

WAIKALANI WOODLANDS AOAO

95-225 Waikalani Drive
Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 16, 2021 –6:30 P.M. – VIA ZOOM

CALL TO ORDER

President Jim Guzior called the meeting of the Board of Directors to order at 6:33 p.m.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Jim Guzior/President; Merle Kobashigawa/Vice President; Alan Kuyatt/Treasurer; Carole Amrhein/Secretary; Phil Sunada/Director; Cyril Washington/Director; Tony Goodrum/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager
April Padello, Hawaiian Properties

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the Board of Directors meeting of January 14, 2021. In addition, on the motion of Secretary Amrhein, the board unanimously approved the minutes of the Reconvened Annual Meeting and Organizational Meeting of July 16, 2021. Copies are attached.

PRESIDENT'S REPORT

President Guzior gave a brief verbal report which recapped the recent board activities. Concern has been expressed about the condition of our buildings, following the catastrophic collapse which occurred in Florida over the summer. WW AOAO regularly inspects the buildings for any spalling issues and makes sure they are repaired. Regarding our roofs, Buildings A and B have had their roofs replaced. Building C's roof was replaced 5 years ago and Building D is planned for 2023. Plans are for the elevator modifications to take place in both A and B buildings which should save us money by not putting it off. Next is the budget review which will be starting in the next couple weeks. Since utilities always increase we will see what areas we can cut.

TREASURER'S REPORT

April Padello provided the most recent figures. As of July, 2021 our operating cash was \$1,106,640. Reserves were \$1,989,510.45 for a total cash and reserve amount of \$3,096,150.59. The board asked April Padello to transfer \$244, 722 from cash to reserve. On the motion of President Guzior, the board approved the accept the financials subject to audit. Copies will be in the office.

RESIDENT MANAGER'S REPORT

Dwight Gilman presented the Resident Manager's report. Items discussed included: update on a beehive on the top level of the B building; bulky item pickup that was scheduled from Waikalani Drive; upcoming elevator modification project for A and B buildings; the new rules regarding use of the pool and the requirement to show proof of vaccination.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

Director Sunada gave a verbal security report, specifically visitor log parking violations for the first half of September. A building had 12 violations, B 5 violations, C 17 violations and D had 59 violations.

STANDING COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

- A. **ELEVATOR MODIFICATION** – After some discussion it was decided to remain with Kone.
- B. **FIRE LIFE SAFETY EVALUATION** – Additional bids for work will be sought out. Need to determine when the due dates are and if they have been changed due to CoVid.

NEW BUSINESS

On the motion of Vice President Kobashigawa the following payments (items A – H) were unanimously approved:

- A. **FURUTA PLUMBING**– \$15,556.33 to reroute fire hose cabinet.
- B. **JOHNSON CONTROLS** – \$64,045 for electrical installation at C building for fire alarm.
- C. **IMUA LANDSCAPING** - \$21,989.52 for removal of Albizia tree.
- D. **RAINBOW ROOFING** - \$140,000 to re-roof A building.
- E. **RAINBOW ROOFING** - \$16,900 cost of using a smaller truck for easier access behind buildings to haul supplies.
- F. **DOUGLAS** - \$90,000 for consulting services for FLSE.
- G. **PRAGMATIC PROFESSIONAL ENGINEERS** - \$11,600.02 for fire safety project.
- H. **KONE** - \$34,362 and \$48,587.30 for work on C building.

- I. **EV Station Proposal and Policy** – Proposals are still being sought at this time.

HOMEOWNER’S FORUM: A Homeowner’s Forum was held beginning at 6:35. Comments included but weren’t limited to: suggestion to erect a sign by the bridge leading to the C/D parking garage, to encourage people to feed only birdseed to the ducks below, and not feed them bread; questions were also raised about the types of investments the AOA can use; question about when our current Hawaiian TelCom contract is due to renew, are more people using streaming services instead, can this be something to be considered if we renew with HTC; a request was made to make part of the current park area behind the pool into a dog park (suggestion was made for a plan and request to be submitted to the board).

EXECUTIVE SESSION

At 7:31pm the board meeting ended and the Board of Directors entered an Executive Session.

RECONVENED BOARD OF DIRECTORS MEETING

At 8:31pm the board ended the Executive Session and reentered the Board of Directors Meeting.

On the motion of Vice President Kobashigawa, the board unanimously approved to purchase a new shipping container from Containers Hawaii in the amount of \$11,000. This will be used to house up to 7 carts that are used by the WWAOAO crew and Resident Manager. Taxes, electrical wiring, shelving, windows and doors will be an extra cost, yet to be determined.

NEXT MEETINGS

The next Board of Directors meeting will be a budget review meeting for Directors only along with April Padello and Dwight Gilman, to begin at 6:30pm on October 14, 2021 at the pool/rec area.

One week later there will be a Board of Directors meeting via Zoom that will be open to owners as well. This meeting will be used to approve the budget for 2022 and will begin at 6:30pm.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 p.m.

Submitted by:

A handwritten signature in black ink that reads "Carole Amrhein". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carole Amrhein
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 1/14/21
Copy of Adjourned Annual Meeting Minutes dated 7/16/2021
Copy of Organizational Meeting Minutes dated 7/16/2021

WAIKALANI WOODLANDS AOAO

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 14, 2021 –6:36 P.M. – VIA ZOOM

CALL TO ORDER

President Jim Guzior called the meeting of the Board of Directors to order at 6:34 p.m.

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; Tony Goodrum/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager
Robyn Rapoza, Cadmus Properties

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of November 30, 2020. Copy attached.

PRESIDENT'S REPORT

President Guzior gave a brief verbal report which recapped the recent board activities. The update to our bylaws was successfully passed; we passed a 2021 budget with a 2.5% increase to our HOA fees including a small raise for our employees; there would be a small delay on the elevator modification to the C building.

TREASURER'S REPORT

No treasurer's report at this time.

RESIDENT MANAGER'S REPORT

Dwight Gilman presented the Resident Manager's report. Items discussed included: update on the grounds and status of capturing the feral chickens; power washing to the buildings was to commence around January 19th; staffing for security was an ongoing issue; some confusion about the recent rule for face masks; recommended to accept the bid from Rainbow Roof for the reroofing project at A building; awaiting additional bids for work on leak at C/D parking garage; looking for additional bids for the Fire, Life and Safety Evaluation work. Copy of report attached.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

None at this time.

STANDING COMMITTEE REPORTS

Director Sunada gave a brief verbal report on the House Rules Committee. Currently working on Section 9, Sections 11, 12 and 13 are next.

UNFINISHED BUSINESS

- A. **ELEVATOR MODIFICATION** – After some discussion it was decided to remain with Kone.

- B. **FIRE LIFE SAFETY EVALUATION** – As mentioned earlier in the Resident Manager’s report, additional bids for work will be sought out.

HOMEOWNER’S FORUM: A Homeowner’s Forum was held beginning at 7:30. Comments included but weren’t limited to: questions about elevator modification for B building; questions about the upkeep of street lights; complaints about trash chutes being overstuffed and was there a way it could be determined who was doing it; could leaf blowing be avoided in the garage. In addition a brief discussion was held about the Hawaiian Telcom billing amounts and the length of the current contract.

EXECUTIVE SESSION

It was determined that no Executive Session was needed at this time.

NEXT MEETING

The next Board of Directors meeting will be the Annual Meeting. Due to CoVid it is likely that this meeting will need to be continued to a later date but we will proceed to prepare for it regardless.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 p.m.

Submitted by:



Carole Amrhein
Recording Secretary

Attachments:

Copy of Board of Director’s Meeting Minutes dated 11/30/20
RM Report

WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Monday, November 30, 2020 –6:30 P.M. – VIA ZOOM

CALL TO ORDER

President Jim Guzior called the meeting of the Board of Directors to order at 6:34 p.m.

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; Tony Goodrum/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager
Robyn Rapoza, Cadmus Properties
Nate Wilbur, Douglas Engineering

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of October 22, 2020 and November 23, 2020. Copies attached.

PRESIDENT'S REPORT

No report at this time.

TREASURER'S REPORT

Sophie Kiper presented the Treasurer's Report. Cash is \$903,891.67, Reserve is \$2,160,394.50 for a total of \$3,064,286.17.

RESIDENT MANAGER'S REPORT

No report at this time.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

None at this time.

STANDING COMMITTEE REPORTS

No report at this time.

