

WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 13, 2022 –6:30 P.M. – VIA ZOOM

CALL TO ORDER

President Jim Guzior called the meeting of the Board of Directors to order at 6:35 p.m.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Jim Guzior/President; Carole Amrhein/Secretary; Cyril Washington/Director; Tony Goodrum/Director

Members Absent: Merle Kobashigawa/Vice President; Alan Kuyatt/Treasurer; Phil Sunada/Director

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 November 19, 2021. Copy is attached.

TREASURER'S REPORT

President Guzior provided the most recent figures. As of November, 2021 our total cash and reserves were \$3,153,730.89. He went on to explain that the reserve funds are used for large maintenance projects for the property, the largest at this time being the elevator modifications. Of all the HOA fees collected each month, \$47K gets added to our reserve fund to keep it healthy.

PRESIDENT'S REPORT

None at this time.

RESIDENT MANAGER'S REPORT

Dwight Gilman presented the Resident Manager's report. Items discussed included: plumbing inspections to take place between late February to late May; AOA is seeking pricing for pressure valves to prevent another surge in pressure which resulted in many water heaters leaking (and potentially increasing the amount of the AOA's deductible from \$25K to \$50K; the AOA still intends to get a container to house the carts but the ground needs to be prepared first and with all the recent rains manpower has had to be directed elsewhere; the A building's garage had the large crack investigated and it was determined to still be structurally sound; the AOA is getting bids regarding the FLS; encouraging those who are interested to form a committee to research different styles of screen and security doors and determine a standard to follow (two owners already volunteered).

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

Dwight Gilman gave an update. Still trying to find weekend staff. The residents have been compliant lately so that's good news. There may be one person ready to train beginning the week of January 17, 2022.

STANDING COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

- A. **FIRE LIFE SAFETY EVALUATION** – Drawings have been finished; waiting on Douglas Engineering.

NEW BUSINESS

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

- A. **EV Station Proposal and Policy** – Electrical upgrades would be needed and the costs would be covered by the party wanting the charging station. Estimates are between \$25K - \$30K because of the manpower needed to dig trenches for the electrical. Research ongoing.
- B. **Annual Meeting 2022** – The date of the **Annual Meeting has been set for March 25, 2022**. Registration would begin at 6pm, with the meeting starting at 6:30. We anticipate holding it at the pool/rec area. Whatever date is selected, notifications will need to go out 60 days prior, to allow for potential board candidates to submit their bios.
- C. **2017 – 2021 Audit Report / CPA Services** – The audit for the years 2017, 2018, 2019 and 2020 were just received by April Padello from T Wong CPA LLC. April will look for an alternate CPA to prepare the audits, going forward beginning with the year 2021's audit.

HOMEOWNER'S FORUM: A Homeowner's Forum was held. Questions were brought up whether green space by the B and D buildings could be used for a dog park (there is concern about liability); it was further mentioned that non-residents were bringing their dogs to the green area by the D building and not curbing them, and could we do something about that (contact will be made with the resident manager of Evergreen); people are hanging out after dark by the green area by the D building and being noisy plus smoking marijuana; questions were raised about when to contact the office for renovations (any time plumbing or wall removal is done, to ensure that damage isn't accidentally done to other units, and to make sure that contractors are disposing the waste material and to caution neighbors of upcoming noise as a courtesy); complaint about people feeding pigeons and roosters by the A building; questions about replacement screen doors and did it mean that everyone needed to replace theirs (not necessary) but it was time for a new standard for screen door to be researched and selected (people interested can contact Dwight).

NEXT MEETINGS

The next Board of Directors meeting will be the Annual Meeting, to be held on Friday, March 25, 2022 at 6:30pm. Registration will begin at 6pm. Location to be determined, hopefully by the pool/rec area.

EXECUTIVE SESSION

At 7:35 pm the board meeting ended and the Board of Directors entered an Executive Session. During the session the following motions were passed unanimously:

Secretary Amrhein motioned that payment will be made to the owner of A807 in the amount of \$2,500 as reimbursement for a deductible paid by A807 from the result of a leak into their unit.

Secretary Amrhein motioned that payment will be made to the owner of A707 in the amount of \$500 as reimbursement for a deductible paid by A707 from the result of a leak into their unit.

Secretary Amrhein motioned that payment will be made to T Wong CPA LLC in the amount of \$14,293.19 for preparation of annual audits of WWAOAO's financial statements for the years 2017, 2018, 2019 and 2020.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 p.m.

Submitted by:

A handwritten signature in black ink that reads "Carole G Amrhein". The signature is written in a cursive style with a long horizontal flourish at the end.

Carole Amrhein
Recording Secretary

Attachments:
Copy of Board of Director's Meeting Minutes dated 11/19/21

WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 19, 2021 –6:30 P.M. – VIA ZOOM

CALL TO ORDER

Vice President Merle Kobashigawa called the meeting of the Board of Directors to order at 6:35 p.m.

ESTABLISH A QUORUM

A quorum was established.

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

Members Absent: Jim Guzior/President

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 October 21, 2021. Copy is attached.

TREASURER'S REPORT

Director Kuyatt provided the most recent figures. As of September, 2021 our operating cash was \$805,410. Reserves were \$2,219,462 for a total cash and reserve amount of \$3,124,872. A discussion was held as to what is the least amount of cash we should have on hand, with the remainder to be moved to reserves. Ms. Padello stated our average monthly expenses are \$140K, and she suggested keeping at least 3 months worth available. **VP Kobashigawa motioned to keep at least \$450K in the operating account for cash** and any amount greater than that will be moved to reserves in CDs at what will yield the highest return rate. Unanimously approved.

PRESIDENT'S REPORT

None at this time.

RESIDENT MANAGER'S REPORT

Dwight Gilman presented the Resident Manager's report. Items discussed included: the work on the roof of A building has been completed, but repair work for leaks still need to be completed before final payment is made to Rainbow Roofing; elevator mod for buildings A and B needs a site survey before moving along; a vaccination clinic was held, 13 people received their shots; more than 60 people have used the pool under the Safe Access Oahu protocol; others have inquired whether a day could be set aside for those who aren't vaccinated but it was decided that the AOA must follow the current mandate; we are aware of the recent reports of cruelty to animals around the property; plumbing inspections coming for 2022; bids for pressure reducers so far are \$75K and \$50K; area holding the storage container needs to be prepared prior to bringing it on property plus the electrical needs need to be reviewed; EV charging stations discussed, each would need 30 amps and we would need at least 2 stations; A building's garage needs to be inspected post earthquake for damage, cost of inspection is between \$2-2.5K.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

Director Sunada gave a verbal security report. In order to secure better qualified guards, we need to offer more pay per hour. He proposed at least \$22/hr which would result in an annual amount of \$152.7K for all guards. This amount exceeds what was initially in the 2022 budget by \$20K, which will need to be adjusted. Some ideas were discussed for adding a daytime shift, whether to alternate days worked which may throw off potential thieves to the property. The board asked Ms. Padello what were the going rates for security of the other properties she manages. She stated a range of \$18 to \$45/ hr. **VP Kobashigawa motioned to increase the offering rate to \$22/hr. Unanimously approved.** Ms. Padello will adjust the amount of the security portion of the budget. This means the amount we can move into the reserves may drop to around \$31K/month. Once she updates the budget it can be sent out to owners the last week or 2 of November.

STANDING COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

- B. **FIRE LIFE SAFETY EVALUATION** – Drawings have been finished; waiting on Douglas Engineering.

NEW BUSINESS

- D. **EV Station Proposal and Policy** – As mentioned earlier, the stations would need 30 amps to operate and we would need at least 2 stations. There are companies who could manage how users are charged, what rate is charged for residents vs guests, if someone leaves their car too long they could be automatically charged.
- E. **2022 Proposed Budget and Reserve Study** – As stated earlier, once Ms. Padello updates the security portion of the budget, it can be sent out to owners the last week or 2 of November.
- F. **Screens** - Finding a way to purchase screens that are approved under the WWAOAO Achitectoral Standards has been difficult. Director Goodrum has a contact and this will be looked into further.
- G. **Annual Meeting 2022** – The Board asked Ms. Padello to contact Steve Glanstein, Chris Goodwin and Sue Savio to determine their availability to attend our annual meeting, for the **dates of March 4, 11, or 18, 2022 (all Fridays)**. Registration would begin at 6pm, with the meeting starting at 6:30. We anticipate holding it at the pool/rec area. Whatever dated is selected, notifications will need to go out 60 days prior, to allow for potential board candidates to submit their bios.

HOMEOWNER'S FORUM: A Homeowner's Forum was held. A request was made by a homeowner for the AAO to cover an additional cost of fidelity insurance to protect our reserve fund. This could potentially enable interested buyers to apply for an FHA loan (the board will look into this); there has been reports of cruelty to animals where kittens were hit multiple times by shots fired by a BB gun resulting in at least one being euthanized (Dwight Gilman will post notices); the question was raised on whether there could be gates installed at the garages (the AAO will look into it but it may be cost prohibitive); could there be a playground erected in the yard area behind the pool area (may be cost prohibitive, the AAO researched this several years ago).

NEXT MEETINGS

The next Board of Directors meeting will be a regular board of directors meeting to be held on Thursday, January 13, 2022 at 6:30pm. Location to be determined.

EXECUTIVE SESSION

At 9:08 pm the board meeting ended and the Board of Directors entered an Executive Session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:09 p.m.

Submitted by:

Carole G Amrhein

Carole Amrhein
Recording Secretary

Attachments:
Copy of Board of Director's Meeting Minutes dated 10/21/21