

**AOAO TROPICANA VILLAGE-AIEA, PHASE 2 & 3**  
**REGULAR BOARD OF DIRECTORS' MEETING MINUTES**  
**MARCH 20, 2024**  
**ON SITE AT PAVILLION**

**I. CALL TO ORDER**

Vice President Taira called the regular meeting of the Board of Directors of Tropicana Village-Aiea Phase 2 & 3 to order at 6:02 p.m. The Management Executive from Hawaiiana Management Company, Maria Westlake was Recording Secretary.

**II. ATTENDANCE**

**Present:** President Julie Sankey, Vice President Midgie Taira, Treasurer Steve Bear, Secretary Barbara Asato, Assistant Treasurer Dylan Davis, Directors Vincent Kieger, Marc Colozzi, George Passmore, and Director Diane Maiola.

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

**Owners:** Unit 98-445 #3 Michael Taira

**III. OWNER'S FORUM**

The owner listed above attended the meeting to share comments.

**IV. APPROVE MINUTES**

October 18, 2023, November 15, 2023 and January 17, 2024 Regular Board Meeting Minutes:  
Treasurer Bear moved to approve the minutes listed. There were no objections.

**V. TREASURER'S REPORT**

Financial Reports for December 2023, January 2024 and February 2024: Treasurer Bear moved to defer reviewing the financial reports. There were no objections. The February 2024 and March 2024 financial reports are not yet available.

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

Treasurer Bear provided an oral report reviewing the reports he emails each Friday.

**VII. UNFINISHED BUSINESS**

1. **CMU Project:** ME Westlake to follow up with legal counsel, Maxwell Kopper, Esq. on the mediation points.
2. **Unit 98-554 #2 – Wall and Window Repair:** ME Westlake to follow up with Masterpiece on the refund Mr. Oxendine said he would send out by the end of the week during a phone conversation.
3. **Unit 98-425 #2 – Ceiling By Stairway Repair:** Project is completed. Vice President Taira motioned to save the check payment until company name is verified as a legitimate company and copies of the invoices shared with the Board.
4. **Asphalt Repair:** Speed bumps have been removed by Sunrise Asphalt. Payment to be processed.
5. **Unit 98-425 #4 – Water Pipe Clean Out Reimbursement Request:** ME Westlake to send the letter to the owner declining the request for reimbursement.
6. **Exterior Lighting Replacement:** Mr. Taira shared an update on the light bulbs he is replacing as needed and giving priority for the dark areas on property.

7. **Personal Touch Invoices**: It was the consensus of the Board to approve estimates # 5426 for \$500.71 and #5425 for \$596.36. ME Westlake to process payment.
8. **98-433 #4 - Solar Roof Repair & Lighting Panel Removal**: Work to be scheduled on #4’s roof. The work for area on #3 is pending the availability of unit owner.
9. **BOWS Backflow Preventer Testing & Plumbing Work**: Phase III backflow preventer test is completed. Phase II initially failed the test due to needed plumbing repairs. Repairs have been completed.
10. **House Rules Revision to Add EV Policy**: Pending letter to homeowners informing them of the revision.
11. **Reserve Study**: ME Westlake to send previous reserve study to the Board for their review and attain bids.
12. **April 2024 Newsletter**: Vice President Taira is adding final touches. The newsletter will be hand delivered by next week.
13. **Roof Inspection Proposal for Entire Property**: Treasurer Bear is working on getting bids. Board members will form a committee to discuss needed repairs.

#### VIII. NEW BUSINESS

1. **New Board Member Nomination/Appointment**: No new members were appointed. Board members discussed officer positions from 7:06 pm to 7:07 pm. It was the consensus of the Board to have everyone keep the same positions. ME Westlake to send a roster to the Board.
2. **98-429 #3 – Ceiling Leak**: Roofworks Hawaii was contacted to complete the repairs.
3. **98-524 #3 – Ceiling Leak**: Treasurer Bear is working on getting bids.
4. **98-465 #2 – Roof Repairs**: Item was deferred to allow the roofing committee members time to review the needs of this project and other roofs on site.
5. **98-413 #3 & #4 - ER Electrical Work**: Electrician repaired the wiring. ME Westlake to process payment.
6. **98-413 #1 Drainage Concerns (Deferred to April)**: This item was not discussed.
7. **Solar Lights at both Monument Signs**: Treasurer Bear is donating the equipment and will install the lights.
8. **Playground Repairs**: The Board unanimously approved a budget of \$10,000. Treasurer Bear to attain wood planks to replace the frames around the playground and paint the metal poles around the swings.

#### IX. EXECUTIVE SESSION

The Board entered Executive Session from 6:16 pm to 6:30 pm to discuss financial, personnel and contractual matters.

#### X. NEXT MEETING

The next regular Board meeting will be on April 17, 2024 at 6:00 pm at the Site Manager’s office.

#### XI. ADJOURNMENT

There being no further business to discuss, President Sankey adjourned the meeting at 7:52 pm.

Submitted By:  
Maria Westlake, Recording Secretary.

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