

WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 23, 2020 –6:30 P.M. -- Pool/Recreation Area

CALL TO ORDER

President Jim Guzior called the meeting of the Board of Directors to order at 6:39 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

Members Absent: None

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

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of November 21, 2019. Copy is attached.

PRESIDENT'S REPORT

No report at this time.

TREASURER'S REPORT

Sophie Kiper presented the Treasurer's Report. Copy available in the office.

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 A building and bridge; C and D buildings still need to be power washed; Grounds have been fine; Security has been challenging with staffing issues but we are working on it; there are issues with the camera in A building because the NVR drive was burned from the Christmas day power outage; C building elevator mod to take place during 1Q and 2Q 2020 and we are looking for a consultant; nine leaks are in the process of investigation, mitigation or repair. Copy attached.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

Phil Sunada reported that we are still looking for quality people to work the weekend shifts.

UNFINISHED BUSINESS

None at this time.

STANDING COMMITTEE REPORTS

None at this time.

NEW BUSINESS

- A. **Procedure for Satellite Dish Installation:** Secretary Amrhein motioned to adopt an installation policy for those who wish to have a satellite dish. Approved unanimously. The policy will be on file in the office.
- B. **Servpro Presentation:** David from Servpro gave a brief talk to introduce himself and describe what their company provides. They are rolling out a new program where properties like WWAOAO can prepay Servpro and if the funds aren't used in 30 days get a 12% return as a credit. This would be for mitigation work only, not reconstruction.
- C. **Foreclosure:** Secretary Amrhein motioned to begin foreclosure on two units. Unanimously approved.
- D. **Six Month Rental Option:** Secretary Amrhein motioned to allow rental agents to offer 6-month rentals as an option to make it easier to rent out empty units. Approved unanimously.
- E. **Kone Contract:** President Guzior motioned to accept the Kone Contract in the amount of \$485,873 for the C Building modification. The 2021 budgeted amount is only \$360K, and some adjusting will need to take place. Approved unanimously.
- F. **Elevations Consulting:** Secretary Amrhein motioned to approve Elevations Consulting to be the consulting company for the C building modification. Approved unanimously. Contract to be finalized and reviewed by the attorneys.

The Homeowner's Forum started at 6:47 p.m. Topics included, but weren't limited to: check the lights in the A building elevators, areas outside elevators are dirty; when power is out and elevators aren't working, can maintenance help tenants who use wheelchairs? (cannot due to liability); verified Kone still working on elevator mods; stated owners still don't know we are contracting out the Milsops for financial reviews; Seeing moving occurring on Sundays; can families of screaming kids be cited; question whether we are sufficiently funded for elevator mod; has AOAO used the Master Policy for any recently leaks (twice) and can we be advised of it in the Treasurer's Report (Cadmus requested that they receive an email inquiry and they can respond).

At 7:50 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 8:00 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 the annual meeting, to be held on March 13, 2020.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:41p.m.

Submitted by:



Carole Amrhein
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 11/21/19
Resident Manager's Report
Procedure for Installation of Satellite Dish

WAIKALANI WOODLANDS AOO

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:



Carole Amrhein
Recording Secretary

Attachments:

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



Waikalani Woodlands (WWAOAO)

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RM Report January 23, 2020

The New Year is here!

New Attitude. New Energy. New goals.

2019 was a difficult year but we all pulled through and it seems we are off to a great 2020. This report will reflect the work being done around the property, the issues and resolutions regarding staff, and the future projects around the property, and the leaks that continue disrupt our schedule(s).

Buildings- The buildings are under control. With the noise levels rising over the holidays, we have seen an increase in the amount of noise reports that have been confirmed and resulted in fines being imposed. Some of the noise was due to work being done on Holidays. Some of it was due to playoff games as of late. Pressure washing resumes at the A Building garage and bridge. The B Building garage and bridge was pressure washed. We will be painting the bridge walls in March. C & D buildings still needs to be pressure washed. From bird and lizard droppings to gunk build up from the surrounding moisture, to dust and web build up, these buildings will take up the maintenance team's energy and time for the next couple of months.

