

**MINUTES OF THE REGULAR BOARD OF DIRECTORS' MEETING
OF HONOLULU PARK PLACE
August 25, 2025
6:00 P.M.**

CALL TO ORDER

Noting presence of quorum, President Brehm called the regularly scheduled board meeting to order at 6:00 pm.

ESTABLISH A QUORUM

A quorum was established.

Members Present: President Kelly Brehm, Secretary Craig Williams, Treasurer Trappeur Rahn, Directors Eric Lockett, Katherine Crosier, Mark Russell, and Dennis Padlock

Members Absent: Vice-President Richard Baldwin and Director Melanie King

Also Present: General Manager, Walters Miranda; Hawaiiana Management Executive, Ed Au; Attorney, Christopher Goodwin

Owner's Present: Unit 3512, Colin Kau; Unit 2703, Leslie Ito; Unit 3509, Mona Choy

OWNER'S FORUM: None.

APPROVAL OF MINUTES

1. July 28, 2025, Regular Meeting Minutes: Unanimous motion to approve regular meeting minutes held on July 28, 2025.
2. August 4, 2025, Regular Meeting Minutes: Unanimous motion to approve regular meeting minutes held on August 4, 2025.

SITE MANAGER'S REPORT

General Manager Miranda provided a verbal and written report, which will be kept on file for the Association's records.

TREASURER'S REPORT

Financial Statements: July 2025, tabled.

BOARD OF GOVERNORS

Director Lockett informed those present that there are no updates.

UNFINISHED BUSINESS

- A. Front Entry Project-Tile: It was moved (Brehm) to ratify the Board's decision to accept the updated proposal for \$117,616.71 for retiling and repair of the front fountain. Motion passed unanimously.
- B. Front Entry Project-Soffits: It was moved (Brehm) to accept a change order from Bora Construction in the amount of \$7,542.00 to remove interior soffits and to refinish remaining surfaces. Change order attached to these minutes. Motion passes unanimously.

- C. Tennis Court Lights: It was moved (Padlock) and seconded (Brehm) to approve change order CO#01R1 from Hawaiian Isle Electric in the amount of \$8,720.79 for the tennis court lighting project, covering the HAPCO 38800 Bolt Adaptors, as recommended by Kai Hawaii. Motion passed unanimously.
- D. AHU (Air Handler Unit) Replacement-2nd Floor: Director Padlock reported there were no updates at this time, as the permit is still being processed.
- E. Reserve Study: Treasurer Rahn reported that there was a meeting with Vertical Hawaii to revise the 2025 reserve study and there will be an additional meeting to finalize the reserve study.
- F. 401(k): Director Padlock reported the plan has now been fully implemented, and the employee enrollment is being completed.
- G. Unit 3509-\$1,000.00 insurance deductible: It was moved (Rahn) and seconded (Williams) to decline the request from Unit 3509 for the Association to reimburse her for the \$1,000.00 insurance deductible related to a water leak. Motion passed unanimously.

NEW BUSINESS

- A. Notifying Non-Resident Owners: It was moved (Brehm) and seconded (Padlock) to deny the request from Unit 2010 for the Association to notify all non-resident owners of issues concerning their unit or tenants. Motion passed unanimously.
- B. 2025 Draft Budget: ME Au reported that he is waiting for a GL code for a requested line item for a buffer. Once received he will send draft budget to budget committee.

EXECUTIVE SESSION

By unanimous consent of all Directors present, President Brehm announced temporarily adjournment of the regular session to convene into executive session at 6:53 pm to discuss and vote upon matters concerning personnel, litigation in which the association is or may become involved, as necessary to protect the attorney-client privilege of the Association and/or to protect the interests of the association while negotiating contracts, leases, and other commercial transactions. There being no further business and hearing no objection, President Brehm adjourned the executive session at 7:11 pm to reconvene the regular session.

NEXT MEETING:

The next regular meeting is scheduled for September 29, 2025, at 6:00 pm on site in person and via Zoom.

ADJOURNMENT:

There being no further business and hearing no objections, President Brehm adjourned the meeting at 7:11 pm.

Ed Au
Recording Secretary

CHANGE ORDER PROPOSAL

PROJECT: HONOLULU PARK PLACE - ENTRANCE RELOCATION **DATE:** 8/11/2025
DEMOLITION/REPAIR WORK **COP#:** 4

JOB NO. 1100225 **CONTRACTOR:** BORA, Inc.

REFERENCE: **Bulletin No.** **P.C.D. NO.** **Field Change** 2 **R.F.I. #**

DESCRIPTON: Demolish interior soffits at the lobby entryway; Refinish affected areas

MATERIALS

<u>Description</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Subtotal</u>
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\$0.00

TOTAL FOR MATERIALS

\$0.00 (1)

LABOR

<u>Classification</u>	<u>Hours</u>	<u>Wages</u> <u>Hour Rate</u>	<u>*Fringe</u> <u>Rate</u>	<u>(Fringe x Hrs)</u>	<u>(Wage x Hrs.)</u>
Labor I	0	\$42.85	\$0.00	\$0.00	\$0.00
Carpenter	48	\$55.50		\$0.00	\$2,664.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

SUBTOTALS

\$0.00 (2)

\$2,664.00 (3)

*If requested, fringe benefit shall be indicated separately under each classification.

TOTAL FOR LABOR (Wages & Fringe) (2) + (3)

\$2,664.00 (4)

SUBTOTAL - Materials & Labor (1) + (4)

\$2,664.00 (5)

Overhead & Profit 20 % of (5)

\$532.80 (6)

Insurance & Taxes % of (3)

\$0.00 (7)

Overhead for Insurance & Taxes (6%) of (7)

\$0.00 (8)

TOTAL - MATERIALS & LABOR (5) + (6) + (7) + (8)

\$3,196.80 (9)

EQUIPMENT / REIMBURSABLE COSTS (per diem, air fare, etc.)

<u>Classification</u>	<u>Unit/Hours</u>	<u>Rate</u>	<u>Subtotal</u>
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
			\$0.00
			\$0.00
			\$0.00

TOTAL FOR EQUIPMENT / REIMBURSABLE COSTS

\$0.00 (10)

SUBCONTRACTORS

Allowed Mark-up: 10 %

<u>NAME</u>	<u>AMOUNT</u>	<u>Markup</u>	<u>Subtotal</u>
Monolith Construction (plaster/patching)	\$1,500.00	\$150.00	\$1,650.00
DS Electrical (electrical removal)	\$1,200.00	\$120.00	\$1,320.00
Sasaki Painting (painting)	\$900.00	\$90.00	\$990.00
		\$0.00	\$0.00

TOTAL FOR SUBCONTRACTORS (11a) \$3,600.00 \$360.00 (11b)

\$3,960.00 (11)

TOTAL (MATERIAL, LABOR, EQUIPMENT) (9) + (10) + (11)

\$7,156.80 (12)

Bond Fee 2.9 % on (12) (G.C. only if Applicable, 1% Maximum)

\$207.55 (13)

General Excise Tax Rate (4.712% for Honolulu, change to 4.166% Outer Island)

4.712%

General Excise Tax on (9) + (10) + (13) + (11b)

\$177.38 (14)

TOTAL FOR CHANGE ORDER (12) + (13) + (14)

\$7,541.72

To nearest \$1.00

\$7,542

APPROVED BY:

DATE: