

MINUTES OF THE BOARD OF DIRECTORS' MEETING
HARBOUR RIDGE
TUESDAY, APRIL 11, 2023
ZOOM CONFERENCE

CALL TO ORDER

There being a quorum, President Youn called to order the regularly scheduled meeting of the Board of Directors of Harbour Ridge at 6:39 p.m. and Management Executive Hieda was Recording Secretary.

ESTABLISH A QUORUM

A quorum was established.

Members Present: President – Mike Youn
 Vice President – Gary Okada
 Treasurer - Thomas Maadie
 Secretary - Bette Matthews
 Directors –June Ann Lee, Janet Dayoan, and Jason Barayuga

Members Absent: Director - Marc Nakasuji and Russell Hatada

Invited Guests: Kim Hieda, Management Executive, Hawaiiiana Management
 Tim Nishida, Site Management Consultant
 Chuck Decoito, Service Repair Operations Manager

APPROVAL OF MINUTES

1. February 14, 2023 Meeting Minutes – Secretary Matthews moved to approve the Minutes as submitted and Director Lee seconded. The motion was unanimously approved.
2. March 14, 2023 Meeting Minutes – Secretary Matthews moved to approve the Minutes subject to corrections and Director Lee seconded. The motion was unanimously approved.

TREASURER'S REPORT

December 2022, January 2023 and February 2023 Financial Statements – Treasurer Maadie moved to approve the Financial Statements subject to Audit and VP Okada 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

1. 2022-2023 Reserve Capital Improvements:
 - a. Fire System Pulls, Alarms, Strobes, Smoke Detector, Fire System Panel – Deferred to next meeting pending Douglas Engineering to add another contractor to the bid.

NEW BUSINESS

1. TKE Elevator Door Replacement Proposal – Deferred to next meeting pending confirmation of the signed 2-year maintenance agreement and elevator repair plan from Operations Manager Chuck.
2. 2023-2024 Budget Meeting Date – Board will meet via Zoom on Thursday, May 4th at 6:30 p.m.
3. Utility Benchmarking Program – SM Administrative Assistant Greg will work on the program due by June 30, 2023.
4. Establishing Meeting Quorum Deadline Time – The Board agreed to set a deadline time to establish a quorum by noon of the date of meeting and if no quorum the meeting is automatically cancelled.

DATE, TIME, AND PLACE OF NEXT MEETING

The next meeting is scheduled for May 9, 2023 at 6:30 p.m. via Zoom Conference.

ADJOURNMENT

There being no further business, President Mike Youn adjourned the meeting at 7:51 p.m.

Submitted by:

Kimberly Hieda,
Recording Secretary

Approved on: June 13, 2023