

**WAIKALANI WOODLANDS AOAO**

95-225 Waikalani Drive  
Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, November 21, 2019 –6:30 P.M. -- Pool/Recreation Area

**CALL TO ORDER**

President Jim Guzior called the meeting of the Board of Directors to order at 7:07 p.m. following the Homeowners Forum (as described on page 2).

**ESTABLISH A QUORUM**

A quorum was established.

Members Present: Jim Guzior/President; Merle Kobashigawa/Vice President; Sophie Kiper/Treasurer; Carole Amrhein/Secretary; Phil Sunada/Director; Cyril Washington/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager

**APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of October 10, 2019. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**TREASURER'S REPORT**

None presented at this time.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented the Resident Manager's Report. Topics covered included, but were not limited to: pressure washing going on at D building and will try to get to C building in mid December to deal with the bird droppings on the walkways; still dealing with doing dump runs from the B building; A building's problems include noisy kids waiting by the bus stop, large fallen branches behind the odd wing and noisy dogs; pipes continue to degrade throughout the buildings; still obtaining bids from plumbers for inspections; obtaining bids from landscapers; C building elevator mod to take place during 1Q and 2Q 2020. Copy attached.

**LANDSCAPE COMMITTEE'S REPORT**

None at this time.

**SECURITY REPORT**

Director Sunada gave a verbal report. Currently we have 2 full time guards and 6 shifts over the course of the weekends. Trying to fill these, but it's been difficult.

**UNFINISHED BUSINESS**

Secretary Amrhein motioned to approve the 2020 budget, which will include a 3% increase to the maintenance fees. Approved unanimously.

### **NEW BUSINESS**

A date needs to be selected for the Annual Meeting in March, 2020. Emails will go out to the Parliamentarian, Attorney, Cadmus and Sue Savio.

The Homeowner's Forum started at 6:30 p.m. Topics included, but weren't limited to: request to modify the sign in form, to include the name of the person being visited; can there be more signage in A building so that pet owners know not to go behind the buildings to relieve their pets; concern about large dog in A building that is not controlled very well; request for any changes to house rules and by laws to go out to the owners for review; anyone doing accounting for AOA should reside here; request for more smoking cans by B building; WW has many compliance issues regarding door numbers, solid vs hollow doors, storm and security screen doors; are owners allowed to smoke inside their units; asked again if personal security cameras are allowed per our bylaws (currently no, but will work on it).

At 7:52 p.m., at the conclusion of the Board Meeting and Owner's Forum, President Guzior called for a brief recess before going into the Executive Session.

### **EXECUTIVE SESSION**

At 7:58 p.m. President Guzior called the meeting into executive session which was approved by the Board.

### **NEXT MEETING**

The date of the next board meeting will be January 16, 2020.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:45 p.m

Submitted by:



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Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 10/10/19  
Resident Manager's Report

**WAIKALANI WOODLANDS AOAO**

95-225 Waikalani Drive  
Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, October 10, 2019 –6:30 P.M. -- Pool/Recreation Area

**CALL TO ORDER**

President Jim Guzior called the meeting of the Board of Directors to order at 7:00 p.m. following the Homeowners Forum (as described on page 2).

**ESTABLISH A QUORUM**

A quorum was established.

Members Present: Jim Guzior/President; Merle Kobashigawa/Vice President; Sophie Kiper/Treasurer; Carole Amrhein/Secretary; Phil Sunada/Director; Cyril Washington/Director

Members Absent: None

By Invitation: Casey Paet, Cadmus Properties  
Randall Lukes, Cadmus Properties  
Dwight Gillman, Resident Manager

**APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of June 20, 2019. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**TREASURER'S REPORT**

Sophie Kiper presented the financials. For the month ending August 2019, income received was \$173,141 and expenses were \$105,110. Reserve is \$2,241,350, cash (CD's and cash on hand) is \$310,698 for a total of \$2,552,048. Copy of financials available in the office.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented a verbal Resident Manager's Report. Topics covered included, but were not limited to: pressure washing going on at D building; storage room inspections ongoing; Junior was out sick but returning to work on 10/23; new security guards are: Lamont (overnights), Andrew (days), Uly (weekends); new office is 99% done, grand opening will be 10/31.

**LANDSCAPE COMMITTEE'S REPORT**

None at this time.

**SECURITY REPORT**

None at this time.

**UNFINISHED BUSINESS**

None at this time.

### **SERVPRO PRESENTATION**

David from Servpro gave a short presentation on what Servpro could do for WWAOAO regarding leak remediation. Contracts can be customized to accommodate our needs. Awaiting insurance payments can be worked onto the contract verbiage. David will come back to discuss further.

