

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

**I. CALL TO ORDER**

The regularly scheduled meeting of the Board of Directors was called to order at 5:56 p.m. at the on-site social room.

**II. ESTABLISH QUORUM**

Directors Present: President Joe Kiefer, Vice President Keeley Cunningham, Treasurer Hector Yango; Directors Dick Hastings, Lorna Awana and Terri Erdag

Directors Absent: Secretary Marianne Whiting

By Invitation: Ali Texeira & Jeanmarie Olmos, Resident Managers  
Peter Choy, Hawaiiana Management (M.E.).

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

**IV. APPROVAL OF MINUTES**

Director Awana motioned, seconded by Director Hastings to approve the minutes of the June 24, 2021 Board meeting. The motion passed unanimously.

**V. COMMITTEE & OTHER REPORTS**

**TREASURER'S REPORT**

Treasurer Yango presented a verbal report for the period ending June 30, 2021.

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

Treasurer Yango moved, seconded by Director Awana to accept all of the reports and the Treasurer's reports. The motion passed unanimously.

**VI. RATIFICATIONS AND AUTHORIZATIONS- None**

**VII. BUILDING COMMITTEE RECOMMENDATIONS**

The July 8, 2021 reports were distributed.

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

**IX. RESIDENT MANAGER REPORT**

Contract Renewals: Terminix exp. 8/10/21 (rollover)  
Raynor Hawaii exp. 8/18/21 (rollover)  
Doonwood Engineering exp. 8/20/21 (rollover)

Director Erdag motioned, seconded by Director Awana to approve the 3 contract rollovers. The motion passed unanimously with VP Cunningham abstaining due to a conflict.

Ongoing Construction –1110, 1501, 1401, 1012, 603, 607, 403, 1407

**X. KGCA REPORT**

VP Cunningham reported that Director Hastings will replace her on the KGCA Board.

**XI. UNFINISHED BUSINESS**

a. Fire Alarm System Upgrade

RM Texiera reported Foxbilt is in the garage installing piping and when complete, will move back into the main building.

b. Spalling Project

RM Texiera reported that he is waiting on the WJE scope of work for the post tension cable repair.

c. Pipe Replacement Project

Director Erdag motioned, seconded by VP Cunningham to accept the proposal from the Bergeman Group for the pipe project construction management, subject to review by the AOA attorney. The pre-construction stage is a fixed cost of \$70,200. The motion passed unanimously.

d. Pool Coping Project

RM Texiera reported that we are waiting on the schedule from American Coating.

e. Lobby Tile Cleaning

President Kiefer reported he is looking into methods for cleaning the Spanish tile.

f. Desk Purchase

Director Hastings motioned, seconded by Director Awana to approve the proposal from GavinWood for the new security desk at a cost of \$5,471.20. The motion passed unanimously.

g. House Rule 3.7 Amendment (Bicycles)

The Board reviewed the amendment to the House Rule and will defer the issue to the Building Committee.

**XII. NEW BUSINESS**

a. T-Mobile Consent & LOA

President Kiefer reported T-Mobile will be conducting an RF study on the roof of the building.

**XIII. WEBSITE FEEDBACK - None**

**XIV. EXECUTIVE SESSION**

The Board adjourned to an Executive Session at 6:40 p.m. The regular meeting was called back to order at 7:04 p.m.

**XV. ADJOURNMENT**

There being no further business, the meeting was adjourned by President Kiefer at 7:05p.m.

Date Board Approved:

Peter Choy

Recording Secretary

Marianne K. Whiting

Marianne Whiting, Secretary