

MINUTES OF THE BOARD OF DIRECTORS MEETING  
HARBOUR RIDGE  
TUESDAY, NOVEMBER 14, 2023  
ZOOM CONFERENCE

**CALL TO ORDER**

There being a quorum, President Okada called to order the Regular Board of Directors Meeting of Harbour Ridge at 6:30 p.m.

**ESTABLISH A QUORUM**

A quorum was established.

Members Present:                   President – Gary Okada  
  Vice President – Mike Youn  
  Treasurer - Thomas Maadie  
  Directors – Janet Dayoan, June Ann Lee, and Russell Hatada

Members Absent:                   Secretary - Bette Matthews  
  Directors – Jason Barayuga and Marc Nakasuji

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

**APPROVAL OF MINUTES**

Director Lee moved to accept the September 12, 2023, Meeting Minutes subject to review by Secretary Matthews and VP Youn seconded. The motion was unanimously approved.

VP Youn moved to accept the October 10, 2023, Annual Meeting and Organizational Meeting Minutes as written and Director Lee seconded. All votes were in favor with 1 abstained vote from Director Dayoan. The motion passed.

**TREASURER'S REPORT**

Treasurer Maadie moved to approve the August 2023 and September 2023 Financials subject to Audit and Director Lee 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. 2022-2023 Reserve Capital Improvements:
- a. Fire System Pulls, Alarms, Strobes, Smoke Detector, and Fire System Panel – Director Lee moved to approve Foxbilt's proposal to install the Edwards Fire Alarm System to include smoke detectors, and door enclosures (for those who need one). President Okada seconded. The motion was unanimously approved.
- B. Level 1 Reserve Study Proposal – Treasurer Maadie moved to approve Vertical Hawaii's proposal and VP Youn seconded. The motion was unanimously approved.
- C. 2023-2024 Capital Projects:
- a. Sealcoat Main Parking Lot and Entry – The Board unanimously deferred this project to next year.

- b. Hot and Cold Valves (2<sup>nd</sup> Flr.) – The Board unanimously deferred this on an as need basis.

### **NEW BUSINESS**

- A. Solar Panels PPA Buyout Offer – President Okada moved to deny the offer to purchase the solar panels from Tradewind Capital and Director Lee seconded. The motion was unanimously approved.
- B. TKE Invoices – The Board instructed ME Hieda to hold off paying invoices pending reimbursement for repair of damaged fence and confirmation that no OT hours were charged to repair cab #3.
- C. Smoke Detectors and Door Closures – See motion approved under unfinished business A.
- D. 2024 Meeting Schedule and Time – Meetings will be held on the 2<sup>nd</sup> Tuesday of the month, at 6 p.m. and held via Zoom.
- E. Personnel Bonus – Held in Executive Session.
- F. Honeywell Mechanical Maintenance 1-Yr. Service – President Okada moved to approve the contract at \$10,083.93 plus tax and VP Youn seconded. The motion was unanimously approved.
- G. Innovative Elevator Consultants – President Okada moved to approve hiring IEC to create a scope of work for the elevator modernization, bid process, construction management. VP Youn seconded. The motion was unanimously approved.

### **DATE, TIME, AND PLACE OF NEXT MEETING**

The next meeting is January 9, 2024, at 6 p.m. via Zoom. The 2024 meetings are as follows: 2/13, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, Annual Meeting 10/8, 11/12, 12/10. Schedule is tentative to change.

### **ADJOURNMENT**

There being no further business, President Okada adjourned the meeting at 8:32 p.m. and entered into Executive Session.

### **RECONVENED**

The Board adjourned from Executive Session at 8:36 p.m. and entered into Regular session.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:37 p.m.

Submitted by:

Kim Hieda  
Recording Secretary

Approved on: