

**WINDWARD PASSAGE  
BOARD OF DIRECTORS' MEETING MINUTES  
ON-SITE SOCIAL ROOM  
NOVEMBER 23, 2021**

**I. CALL TO ORDER**

The regularly scheduled meeting of the Board of Directors was called to order at 6:24 p.m. at the on-site social room.

**II. ESTABLISH QUORUM**

Directors Present: President Joe Kiefer, Vice President Keeley Cunningham, Secretary Marianne Whiting; Directors Lorna Awana, Dick Hastings and Terri Erdag

Directors Absent: Treasurer Hector Yango

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

**III. APPROVAL OF AGENDA**

By unanimous consent, the Board approved the agenda for the November 23, 2021 meeting.

**IV. APPROVAL OF MINUTES**

i. Minutes of the Board Meeting of October 28, 2021 – Deferred

**V. COMMITTEE & OTHER REPORTS**

**TREASURER'S REPORT**

Treasurer Yango provided a written report for the period ending October 31, 2021.

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

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

**VI. RATIFICATIONS AND AUTHORIZATIONS**

Building Maintenance:

American Coating-Spall repairs for "10" stack - \$1,575.00

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

**VII. BUILDING COMMITTEE RECOMMENDATIONS**

The November 9, 2021 reports were distributed.

a. Fire Alarm Water Sensors

VP Cunningham motioned, seconded by Director Hastings to purchase 600 water sensors at an estimated cost of \$8,243.43. The motion passed unanimously.

- b. Emergency Contact Form and Emergency Procedures for Residents – Reviewed and approved
- c. Parking Structure PT Investigation  
Director Awana motioned, seconded by Director Hastings to approve the WJE proposal at a cost of \$10,500. The motion passed unanimously.
- d. Parking Structure Restraint Proposal  
Director Awana motioned, seconded by Director Hastings to approve the WJE proposal at a cost of \$6,500. The motion passed unanimously.

**VIII. RESIDENT MANAGER REPORT**

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

**IX. KGCA REPORT**

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

**X. UNFINISHED BUSINESS**

- a. Fire Alarm System Upgrade  
RM Olmos reported the building passed the Foxbilt inspection. The HFD inspection needs to be scheduled, possibly in late December.
- b. Spalling Project  
RM Olmos reported American Coating is working on the "04" stack. ACC found more spalls in the "06" stack than expected.
- c. 1410 Sliding Glass Door  
RM Olmos reported the Owner is working directly with the Contractor on reinstalling the glass door.
- d. Pipe Replacement Project – No Update
- e. Colburn Plumbing Drain Cleaning "02" Stack - RM Olmos gave a verbal report.
- f. High-Risk Component Inspection "02" Stack - RM Olmos gave a verbal report.
- g. Automated External Defibrillator (AED) – Deferred
- h. Epoxy Restoration – Water Fountain Coating – Starting in early January.
- i. A & B Electric – Maintenance, IR Scanning – Waiting on scheduling.

**XI. NEW BUSINESS**

- a. Unit 201 Incident  
RM Olmos reported the fire was due to a faulty oven. Several units were affected by smoke.
- b. Temporary Floor Evacuation Maps for HFD Inspection – Done.
- c. Unit 1011 Water Damage  
RM Olmos provided a verbal report. Unit 901 also sustained damages.

- d. Roof Leak PH2 – RM Olmos is meeting with Rainbow Roof.
- e. Sprinkler Leaks – Units 1302 & 1402 – Repaired by Leis Co.
- f. Alii Fire Contract – Terminated for sprinkler repairs
- g. SEG Fire Alarm Monitoring System  
Director Awana motioned, seconded by VP Cunningham to approve the proposal as a cost of \$1,158.46 for installation and \$960 for the monitoring service, billed annually. The motion passed unanimously.
- h. Otis Elevator Transfer Proposal  
Director Awana motioned, seconded by VP Cunningham to approve the Otis proposal to transfer the wires to new fire alarm system as a cost of \$457+tax per hour. The motioned passed unanimously.
- i. Unit 603 Request  
The Board reviewed an Owner’s request to keep an existing folding partition on their lanai. The Owner will be granted a temporary exemption and the issue will be deferred temporarily.

**XII. EXECUTIVE SESSION**

The Board adjourned to an Executive Session at 7:13 p.m. The regular meeting was called back to order at 8:05 p.m.

**XIII. ADJOURNMENT**

There being no further business, President Kiefer adjourned the meeting at 8:05 p.m.

Date Board Approved:

Peter Choy  
Recording Secretary

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Marianne Whiting, Secretary