motioned, seconded by VP Cunningham to approve the Windward Passage Spending Policy. The motion passed unanimously.

e. Cleaning of Mexican Pavers in Lobby – Deferred to the Building Committee

f. Desks for Office Manager and Lobby

President Kiefer and Secretary Whiting are exploring options for new desks.

g. Reef Park Name Change

By unanimous consent, the Board approved to rename the reef park to the Hamilton Winston Memorial Reef Park.

h. T-Mobile

T-Mobile requested a configuration change and consultant Keoni Fox is working with the AOA. Secretary Whiting motioned, seconded by Director Awana to allow T-Mobile to apply for the building permit required for the configuration change. The motion passed unanimously.

**XIII. WEBSITE FEEDBACK - None**

**XIV. EXECUTIVE SESSION**

The Board adjourned to an Executive Session at 6:50 p.m. The regular meeting was called back to order at 7:21 p.m.

**XV. ADJOURNMENT**

There being no further business, the meeting was adjourned by President Kiefer at 7:21 p.m.

Date Board Approved:

Peter Choy

Recording Secretary

Marianne K. Whiting

Marianne Whiting, Secretary