

**WAIKALANI WOODLANDS AOA**

95-225 Waikalani Drive  
Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, January 18, 2018 –6:30 P.M. -- Pool/Recreation Area

**CALL TO ORDER**

Vice 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 /Vice President; Don Milsop/Treasurer; Carole Amrhein/Secretary;  
Phil Sunada/Director; Cyril Washington/Director; Larry Lee/Director

Members Absent: Merle Kobashigawa/President

By Invitation: Casey Paet, 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 Thursday, October 5, 2017. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented the Resident Manager's Report. Topics covered included, but were not limited to: our buildings need ongoing constant attention for rails, bird droppings, midew, etc; elevator at A building was fixed after being down for 11 days (special part needed); inspections complete, door number enforcement needs to be clarified; preventative tree trimming and removal ongoing; issues with trash pickup resolved; PD Services was hired to provide guard service on property. Copy attached.

**TREASURER'S REPORT**

Don Milsop presented the Treasurer's Report, which was an abbreviated version because information had not been received from Cadmus. Reserve is near \$2M, and delinquencies are at \$261K, down from \$700K. Between the coordinated efforts by Carol Anne Milsop and the attorneys, \$300K was collected. Financials will be available in the office. This is Don's final meeting as a board member and Treasurer, as he and Carol Anne are moving to the mainland in early February.

**LANDSCAPE COMMITTEE'S REPORT**

Vice President Guzior presented the Landscape Committee Report and stated that planting along the bare wall at A Building is taking place.

**SECURITY REPORT**

Director Sunada presented the Security Report. Between July 2017 and January 2018 a total of 530 citations were issued. Included in this number was 185 for parking, 15 for moving and 101 for pet related infractions. Phil is working with the new security company and reports that they have been responsive, consistent and looks forward to a good working relationship.

## UNFINISHED BUSINESS

- A. **Security Demerit System:** Tabled for now.
- B. **Swimming pool repairs:** Work has been completed.
- C. **Elevator MOD:** Reviewing contracts. Work to begin at D building to determine any problems with work, length of time, etc. B building will be done last. Residents need to make plans while work is being done with regards to accessing their floors.

## NEW BUSINESS

- A. **Budget Construction Inc:** Treasurer Milsop motioned to ratify payment to **BCI** in the amount of **\$2126** for B building soffit, spalling and sandpipe work. Approved unanimously.
- B. **Continental Mechanical of the Pacific:** Vice President Guzior motioned to ratify payment to **Continental Mechanical of the Pacific** in the amount of **\$4954** for trash chute repair. Approved unanimously.
- C. **SRG:** Treasurer Milsop motioned to ratify payment to **SRG** in the amount of **\$2931.34** for C building sandpipe repair. Approved unanimously.
- D. **Hawaii Pool and Spa:** Treasurer Milsop motioned to ratify payment to **Hawaii Pool and Spa** in the amounts of **\$1438.82** and **\$4926.05** for pool repair. Approved unanimously.
- E. **Consulting Agreement:** Vice President Guzior motioned to enter into a consulting contract with Carol Anne Milsop in the amount of \$500 per month to provide financial analysis and review monitor delinquencies and provide recommendations. Approved unanimously.

## HOMEOWNER'S FORUM

The Homeowner's Forum was held. Topics included, but weren't limited to: asking the crew to clean the lamp posts and globes; can the crew do touch up paint once a month; brighter bulbs needed by entrance of C/D garage driveway; one resident stuck in elevator and got no help from elevator company when contacted; lots of tenants using empty stalls; sidewalks on Waikalani Drive needs to be maintained (Oahu Solutions responsible?); can we put up signs to say when board meetings are being held.

At 7:45 p.m., at the conclusion of the Board Meeting and Owner's Forum, Vice President Guzior called for a brief recess before going into the Executive Session.

## EXECUTIVE SESSION

At 8:00 p.m. Vice 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 the Annual Meeting. Date tentatively set as 3/29/18 at Trinity Church. **(Later changed to 3/22/18)**

## ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

Submitted by:

*Carole Amrhein*

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Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 10/5/17  
Resident Manager's Report

**WAIKALANI WOODLANDS AOA**

95-225 Waikalani Drive  
Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, October 5, 2017 --6:30 P.M. -- Pool/Recreation Area

**CALL TO ORDER**

President Merle Kobashigawa called the meeting of the Board of Directors to order at 6:41 p.m. following the Homeowner's Forum (described on page 2).

**ESTABLISH A QUORUM**

A quorum was established.

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

Members Absent: Larry Lee/Director, Casey Paet, Cadmus Properties

By Invitation: Jenny Fidelibus, Board Member  
Mililani Mauka/Launani Valley Neighborhood board #35  
Cal Kealoha, Retired HFD  
Dwight Gillman, Resident Manager

**APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of Thursday, September 14, 2017. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented an oral Resident Manager's Report. Topics covered included, but were not limited to: GOC Technologies have completed repair and maintenance of all trash chutes except for 2 locations; more safety measures are in place for the WW staff; inspections are underway; many riser sand pipes are badly rusted, SRG to return on 10/20 to retest and assess; monitoring the water pressure with the help of BWS; pool project resumed after many delays; various grounds projects ongoing. Secretary Amrhein motioned to approve the Resident Manager's Report and was unanimously approved. Copy attached.

**TREASURER'S REPORT**

Don Milsop presented the Treasurer's Report, which consisted of the 2018 Budget Proposal. It takes into account the 13% increase in maintenance fees, the new cable contract and the Level I Reserve Study that was performed by Armstrong Consulting. Most items increased by 3% to account for inflation. Again, the 13% increase will be a one-time event that will stay fixed for 6 years (until 2024), due to the number of projects that must be completed in the coming years to make WW a safer place to live. Even with an increase of this amount, it will still place WW in the mid-range as far as HOA fees being charged to residents for a property of our size. This increase will go into effect in January, 2018. President Kobashigawa motioned to accept report. Copy is attached and financials will be available in the office.

**LANDSCAPE COMMITTEE'S REPORT**

None at this time.

**EXECUTIVE SESSION**

At 8:43 p.m. President Kobashigawa 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 9:00 p.m.

Submitted by:



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Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 9/14/17  
Resident Manager's Report  
Treasurer's 2018 Budget  
Prison Site Proposal/ Jennifer Fidelibus

## Waikalani Woodlands (WWAOAO)

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### RM Report January 18, 2018

This report is prepared and submitted to the Board of Directors. The report will cover the general conditions of the buildings, grounds, and future projects.

**Buildings-** The buildings demand constant attention. From the rails, to bird droppings, to dust & debris to mildew stains, our attention and time is spread throughout the different buildings. The A Building, even elevator was fixed after being out of order for 11 days. There was a rare part that broke that is usually not in stock. The elevator is back in operation. The trash chute at D Building was repaired. People have been dumping large items that snag, block, and clog the chutes. It was an expensive repair and it is unfortunate that the cost is shared. At C Building, near C206, the dry stand pipe was repaired. Several contractors provided bids for the repair, SRG, the same people that were handling our preventative fire maintenance inspections were selected to conduct the repair as their pricing was fair.

Inspection have been completed. Door number enforcement needs to be clarified.

**Garages-** The garages have been cleaned as needed. The lights constantly need to be replaced. The trash accumulated to its highest amount of the year as a result of the Holidays. Pressure washing the top deck will commence in the Spring. We are looking at options to paint a non-slip coating to some areas in the garage, mainly around the stalls.

**Pool-** The pool was finally completed and people are swimming. Maintaining the pool is different as the plaster has a rougher finish. More time is spent brushing the debris from the bottom. The chemical balance is easy to achieve. While some areas of the system were enhanced, we are still set back a little because of a major leak near the manifold. After speaking with several pool contractors Hawaii Pool & Spa was selected to conduct the repairs, scheduling is pending receipt of their 50% deposit.

**Projects-** Elevator MOD- In preparation of the elevator MOD that will be taking place in March, the Maintenance Team will be adding a non-slip coating to the

stairwell at D building. We are still minimizing the number of trees that pose risks to people on common elements. The latest tree to be cut down is the large avocado tree at the D Bridge. Pool lounge chair repairs have commenced.

**Trash pick-up-** Due to a change in management and staff, our trash was not picked up twice. While one driver requests for us to position the cans in a certain way, the new trash collector was in disagreement and stuck to text book procedures as it was easier and more convenient for him. So we adapted and changed the way we position the cans.

**Security-** PD Services were acquired to provide guard service on property. As of today, I am satisfied with their performance and I look forward even better service in the months to come.

In conclusion, I must mention that although the Maintenance Team does their best to maintain all aspects of the community and we do receive positive feedback from the majority of the community, we do need more help. Not just to take some of the load off of their backs, but because there is so much to do. If one of them gets sick or is unable to come to work, the burden of the workload progressively accumulates to the point where the task at hand is not addressed until the next day. I'd like to hire another person, even part time if possible.

Mahalo to all

Dwight Gilman, RM 1/18/2018

Dwight Gilman, RM WWAOAO

Cc- Board of Directors, Cadmus Properties