

MINUTES OF THE BOARD OF DIRECTORS MEETING
HARBOUR RIDGE
FEBRUARY 7, 2024
ZOOM CONFERENCE

CALL TO ORDER

There being a quorum, President Okada called to order the Regular Board of Directors Meeting of Harbour Ridge at 6:05 p.m.

ESTABLISH A QUORUM

A quorum was established.

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

Members Absent: Directors – Jason Barayuga, Marc Nakasuji, and Russell Hatada

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

APPROVAL OF MINUTES

Secretary Matthews moved to accept the November 14, 2023 Meeting Minutes as submitted. All votes were in favor except for one abstained vote from Secretary Matthews. The motion passed.

TREASURER'S REPORT

Treasurer Maadie moved to approve the October 2023 through December 2023 Financials subject to Audit. 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. Innovative Elevator Consultants – The Elevator Mod Management Agreement was deferred to next meeting since the contractors were not available to attend this month's meeting due to being out of town.

NEW BUSINESS

- A. Reschedule June Meeting Date (Holiday) – The Board unanimously agreed to have the meeting on June 12 at 6:00 p.m. via Zoom.
- B. Gustafson Real Estate Letter – Board requested ME to follow up on whether Realtor deducted \$120 annual fee from the January Statement. This has been deferred to next meeting.
- C. TKE Monthly Invoicing – Director Lee moved to ratify the Board's email approval to continue with monthly vs. quarterly invoicing. The motion was unanimously approved.

- D. 2023 Audit Report and Unannounced Cash Verification – Treasurer Maadie moved to approve the draft audit report and unannounced cash verification as submitted by Auditor T Wong CPA. The motion was unanimously approved.
- E. Bird Spikes – VP Youn moved to deny the proposal to install bird spikes on carport beams. The motion was unanimously approved.
- F. TK Elevator Opt-Out of Auto Renewal Contract – VP Youn moved to opt out of the auto renewal contract 5-year agreement and asked ME Hieda to send a request for month-to-month agreement. The motion was unanimously approved.
- G. Re-Insulate 2nd Flr. Chill Water Piping – Deferred to next meeting pending investigation with SM Tim and President Okada.

DATE, TIME, AND PLACE OF NEXT MEETING

The 2024 meetings are 3/12, 4/9, 5/14, 6/12, 7/9, 8/13, 9/10, Annual Meeting 10/8, 11/12, 12/10 held at 6 p.m. via Zoom Conference. Schedule is subject to change.

ADJOURNMENT

There being no further business, President Okada adjourned the meeting at 8:10 p.m. and entered into Executive Session to discuss delinquency matters.

RECONVENED

The Board adjourned the Executive Session at 8:36 p.m. and entered into Regular session at 8:26 p.m..

ADJOURNMENT

There being no further business, the meeting adjourned at 8:26 p.m.

Submitted by:

Kim Hieda
Recording Secretary

Approved on: