

**WAIKALANI WOODLANDS AOA**

95-225 Waikalani Drive

Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, October 22, 2020 –6:30 P.M. – VIA ZOOM

**CALL TO ORDER**

President Jim Guzior called the meeting of the Board of Directors to order at 6:45 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  
Chea Paet, Cadmus Properties

**APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of January 23, 2020. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**TREASURER'S REPORT**

Sophie Kiper presented the Treasurer's Report. Cash is \$871,851.53, Reserve is \$2,160,159.32 for a total of \$3,032,010.85. Secretary Amrhein motioned to approve the financial reports for September 2020. Approved unanimously.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented the Resident Manager's Report. Topics covered included, but were not limited to: the high pressure surge of water in March, causing several water heaters to burst and cause flooding; CoVid 19 lockdown caused cleaning and pool supplies to be scarce; some sprinklers are in need of repair; Imua Landscaping cut back certain trees and cut down several Albizia trees; Fire Inspection took place; Fire, Life & Safety Evaluation took place; building inspections halted for now; still looking for qualified guards. Copy of report is attached.

**LANDSCAPE COMMITTEE'S REPORT**

None at this time.

**SECURITY REPORT**

None at this time.

**STANDING COMMITTEE REPORTS**

Secretary Amrhein gave a brief update on the House Rules Committee, by stating that it meets almost every week and with the help of Director Phil Sunada the committee is revamping the House Rules. There are only a few more sections to tackle and then will be shared with all WW residents.

**RATIFICATION ITEMS (all motions made by Secretary Amrhein, all unanimously approved)**

- A. **Imua Landscaping:** Payment dated 3/3/20 in the amount of **\$4,712.04**, for the pruning and cutting of Albizia trees by A building.
- B. **Electrical Innovation LLC:** Payment dated 5/28/20 in the amount of **\$6,806.28**, for work done in A building.
- C. **Electrical Innovation LLC:** Payment dated 9/18/20 in the amount of **\$2,387.43**, for work on the flood light on the 3<sup>rd</sup> floor of A building.
- D. **Electrical Innovation LLC:** Payment dated 8/6/20 in the amount of **\$1,570.68**, for repair in the emergency stairwell resulting from a power loss.
- E. **Electrical Innovation LLC:** Payment dated 9/29/20 in the amount of **\$465.97** to replace a breaker.

**UNFINISHED BUSINESS**

- A. **Elevator Modification for C Building Update:** Work to begin in January, 2021.
- B. **Bylaw Amendment (Insurance Deductible) Update:** The board was happy to announce that we were able to obtain enough votes to pass the amendment.

**NEW BUSINESS**

- A. **Resolution Regarding Collection of Delinquent Accounts:** Secretary Amrhein motioned to ratify an amendment, approved on March 13, 2020, which will allow the Association to utilize a non-judicial foreclosure process to collect its delinquent assessments. Approved unanimously.
- B. **B Building Roof Repairs:** Secretary Amrhein motioned to approve payment to Rainbow Roofing in the amount of \$75,182 for repairs to the roof of B building, which were completed in August 2020. Approved unanimously.
- C. **Draft of 2021 Budget:** The Board of Directors received the draft of the 2021 budget and will review and forward any revisions to Cadmus. To be approve by the end of November.

**The Homeowner's Forum** Topics included, but weren't limited to: Could a reimbursement be made for painting supplies for an owner whose unit incurred leakage and the source could not be determined; inquiries made about who could install screen or solid wood doors.

**EXECUTIVE SESSION**

The Executive Session will be held at a later date, to be determined (was held on 10/29/20).

**NEXT MEETING**

Date to be determined (determined to be Monday, November 23, 2020 at 6:30 p.m. via ZOOM).

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:00 p.m.

Submitted by:



Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 1/23/20  
Resident Manager's Report

**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 (WWAOAO)

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### RM Report October 2020

The year 2020 proved to be a challenging year for everyone. Not just for Waikalani Woodlands, not just for the state of Hawaii or the United States, but for the world.

Struggles with the economy, jobs, time, employment, and illness, proved to affect our community more than we anticipated.

This report is an attempt to provide insight on the many issues that our community faced, what we are still up against, and how we are slowly moving to preserve and protect the future of Waikalani Woodlands.

Back on March 13, 2020, our property was affected by a high-pressure surge of water due to a malfunctioned valve of the Board of Water Supply. This resulted in several water heaters bursting which caused flooding in several units around the property. Total damages were in excess of \$79k. A claim was filed with our Insurance Broker, Insurance Associates. The procedure to mitigate and repair the damaged units were anticipated to be a long and relentless process. Most of the units that were affected are still waiting for their repairs to take place. There were complications regarding the estimated repairs, what is covered under our master policy, and the release of funds as Cadmus, First Insurance, and our selected extraction/repair contractors(Servpro) needed to make adjustments to the different scopes of work. As of now, Cadmus is dispersing the funds accordingly.

Two days after the flooding around our property, the State of Hawaii went into lockdown due to COVID-19. This halted and prevented many services from taking place. Cleaning supplies, equipment repair services, handy person work, even building and ground supplies went through scarce shortages that affected how Maintenance could perform their duties.

There are staff shortages that we are working through. Our maintenance team is stronger this year. There are areas where improvements are needed. All buildings and garages are cleaned regularly. We've been trying to limit the use of our leaf blowers but when they are needed, they are used.

Our grounds suffered from the summer drought. While conducting inspections we realize that a bunch of our sprinklers were broken and are in need of replacement. We also discovered that there were some underground leaks on the property that

affected the use of our sprinklers and hoses. We started manually watering the most affected areas and the rain came in over the last week so our grounds are flourishing again. It's also nice to see water in the stream again. We had some close calls with regard to falling trees and branches. IMUA landscaping was contacted to clean, trim up, and cut back the areas of concern. While here, they will also cut down and dispose of several albizia trees.

Two important inspections took place in the last month. The Fire Inspector arrived as scheduled. We completed a full walk through of our property. There are three areas of concern that we need to complete for us to receive a "Passing" grade.

Those Three items are:

1. Submit the fire alarm testing results when it is completed. Johnson Controls conducted the test. They also conducted the extinguisher and fire hose inspections. The results are being worked on and the conditions to complete the inspection and remain in full compliance did not make its way back to our office yet.
2. There is an underground leak in the C/D garage. The leak is coming from the supply line that feeds the fire hose cabinets in the garage. The problems with resolving this issue stems from locating the leak, then planning to stop the leak and/or relocating the supply lines so that water can be restored without much of the complications of breaking up the foundation and setting new pipes. Once we figure out the best course of action and put the plan into play, this issue will be resolved.
3. Our emergency lights are outdated and obsolete. Some of the fixtures are more than 35 years old. Some have never been replaced. Replacing the battery did not improve the lights. It showed us that batteries were not the problem. More emergency lights were ordered and we are completing the replacement of the faulty fixtures one building at a time.

When these issues are resolved, we will be in full compliance for the next five years.

Our Fire, Life & Safety Evaluation with Douglass Engineering took place recently. They may have conditions that need to be met before grading us. With all of the inspections that they are conducting, and with the limitations that COVID-19 has placed on us, I do not expect to hear back from them for at least another month.

The Fire Inspector was impressed with the level of maintenance conducted on our property. He did not give a timeline for completion but a 60 day follow up was given to update and inform him of our progress. The Fire Inspector is Carl Nagatori HFD.

The building inspections were halted. Front door compliance checks were halted too. Inspections will commence shortly. Pressure washing of the buildings will begin once our fire inspection conditions have been met or when we are closer to achieving a passing grade.

As most people are aware, we have had problems with Security guards. Finding qualified guards and then competing with other large companies that are trying to recruit has been rough on our needs. It appears the thieves are starting to scan the neighborhoods again. There were some vandalism cases and a theft that occurred last week. Our forces are alerted and will continue to enforce our House Rules while being aware of visitors.

There are many concerns around the property. Some issues demand more attention than others. If anyone has questions regarding my report or other issues that was not mentioned, please contact me at the office at 623-1532 or write to me directly at [waikalaniwoodlandshawaii@gmail.com](mailto:waikalaniwoodlandshawaii@gmail.com)

Dwight Gilman

RM WWAOAO  
10/22/2020