NEW BUSINESS

- A. **DOUGLAS ENGINEERING** - Nathaniel Wilbur from Douglas Engineering gave a presentation to discuss the result of their inspection for fire and safety compliance at WWAOAO. Though there are several issues to be remedied, the major issue being the implementation of a property-wide alarm system. It would be in the form of a wired speaker system that would need to be installed in every unit, in several places within the unit. The approximate cost to update all 4 buildings is approximately \$1.4M, which would involve creating a special assessment. The ultimate deadline for compliance is May of 2024. Vice president Kobashigawa motioned to accept and keep the process moving forward to begin

the search for the contractor who will install the alarm systems. Douglas Engineering would assist in this, as well as securing all needed permits. Approved unanimously.

- B. **HOUSE RULE UPDATE** – A draft of a new House Rule pertaining to the wearing of masks during the pandemic was read and discussed. Vice President Kobashigawa motioned to accept and the vote was unanimous. This rule will be inserted in **Section 9 – Safety**, as item **P**. Copy attached.

EXECUTIVE SESSION

The Executive Session will be held Thursday December 10, 2020.

NEXT MEETING

The next Board of Directors meeting is tentatively scheduled for Thursday, January 14th, 2021 via ZOOM.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:53 p.m.

Submitted by:



Carole Amrhein
Recording Secretary

Attachments:

- Copy of Board of Director's Meeting Minutes dated 11/23/20
- Copy of Board of Director's Meeting Minutes dated 10/22/20
- Copy of House Rule Update



Waikalani Woodlands (WWAOAO)

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RM Report January 14, 2021

Hello and Happy New Year!

We made it to January and although there were some stumbles, we are on track to completing and starting new projects.

In this report, I will present the condition of the property, the projects that are completed, underway & in the planning stages, and social order.

Grounds- Towards the end of 2020 our grounds were affected by the lack of rain, broken sprinkler heads, leaks, and a "collection" of feral chickens. The grounds are fine... lush and thriving. We entered the rainy season. Because of the increased rain and winds, we had some branches break off of a couple of eucalyptus trees and albizia. IMUA landscaping was here last week to cut away the problem trees and to ensure that the dead branches were removed. There was an assessment of the condition of our property with regard to trees. It was provided as a reference for future projects. The chickens continue to be a problem. Though we've caught and removed more than a hundred of them, they continue to multiply. Our techniques for trapping them are effective. Preventing the population from growing is the difficult part.

Buildings- Our buildings are fine. The expected electrical, elevator, and plumbing issues are consistent. For safety reasons, the Maintenance team focused on pressure washing the top deck of the garages and ground floor, common walkways. As the increased rain fell, more areas around the property were slippery and dangerous. Now that the large albizia behind the CD garage was removed, our forces are scheduled to begin cleaning the top deck starting on January 19, 2021. Notices have been posted to C and D buildings. Parking lines will be painted for better visibility. When the garage is completed, we will start pressure washing the buildings. Building inspections will take place shortly. Though there are many residents that want to stay distanced from people, the personal care and maintenance of their unit needs to be completed and enforced. When building pressure washing is completed, the buildings and bridges will be cleaned. From there, I recommend a comprehensive spall inspection take place.

Staff- Our Maintenance team is better than they were last year. Like anything and everyone, improvements can be made. The struggle with staffing has been with Security. Finding guards to work over the weekend has been challenging. If there is a choice, any guard would much rather work at a mall or office building where the people aren't as hostile and enforcement doesn't come in the form of a citation but a verbal order. The existing pay scale that is being offered to guards is difficult for us to compete with. We did not anticipate such an increase. There is a new guard that is scheduled to start training tomorrow, January 15th. He is hired as a full-time employee with a flexible schedule. We are exploring contractual guards but the expected proposal did not arrive yet.

Social order-

Many of our residents contacted me about the new rule regarding our face covering requirement and enforcement thereof. Some people think we intend to cite people if they walk out of their car without their mask or while they are walking their dog along Waikalani Drive. Fortunately, from what I have been seeing, people have been respectfully complying.

The price of comfort needs to be balanced. In every building, there are people that say we use our leaf blowers too much while the other half say we are slacking and not blowing enough. As mentioned, when the top deck of the CD Garage is completed, the buildings will be blown, then pressure washed. There are many people that still work from home and there are children that are distance learning. Still, the regular and routine maintenance of our property must continue.

