

**WINDWARD PASSAGE
BOARD OF DIRECTORS' MEETING MINUTES
ON-SITE SOCIAL ROOM
AUGUST 26, 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, Treasurer Hector Yango, Secretary Marianne Whiting; Directors Dick Hastings, Lorna Awana and Terri Erdag

By Invitation: Jeanmarie Olmos, Resident Manager
Peter Choy, Hawaiiana Management (M.E.).

III. APPROVAL OF AGENDA – The Agenda for the Meeting was updated and approved by unanimous consent.

IV. APPROVAL OF MINUTES

Director Awana motioned, seconded by Treasurer Yango to approve the minutes of the July 22, 2021 Board meeting. The motion passed unanimously.

V. COMMITTEE & OTHER REPORTS

TREASURER'S REPORT

Treasurer Yango presented a verbal report for the period ending July 31, 2021.

The Financial Statements were accepted subject to audit and the Treasury Report and Reserve Fund report for July 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

Legal matters – Revere & Associates: \$1,344.50
Legal Matters - Christopher Shea Goodwin: \$1,446.57

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

VII. BUILDING COMMITTEE RECOMMENDATIONS

The August 12, 2021 reports were distributed.

VIII. FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

i. 2022 Budget

Treasurer Yango moved, seconded by Director Awana to approve the 2022 budget with a 4.44% increase effective January 1, 2022. The motion passed unanimously.

ii. Barrera & Co. Reserve Analysis Report

Treasurer Yango moved, seconded by Director Awana to approve the 2022 reserve study. The motion passed unanimously.

IX. RESIDENT MANAGER REPORT

RM Olmos provided a written report. Actions were taken under other agenda items.

X. KGCA REPORT

Director Hastings gave a verbal report. No action was taken.

XI. EV CHARGING STATION

The Board reviewed the charging station report. No action was taken.

XII. UNFINISHED BUSINESS

a. Fire Alarm System Upgrade

RM Olmos reported Foxbilt will start in the "01" stack in the penthouse next week.

b. Spalling Project

RM Olmos is working with WJE to obtain the lanai specs and contacted ACC (vendor) for a proposal on the spalling repairs.

c. Pipe Replacement Project

President Kiefer reported the attorney has finalized the Bergeman Group proposal and the contract was signed.

d. Pool Coping Project

RM Olmos contacted several vendors for the pool coping repairs and is waiting for the proposals.

e. Lobby Tile Cleaning

RM Olmos is obtaining proposals to strip and seal the tile.

f. Security Desk

RM Olmos reported GavinWood is constructing the desk and progress photos will be provided by the vendor.

g. House Rule 3.7 Amendment (Bicycles)

The Building Committee is still looking into the matter.

h. T-Mobile Consent & LOA

T-Mobile is proposing to lower and widen the current antennas. Aii Wireless will review the specs when available.

XIII. NEW BUSINESS

a. InControl Annual Fire Test

RM Olmos reported the test was completed and some discrepancies were found due to the installation of the new fire system. The issues will be corrected when the new system is operational.

b. Pool Structural Issues

Director Awana motioned, seconded by VP Cunningham to allow WJE to investigate the structural problems by the swimming pool area.

- c. Exit Grill Proposal
Director Awana motioned, seconded by VP Cunningham to approve Raynor Hawaii's proposal for 2 exit grills at a cost of \$4,715.10 per grill. The motion passed unanimously.
- d. Tree Removal Proposal
Secretary Whiting motioned, seconded by Director Awana to approve Trees of Hawaii's proposal to remove the dead portion of the tree at a cost of \$2,984.30. The motion passed unanimously.
- e. Fan #24 Replacement
Secretary Whiting motioned, seconded by Director Awana to approve Doonwood's proposal to replace roof fan #24 at a cost of \$3,837.69. The motion passed unanimously with VP Cunningham abstaining due to a conflict.
- f. 2022 Fee Increases (Bike, Surf & Kayak)
The Board discussed increasing the rental rates for bikes, surfboards and kayaks. The issue will be deferred to the Building & Grounds committee.

XIV. WEBSITE FEEDBACK - None

XV. EXECUTIVE SESSION

The Board adjourned to an Executive Session at 6:40 p.m. The regular meeting was called back to order at 7:14 p.m.

XVI. ADJOURNMENT

There being no further business, the meeting was adjourned by President Kiefer at 7:14p.m.

Date Board Approved:

Peter Choy

Recording Secretary

Marianne K. Whiting

Marianne Whiting, Secretary