

MINUTES OF THE BOARD OF DIRECTORS' MEETING
HARBOUR RIDGE
TUESDAY, March 8, 2022
6:30 P.M., ZOOM CONFERENCE

CALL TO ORDER

There being a quorum, President Singleton called the regularly scheduled meeting of the Board of Directors of Harbour Ridge at 6:36 p.m.

ESTABLISH A QUORUM

A quorum was established.

Members Present: President - Michael Singleton
 Vice President - Mike Youn
 Treasurer - Thomas Maadie
 Secretary - Bette Matthews
 Directors – June Ann Lee, Gary Okada, and Russell Hatada

Members Excused: Directors - Janet Dayoan, and Marc Nakasuji

Invited Guests: Kim Hieda, Management Executive, Hawaiiana Management
 Tim Nishida, Site Management Consultant

GUEST SPEAKER

Insurance Agent Sue Savio, Insurance Associates

OWNERS FORUM

None

APPROVAL OF MINUTES

February 8, 2022 Meeting Minutes – Secretary Matthews moved to approve the Minutes subject to a correction and Director Lee seconded. The motion was unanimously approved.

TREASURER'S REPORT

January 2022 Financial Statements – Treasurer Maadie moved to accept the Financial Statements subject to Audit and Secretary Matthews seconded. The motion was unanimously approved.

SITE MANAGER'S REPORT

SM Nishida submitted a report and provided a verbal re-cap. The report will be held on file at the Managing Agent's Office.

UNFINISHED BUSINESS

- A. Parking Lot Deck Coating Status Update – AIA Contract was reviewed and revised by the Contractor and now with the Attorney for a 2nd review.

NEW BUSINESS

1. Insurance Renewal 2.26.22-2.26.23 – Secretary Matthews moved to ratify the Board's email approval to renew the insurance policy with Insurance Associates and Director Lee seconded.
2. 2020-2021 Audit and Cash Verification – Treasurer Maadie moved to approve the 2020-2021 Audit and Cash Verification Letter from T Wong CPA and Director Okada seconded. The motion was unanimously approved.
3. Reduce Petty Cash – Director Lee moved to approve reducing the petty cash from \$500 to \$200 and Treasurer Maadie seconded. The motion was unanimously approved.
4. Variable Frequency Controller – Secretary Matthews moved to approve Honeywell's proposal at a cost of \$5,340 tax included and VP Youn seconded. The motion was unanimously approved.
5. Letter from Owner – Board reviewed the letter and provided ME Hieda feedback for the response letter.

DATE, TIME, AND PLACE OF NEXT MEETING

The next Board meeting is scheduled for April 12, 2022 at 6:30 p.m. via Zoom Conference.

ADJOURNMENT

There being no further business, President Michael Singleton adjourned the regular meeting at 7:23 p.m. and entered into Executive Session.

RECONVENED

The Board adjourned from Executive Session at 7:41 p.m. and entered into Regular session.

ADJOURNMENT

There being no further business the meeting adjourned at 7:41 p.m.

Submitted by:

Kimberly Hieda,
Recording Secretary

Approved on: April 12, 2022