Projects updated

A Building Roof- We collected only two bids for the reroofing project at A Building. We will not receive any more competitive bids. Most of the roofers that I contacted are aware of Rainbow Roofing's involvement and expressed their inability to compete. I suggest we take the best offer, from Rainbow Roof, and proceed.

Welding of roof stairs- We received two bids from contractors for this project. One contractor wants to replace the stairs. The other contractor proposed enforcing and strengthening areas of concern rather than replacing the entire stairs. The difference in price is \$65k.

CD Garage leak- We received two proposals and we are waiting for a third. Oahu Fire Protection completed the fire alarm testing for the building. They are qualified to conduct pressurization on the fire hose cabinets.

Douglas Engineering- With regard to our Fire, Life, and Safety Evaluation, we have not made a decision on the engineering portion, the portion where the scope for the installation is drawn up and dispersed to competing contractors. I spoke to a bunch of people that want to bid on the installation but before that, we need to find a competitor for this project. I am scheduled to meet with **Allana Buick & Bers** on Tuesday for a walkthrough. From there I should receive a competitive proposal.

There are many other issues that have since been resolved. If there are questions or concerns, please contact me.

Dwight Gilman, RM WWAOAO 1/14/21

MINUTES OF THE ADJOURNED ANNUAL MEETING OF ASSOCIATION
OF APARTMENT OWNERS OF WAIKALANI WOODLANDS
JULY 16, 2021 @ 6:30 P.M., ONSITE POOL-SIDE

CALL TO ORDER

The 2021 Annual Meeting was called to order at 6:30 p.m. by President Guzior. The final quorum was 54.0714% present in person or by proxy. April Padello was recording secretary. This meeting is a continuation of the March 12, 2021 Annual Meeting.

APPOINTMENT OF CHAIR PRO TEM

Steve Glanstein was appointed chair pro tem in accordance with the meeting rules.

APPROVAL OF MINUTES

The minutes of the 2020 Annual Meeting were approved by the Board in accordance with the meeting rules. The minutes of the March 12, 2021 Annual Meeting were approved as corrected.

APPOINTMENT OF TELLERS

Paul Ising and Patricia Fletcher were appointed tellers for certifying any counted vote for this meeting.

ELECTION OF DIRECTORS

Nominations and elections were conducted. The results are:

Jim Guzior	33.5148%	2-year term
Alan Kuyatt	32.2484%	2-year term
Cyril Washington	32.698%	2-year term
Jesse Strello	.3166%	
Required: More than 27.0357%		

NEW BUSINESS

Resolution on Assessments. The following resolution was adopted by unanimous consent:

“Resolved by the owners of the Association, That the amount by which each member's assessment in 2021 exceeds the total payments of the Association for maintenance, repairs and other expenses and capital expenditures of the Association as the board of directors has appropriately paid or determined payable, shall be applied to regular member assessments in the year 2022.”

ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Submitted by,

April Padello
Recording Secretary

Approved by Board of Directors on: _____ Secretary's Initials: _____

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BOARD OF DIRECTORS OF WAIKALANI WOODLANDS ASSOCIATION
JULY 16, 2021

CALL TO ORDER

The 2021 Organizational meeting of the Board of Directors of Waikalani Woodlands was called to order at 7:12 p.m. by President Jim Guzior. Steve Glanstein was appointed chair pro tem by unanimous consent. April Padello was recording secretary.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Jim Guzior, Merle Kobashigawa, Carole Amrhein, Tony Goodrum,
Alan Kuyatt, and Cyril Washington

Members Absent: Phil Sunada

By Invitation: April Padello, Management Executive, Hawaiian Properties Ltd.

ELECTION OF OFFICERS:

The following officers were elected by unanimous consent:

Jim Guzior, President
Merle Kobashigawa, Vice President
Alan Kuyatt, Treasurer
Carole Amrhein, Secretary

DATE, TIME & PLACE OF NEXT BOARD OF DIRECTOR'S MEETING

The next Board of Directors' meeting will be held on August 12, 2021 at 6:30 p.m., onsite.

ADJOURNMENT

The meeting adjourned at 7:13 p.m.

April Padello
Recording Secretary

Approved by Board of Directors on: _____ Secretary's Initials: _____