### **NEW BUSINESS**

- A. Board Vacancy:** Treasurer Larry Lee has resigned from the board.
- B. Board Role Reassignment:** Secretary Amrhein motioned that Director Kiper take over as treasurer. Approved unanimously.
- C. Resolution to Disconnect Cable for Non-Payment:** Treasurer Kiper presented a resolution to disconnect cable and cancel other services or use of facilities due to non-payment of monthly maintenance fees. Approved unanimously.
- D. Annual Budget for 2020:** Casey Paet reviewed the draft of the 2020 budget. A reserve study was done 2 years ago, and many capital projects were slated to be started or done in 2020. There will not be enough funds to do everything, so the board will prioritize those projects most pressing, and will forward a revised budget to Cadmus for further review.

The Homeowner's Forum started at 6:35 p.m. Topics included, but weren't limited to: how many units has WW taken over (5); how long do cars need to be in disrepair before being dealt with (advised to talk to the RM); people aren't cleaning often enough or disposing of trash correctly; question about short term rentals; are we allowed personal security cameras per our bylaws (currently no, but will work on it).

At 8:09 p.m., at the conclusion of the Board Meeting and Owner's Forum, President Guzior called for a brief recess before going into the Executive Session.

### **EXECUTIVE SESSION**

At 8:15 p.m. President Guzior called the meeting into executive session which was approved by the Board.

### **NEXT MEETING**

The date of the next board meeting is yet to be determined.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:30 p.m.

Submitted by:



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Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 6/10/19

RM Report 11/21/19

This is a general report of the condition of the property, projects, and staff, including Security.

Buildings- Pressure washing at D Building will continue next week. The rails have been regularly maintained. Inspections took place over the last couple of months. Door number violations have decreased. With the amount of rain that fell recently and the colder conditions that are on the way, common walkways around the buildings and garages will receive appropriate attention.

C Building demands attention as the wet conditions and birds relentlessly leave their mark. The attention needed is strong compared to other buildings. We may not be able to get to C building until mid December. There are at least two trash chute doors that need to be replaced.

The conditions of B Building have improve over the last couple of months. There are still multiple dump runs that need to take place. From wood to drywall, to storage rooms where people abandoned their belongings, it will take many trips to totally clear the trash from the building.

A Building has its share of issues. Large tree branches have fallen behind the odd wing. Other large branches fell closer to the stream. There's been nuisance dog barking and howling. Reports of children not properly disposing of trash in the chutes, and nuisance noise from supposed, aftermarket exhaust systems.

The original pipes are still in question for all buildings. In one of our recent meetings, I provided an example of what a failing pipe looked like with a deteriorated hole that went undetected. I have another pipe to show. It was extracted from the guest bathroom of A207. This unit is still undergoing mitigation. As a result, I will recommend an access panel be installed in every unit prior to or during the plumbing inspection in 2020. This is to avoid an awkward, difficult patch to the wall of the unit should the plumber use a borescope to inspect the wall cavities. The water heaters, plumbing fixtures, valves, supply lines, and drainages need to be properly inspected with forecasted fail and a repair plan to be included with the inspection reports.

Grounds- The grounds are fine. We've been getting lots of rain which resulted in a very lush and thriving environment. I expect to see huge overgrowth of branches on our problem trees, mainly albizia. Trimming will need to take place as branches

are extending out near the buildings. Close enough for people to touch. The recent rains is making it difficult for arborist to map our problem areas but, I expect contact to be made in the next few days when the current, rainy conditions clear up a bit. I will provide the estimated costs when received.

#### Projects-

Elevator mod- The elevator MOD at C Building is still scheduled to take place during the first and second quarters of 2020. Consultants are being sought. I believe we received one proposal. I am waiting to hear back from Statewide Elevator Examiner, Precisions Elevator, and ECS.

Electrical inspection- Request for proposals were sent out to electrical contractors that have performed work on our property recently. We did not receive a proposal yet but it will be presented once received. The proposals are to include pricing for any inadequacies, repairs to take place immediately, and recommendations for upgrading if needed.

Landscaping bids- Request for proposals were submitted to several landscaping contractors. Site inspections are scheduled for next week. Competing against our current contract will be difficult for any contractor, but we will see.

Plumbing inspection- I received one proposal for plumbing inspections. The price reflects \$50 a unit. This is twice as much as our last plumbing inspection. Like I mentioned earlier, the inspection should include, during or prior to, the installation of an access panel so that the "Back-to-back" T can be inspected, as this pipe has the potential to cause an expensive flood extraction/repair.

Bulk dumping is to continue as our forces allow it.

Tree trimming- I received a proposal for cutting the albizia behind the C/D garage. When I receive new proposals, I will submit for consideration.

This is my report for November 21, 2019.

Please contact me if there are any questions.

Dwight Gilman, RM WWAOAO