Grounds- The grounds have been fine. With the amount of rain that we had over the Holidays, our lawns are flourishing. No ground leaks to report. The Board of Water Supply came out to investigate last month and found that our consumption matches our billing.

Security- Security has had its fair share of struggles. Finding good quality people to work for us has been a challenge. Finding someone that will work part time on the weekends has been difficult but, as of this past weekend, our weekend shifts are now filled. Well, there are a couple of hours during the day where there just isn't any coverage. The guard will check the phones and return calls or texts that are missed. A daily activity report form was created to help us keep track of events taking place during their shifts. The guards have been making improvements on their performance.

Maintenance- The maintenance Team has been picking up their pace. As mentioned, the buildings, bridges, and garages has been cleaned according to schedule. With Junior taking his vacation at the end of this week, the work schedules of our remaining

maintenance workers were rearranged to ensure that the trash is taken out and collected on time for the next four weeks.

Cameras/Fire preventative- There are issues with our camera system at A Building. Although the lobby and elevator cameras are working, the garage cameras are inoperable for the moment. It happened on Christmas day. The valley lost power and because of this, NVR drive was burned. We lost use of the drive and all footage that was collected 30 days prior to the blackout. Ohana Control System is working to provide an estimate to replace the drive. Ohana Controls is also trying to renew their annual maintenance package but I did not renew it. There has been numerous, standing problems that have not been resolved. I am searching for another contractor to conduct the tests and preventative maintenance of our cameras and fire alarm system. When the proposals are ready, I will present the BOD for review and consideration.

C Bldg elevator MOD- Preparing for the MOD has not been easy. I spent months trying to find a local consultant. The problem is, there are only a handful of independent consultants and most of them do not want to be consultants unless they themselves are conducting the MOD too. We still need to get an executed contract and we need to vote on a consultant. We received two proposals from local consultants. Elevations seems to be the better of the two. This will delay the MOD but it is better than starting and then having to halt.

Leaks- Currently, there are nine leaks that are in the process of investigation, mitigation, or repair. Three of the leaks may cost the association a lot of money to repair. There are two roof leaks(B1201 and A1202). I am still investigating a leak that has leaked water that could be seen seeping out of the exterior wall of A703, A803, and from what we have found, is leaking from the 11th floor or above. I am trying to establish contact with the tenant and owner of the unit. Within 24 hours, I will find the leak and will take the steps to repair and have the affected units inspected by Servpro.

Dwight Gilman, RM WWAOAO 1/23/2020



BOARD OF WATER SUPPLY

630 S. Beretania Street, Honolulu, HI 96843
Ph: (808) 748-5020 | CustomerService@hbws.org
Hours: Monday – Friday, 7:45am – 4:30pm
www.hbws.org

Customer Name: W Wapanda

Address: 95-24th Waikele Ln.

Sorry we missed you when we investigated your water meter on:

Date: 12/16 Time: _____

Your water consumption is higher than normal.

At the time of the investigation, your meter registered:

No leaks

Stop & go flow of _____ gallons per minute
Use dye tablets to check for possible toilet leaks.

A steady flow about _____ gallons per minute

_____ gpm = _____ gallons per day

Meter Location: SPT Meter Reading: 8652.10

Unless you can account for this consumption, please see attached flyer for more information about possible causes of increased usage.

To view our *How to Detect a Leak in Your Home* instructional video go to: www.boardofwatersupply.com/leaks

Investigator: Lale Lale-Saole

Phone Number: 227-4126

For questions, please call between 7:00 a.m. and 3:30 p.m., Monday through Friday.

January 17, 2020

To: Waikalani Woodlands Owners

From: AOA Waikalani Woodlands Board of Directors

Re: Procedures for Installation of Satellite Dish Antennas

Dear Owner:

Effective March 1, 2017, the Board of Directors adopted the attached Waikalani Woodlands Antenna Installation Policy ("Policy"). **Please read the attached Policy carefully and provide this document to your Satellite Dish Antenna Installer.** Owners who desire to install a Satellite Dish Antenna must strictly comply with the attached Policy. **Any Satellite Dish Antenna installed in violation of the attached Policy will be removed at the owner's sole expense.** It is strongly recommended that a qualified and experienced professional be retained to install any Satellite Dish Antenna.

As set forth in detail in the attached Policy, owners must provide the Association (in care of the Management Office) with **written notice** containing complete **plans and specifications** for the proposed Satellite Dish Antenna installation **at least seven (7) days prior to commencement of installation.** At a minimum, the plans and specifications must accurately depict **dimensions and locations** for all proposed equipment, masts, brackets, wiring/cables and conduits.

Included in the written notice, third-party installers must also provide a **Certificate of Insurance** with reasonable coverages and liability limits acceptable to the Association. Any electrical work required to be performed in connection with any installation will also require submission of a DPP issued building permit and use of a **licensed** electrician or contractor.

Owners are advised Satellite Dish Antennas may only be installed on those portions of an apartment's limited common elements reserved for its exclusive use and control, and may not be installed, used, or maintained anywhere on or in the common elements of the project, nor may they encroach onto other apartments. Any **penetrations (including into lanai floors) and/or alterations of the common elements** in connection with any installation are **not permitted.** No equipment may be attached or mounted to lanai railings or windscreen enclosures.

All visible equipment (including conduit) must be painted the same color as the exterior of the surrounding building except components whose function would be impaired by painting.

To avoid potentially expensive problems, owners and/or their installers are urged to contact the Management Office with any questions or concerns **prior** to commencement of any proposed installation.

Very truly yours,

Dwight Gilman
Resident Manager

Enclosure: Waikalani Woodlands Antenna Installation Policy (March 1, 2017 rev.)

WAIKALANI WOODLANDS ANTENNA INSTALLATION POLICY
(Revised, effective March 1, 2017)

I. Background

This Antenna Installation Policy is adopted by the Board of Directors of the Association of Apartment Owners of Waikalani Woodlands in conformance with the rule of the Federal Communications Commission (47 C.F.R. Section 1.4000, et. seq.), as amended, commonly referred to as the Over-the-Air Reception Devices ("OTARD") Rule governing the installation of certain types of antennas described below.

A. Existing Restrictive Covenants

The Association's Declaration provides in relevant part that *no owner of an apartment shall do or permit anything to be done . . . which would require any alternation of or addition to any of the common elements.*

Other provisions of the governing documents of the project and of Chapter 514A and/or 514B, Hawaii Revised Statutes, also potentially or expressly restrict installation of antennas. To the extent they are applicable these restrictions will continue to apply to all installations of antennas except to the extent modified by the OTARD Rule, and any amendments thereto.

B. Antenna Installations Affected by the OTARD Rule:

Antennas currently covered by the OTARD Rule are:

(1) A "dish" antenna that is one meter (39.37") or less in diameter (or any size dish if located in Alaska) and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite.

(2) An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite.

(3) An antenna that is designed to receive local television broadcast signals.

In addition, antennas covered by the rule may be mounted on "masts" to reach the height needed to receive or transmit an acceptable quality signal (e.g., maintain line-of-sight contact with the transmitter or view the satellite). Masts higher than 12 feet above the roofline may be subject to local permitting requirements for safety purposes. Further, masts that extend beyond an exclusive use area may not be covered by this rule. In the case of an antenna that is used to transmit fixed wireless signals, the provisions of this Policy shall apply only if a label is affixed to the antenna that: (1) provides adequate notice regarding potential radio frequency safety hazards, information regarding the safe minimum separate distance required between users and transceiver antennas; (2) references the applicable FCC-adopted limits for radiofrequency exposure; (3) Antennas (1) used to transmit fixed wireless signals other than via satellite, and (2) one meter or less in diameter or diagonal measurement; or (3) Antennas used to receive over-the-air television broadcast signals; or (4) a mast supporting an antenna described in paragraphs B(1), (2) or (3) above.

For purposes of this section, "fixed wireless signals" means any commercial non-broadcast communications signals transmitted via wireless technology to and/or from a fixed customer location. Fixed wireless signals do not include, among other things, AM radio, FM radio, amateur ("HAM") radio, Citizen's Band (CB) radio, and Digital Audio Radio Service (DARS) signals. Thus, for example, any broadcast antennas (including ham radio antennas to the extent permitted by law) will continue to be subject to the existing restrictions in the governing documents and Chapters 514A and/or 514B, Hawaii Revised Statutes. Furthermore, the OTARD Rule only covers antennas installed "on property within the exclusive use or control of the antenna user where the user has a direct or indirect ownership interest in the property." Antennas installed on property that is not within the exclusive use or control of the antenna user or property in which the antenna user does not have a direct or indirect ownership interest are not covered by the OTARD Rule.

II. Restrictions on Antenna Installation Affected by OTARD Rule

Antennas covered by the OTARD Rule may be installed only in accordance with the following restrictions:

A. Any owner proposing to install an antenna shall provide the Board of Directors (in care of the Resident Manager) with **written notice at least seven (7) days prior to installation**. The notice shall include: a) the type of antenna including dimensions and other specifications; b) the name of the television service provider; c) plans showing the location of installation and the manner in which the antenna will be installed and cables will be run into the apartment. The owner, prior to installation, shall also provide the Association with a copy of any applicable required government issued permit.

B. Except as provided herein with respect to limited common elements, antennas shall not be installed, used, or maintained on or in the common elements of the project. No antenna or mast may encroach upon any common element, any limited common element not within the antenna user's exclusive use and control, any other owner's apartment, or the air space of another owner's apartment or of a limited common element that is not within the antenna user's exclusive use and control.

C. Except as otherwise provided herein and subject to the other provisions herein, antennas covered by the OTARD Rule may be installed, used, and maintained on or in limited common elements (as defined in the Declaration) which are appurtenant to and adjacent to the owner's apartment, provided, however, that:

1. No antenna shall be installed, used, or maintained on or in a limited common element that is not within the exclusive use or control of the antenna user;

2. No antenna shall be installed, used, or maintained, without the prior written consent of the Board, on or in any limited common element if the installation, use, or maintenance will involve a penetration through, alteration of, addition to, or modification of any limited common element that is not within the exclusive use or control of the antenna user and for any common element (general or limited) that the Association is required to repair and/or maintain.

D. Subject to the provisions herein, antennas may be installed, used, and maintained in the apartments (as defined in the Declaration); provided, however, that no antenna shall be installed, used, or maintained in any apartment, without the prior written consent of the Board of Directors, if the installation, use, or maintenance will involve a penetration through, alteration of, addition to, or modification of any limited common element that is not within the exclusive use or control of the antenna user and/or any

common element (general or limited) that the Association is required or permitted to repair and/or maintain.

E. If acceptable quality signals can be received (or transmitted) by placing antennas and masts inside an apartment without causing an unreasonable delay or an unreasonable increase in cost, then outdoor installation is prohibited. In any event, antennas and masts shall be placed in locations which are not visible from the exterior of the project, the fenced yard area adjoining the apartment (if any) or the apartment itself unless such placement would impair the installation, maintenance, reception of acceptable quality signals, or use of the antennas, in which case the following requirements shall apply:

1. Antennas and masts shall be placed in the least visually obtrusive location which would not preclude reception (or transmission) of an acceptable quality signal.
2. Antennas or masts may not extend beyond a railing or fence unless no acceptable quality signal may otherwise be received (or transmitted).
3. Antennas situated on the ground and visible from the street or from other apartments must be camouflaged by existing landscaping or fencing, if an acceptable quality signal may be received (or transmitted) from such placement.
4. If no existing landscaping or screening exists, the Board of Directors may require antennas to be screened by new landscaping or screening of antennas at a reasonable cost in such a manner as to blend in with the surrounding background surfaces or to minimize visibility of the antennas.
5. The antennas and masts shall be painted to blend in with the surrounding background surfaces to the extent that this will not preclude reception (or transmittal) of an acceptable quality signal. No bare metal may be exposed.
6. Exterior antenna wires shall be installed so as to be minimally visible.
7. Antennas and masts shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal. As used in this Antenna Installation Policy, "preclude reception of an acceptable quality signal" means that reception would be impossible or would be substantially degraded.

F. Any installer of an antenna, other than the apartment owner, shall provide the Association with proof of such insurance as may be required by the Board from time to time. Masts must be installed by licensed contractors providing proof of such insurance as may be required by the Board from time to time.

G. Owners shall not permit their antennas or masts to fall into disrepair or to become safety hazards. Owners shall be responsible for maintenance and repair of antennas and masts. Owners shall be responsible for repairing or replacement if the exterior surface of the antenna or mast deteriorates.

H. Installation shall be performed in such a manner that it does not damage the common elements, limited common elements, apartments of other owners, or void any warranties of the Association or other owners. In the event that the Board of Directors reasonably determines that it needs to perform maintenance on the project which will require removal of any antenna, the owner shall remove the antenna.

The Board of Directors shall give the owner at least thirty (30) days prior written notice, where practical to do so, in order that the owner may coordinate with his/her service provider. Any removal or relocation of an antenna required under this provision shall be performed by the owner at his/her sole cost and expense, and the Association shall not be liable for loss or inconvenience to the owner arising from the removal or relocation.

I. No more than one antenna of each type of service may be installed by an owner.

J. Antenna installations shall not present any safety concerns and shall comply with all applicable statutes, ordinances, codes, rules, and regulations promulgated by any governmental authority, including, without limitation, the obtaining of any permits required by such authorities unless those statutes, ordinances, rules or regulations have been preempted by the OTARD Rule and/or other applicable FCC Regulations. Installations of antennas or masts which present potential safety concerns require an application process. The FCC has recognized that safety concerns may be presented by masts higher than 12 feet. Safety concerns may also be presented by installation of any mast whose height exceeds the distance to neighboring property or public rights of way measured from the point of installation. Installation of such masts must be approved by the Board of Directors. Any application for these masts must include a detailed description of the structure and anchorage of the antenna and the mast, as well as an explanation of the necessity for a mast higher than 12 feet. If the installation will pose a safety hazard to Association residents or personnel, then the Board of Directors may prohibit such installation. The notice of rejection shall specify the safety risks. Antennas and masts shall not be located in the vicinity of power lines or other electric light or power circuits and in no event shall antennas or masts be placed where they may come into contact with such power lines or circuits. In order to prevent electrical or fire damage, antennas shall be permanently and effectively grounded. Antennas are required to withstand winds of 80 mph.

K. Pursuant to the OTARD Rule, the Association reserves the right to petition the Federal Communications Commission for a waiver allowing the adoption of restrictions on antennas which would otherwise be preempted. In the event that such a waiver is granted, antenna installations which are not in compliance with such restrictions may be required to be brought into compliance within a reasonable time as determined by the Association, acting through its Board. Notwithstanding the foregoing, if the Association installs a central antenna on the property which satisfies the requirements of the OTARD Rule, then the restrictions on installations of antennas on the property by owners, as set forth in the governing documents and Chapter 514A and/or 514B, Hawai'i Revised Statutes, shall be in full force and effect and owners will not be allowed to install antennas on the property except as may be approved in prior written approval granted by the Board.

L. For additional current information on the OTARD Rule and its applicability, owners and residents should refer to the FCC OTARD Rule website at: <https://www.fcc.gov/media/over-air-reception-devices-rule>