

**AOAO TROPICANA VILLAGE-AIEA, PHASE 2 & 3**  
**REGULAR BOARD OF DIRECTORS' MEETING MINUTES**  
**OCTOBER 18, 2023**  
**ON SITE AT PAVILLION**

**I. CALL TO ORDER**

President Sankey called the regular meeting of the Board of Directors of Tropicana Village-Aiea Phase 2 & 3 to order at 6:01 p.m. Management Executive from Hawaiiana Management Company, Maria Westlake was Recording Secretary.

**II. ATTENDANCE**

**Present:** President Julie Sankey, Vice President Midgie Taira, Treasurer Steve Bear, Directors Vincent Kieger, Marc Colozzi and Diane Maiola

**Absent:** Assistant Treasurer Dylan Davis, Secretary Barbara Asato and Director George Passmore

**By Invitation:** Hawaiiana Management Co. Management Executive Maria Westlake

**Owners:** None

**III. OWNER'S FORUM**

No owners attended the meeting to share comments.

**IV. APPROVE MINUTES**

August 30, 2023, Regular Board Meeting Minutes: Treasurer Bear moved to approve the minutes. Director Kieger seconded it and there were no objections.

**V. TREASURER'S REPORT**

Financial Report for August 2023: Treasurer Bear reviewed the financial report and moved to approve it subject to audit. There were no objections. The September 2023 financial report is not yet available.

**VI. PROPERTY MAINTENANCE MANAGER'S REPORT**

PPM Ventar provided an oral report reviewing the reports he emails each Friday.

**VII. UNFINISHED BUSINESS**

1. **CMU Project**: The Board unanimously declined to have a site demonstration of the flats issue. The Board requested all parties refer to the specs written in the contract and follow what it listed.
2. **Unit 98-554 #2 – Wall and Window Repair**: Deferred, pending arrival of window parts on order. Vendor expects to have work completed before the holidays. Treasure Bear to double check on the toning and permitting requirements.
3. **Unit 98-437 #3 – Roof Facia Repair**: Project is completed.
4. **Unit 98-473 #3 – Roof Facia Repair**: Project is completed.

5. **Light Replacement Project:** Vice President Taira ordered another set of light equipment from Commercial Lighting for the property at the same original cost.
6. **Unit 98-425 #2 – Ceiling By Stairway Repair:** Drywall has been completed. The cabinets are on order.
7. **Asphalt Repair Project:** Treasurer Bear is meeting with vendors and will ask them for costs to remove a speed bump at building 554 and alternative solutions to resolve ponding issues in other areas.
8. **Monument Signage Repairs:** It was the consensus of the Board to push this project to be done in 2024. Treasurer Bear will check with Peterson Signs for a cost to create urethane signs.
9. **2024 Budget:** President Sankey requested the maintenance fee round up to \$900 and asked ME Westlake to see if Hawaiiana Management would lower their percentage increase fee. The Board will make a final decision at the November 15, 2023 meeting.

#### VIII. NEW BUSINESS

1. **Property Maintenance Manager:** Justin Ventar submitted his termination on September 29, 2023, for the same day. He declined to provide two weeks’ notice as requested by ME Westlake. The Board unanimously agreed to continue to have Treasurer Bear and Vice President Taira continue their role as interim managers for the property until 2024. At which time, they will review site management proposals.
2. **Electric Vehicle Charging Station Policy:** Treasurer Bear will resend the policy he drafted for the Board’s review.
3. **Personal Touch Landscaping Irrigation Repair.:** PTL will send their invoice for \$1544.68 directly to CDI for payment.
4. **Tree Trimming of Hawaii:** Vice President Taira will contact vendor to schedule the work to be done at a cost that includes the coconut trees.

#### IX. EXECUTIVE SESSION

The Board entered Executive Session from 7:42 pm to 8:15 pm to discuss financial, personnel and contractual matters.

1. **Acct 1488-07900-000 – Rent Intercept:** Director Kieger motioned to give the collections contract to Laree McGuire’s firm. Treasurer Bear seconded the motion and all were in favor.
2. **Acct 1488-04600-003 – Insurance Issue:** Treasurer Bear contacted the insurance company and shared his findings via email. All interactions with processing the claim funds will be done between the owners.

#### X. NEXT MEETING

The next regular Board meeting will be on November 15, 2023 at 6:00 pm via Zoom. No meeting in December 2023.

#### XI. ADJOURNMENT

There being no further business to discuss, President Sankey adjourned the meeting at 8:15 pm.

Submitted By:  
Maria Westlake,  
Recording Secretary

Approved On: \_\_\_\_\_