

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF TROPICANA VILLAGE-AIEA, PHASE 2 & 3
MARCH 24, 2021**

I. CALL TO ORDER

President Julie Sankey called the regular meeting of the Board of Directors of Tropicana Village-Aiea Phase 2 & 3 to order at 6:14 p.m. via zoom.com. Management Executive De Silva was recording secretary for the meeting.

II. OWNER' FORUM – Owners from units 98-413 #1 addressed their concern with the Board.

III. ATTENDANCE

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|------------------------|------------------|----------------------------------------|
| Board Members Present: | President: | Julie Sankey |
| | Vice President: | Midgie Taira |
| | Secretary: | Barbara Asato |
| | Treasurer: | Steve Bear |
| | Director: | Dylan Davis |
| | Director: | Robert Hitchcock |
| Board Members Absent: | Director: | James Arcena |
| | Director: | George Passmore |
| | Director: | Carman Hoomalu |
| Present By Invitation: | Mgmt. Executive: | Shirley De Silva, Hawaiiana Management |

IV. APPROVE MINUTES – Treasurer Bear moved to approve following minutes. The motion was passed unanimously.

- A. January 20, 2021 -Regular Board Meeting and Executive Session Minutes.
- B. January 28, 2021 – Regular Board Meeting and Executive Session Minutes.
- C. February 17, 2021 – Annual Meeting Minutes.
- D. March 17, 2021 – Regular Board Meeting Minutes.

V. TREASURER'S REPORTS – Treasurer Bear gave a brief report of the financials. It was the consensus of the Board to accept November 2020, December 2020, January 2021 and February 2021 Financial Reports subject to audit.

VI. VICE PRESIDENT'S REPORT – Vice President Taira gave a brief report on the completed and on-going projects on property.

VII. UNFINISHED BUSINESS

- A. Asphalt Corrective Action. The item was moved to Executive Session.
- B. CMU Project. The item was moved to Executive Session.
- C. 98-554 #2 Railing Repair. Vice President Taira moved to ratify the approved proposal submitted by Certified Welding Services for the amount of \$21,250 plus the permit fee of \$5,000. The railing damage was caused by a motor vehicle accident. Insurance claim #942058369US money will be used to pay for the repairs. The motion was passed unanimously.
- D. Building 98-433 Repairs. Treasurer Bear moved to approve the following proposals submitted by KKTF Hawaii. The motion was passed unanimously.
 - 1. 98-433 #1. Replace sliding screen door for the amount of \$313.21.
 - 2. 98-433 #2. Replace sliding screen door and sliding glass door rollers for the amount of \$800.91.
 - 3. 98-433 #3. Replace sliding screen door and sliding glass door rollers for the amount of \$800.91.
 - 4. 98-433 #4. Replace sliding screen door and sliding glass door rollers for the amount of \$800.91.

- E. 98-473 #4 Window Crank Replacements. Treasurer Bear moved to approve the following proposals submitted by KKTF Hawaii. The motion was passed unanimously.
 - 1. Replace 22 jalousie operators for the amount of \$400.99.
 - 2. Replace 1 bronze flashing for the amount of \$120.57.
- F. 98-500 #2 Install of Window Cranks. The item was deferred pending additional proposals.
- G. 98-433 #3 Replace Window Cranks. The item was deferred pending additional proposals.
- H. 98-530 #1 Repair Proposals. The item was deferred pending additional proposals.
- I. 98-554 #2 Repair Proposals. The item was deferred pending additional proposals.
- J. Resolution re: Allocating Responsibility for Doors, Windows and Screens. The item was moved to Executive Session.
- K. Site Management Position. The item was moved to Executive Session.
- L. Reserve Study. The item was deferred pending further review.
- M. Bulk Trash. It was the consensus of the Board to have Director Davis be the AOA representative regarding bulk trash. Director Davis will report illegal dumping to HPD and schedule bulk trash appointments, if needed.

VIII. NEW BUSINESS

- A. 2020 Audit. Treasurer Bear moved to ratify the approved 2020 Audit submitted by T Wong CPA, LLC. The motion was passed unanimously.
- B. 2021 Audit Proposal. Treasurer Bear moved to approve the 2021 Audit Proposal submitted by T Wong CPA, LLC to provide the following services: 1) annual audit, 2) unannounced cash verification, and 3) tax preparation for the amount of \$3,250.00 plus tax. The motion was passed unanimously.
- C. Personal Touch Irrigation Proposal. Vice President Taira moved to approve the proposal submitted by Personal Touch to repair irrigation damages caused by CDi during the CMU project for the amount of \$1,323.56. The repairs will be completed and invoice submitted to JPB for CDI to pay vendor. The motion was passed unanimously.
- D. 98-542 #3 Door Replacement/Change Order. Director Hitchcock moved to ratify the approved proposal and change order submitted by Masterpiece Construction LLC. The motion was passed unanimously.
 - 1. Replace front door for the amount of \$1,675.39.
 - 2. Change order to repair the door frame for the amount of \$1,036.65.
- E. 98-425 #1 Awning Request. Treasurer Bear moved to approve the request from the owner of 98-425 #1 to install four (4) awnings: two (2) awnings in the front of the building on the second floor and two (2) awnings on the side of the building on the first floor. The motion was passed unanimously.
- F. 98-413 #1 Split AC Install Request. The item was deferred pending additional information from the owner.
- G. 2021 – 2022 Insurance Renewal. Treasurer Bear moved to approve the insurance renewal submitted by Insurance Associates for coverage from April 10, 2021 to April 10, 2022 for the amount of \$77,033. The coverage is for property, commercial general liability and commercial umbrella insurance. The motion was passed unanimously.

IX. EXECUTIVE SESSION

The Board exited regular session to discuss legal matters from 6:32 pm and reconvened regular meeting at 8:10 pm.

X. NEXT MEETING –The next Regular Board of Directors meeting is scheduled for March 31, 2021 at 6:00 pm via zoom.com.

XI. ADJOURNMENT – President Sankey adjourned the meeting at 9:40 pm.

Submitted By:



Shirley De Silva
Recording Secretary

Date of Board Approval:

DRAFT