

WAIKALANI WOODLANDS AOAO

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 AOA

95-225 Waikalani Drive
Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 23, 2020 –6:30 P.M. – VIA ZOOM

CALL TO ORDER

Vice President Merle Kobashigawa called the meeting of the Board of Directors to order at 6:42 p.m.

ESTABLISH A QUORUM

A quorum was established.

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

Members Absent: Jim Guzior/President

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

UNFINISHED BUSINESS

- A. 2021 BUDGET:** Vice President Kobashigawa motioned to approve the 2021 budget which includes an increase to the HOA fees in the amount of 2.5%. Cadmus will look into what the correct amount should be for the cable portion and it will be reflected in the 2021 coupon books.

EXECUTIVE SESSION

The Executive Session will be held at a later date, to be determined.

NEXT MEETING

Next Board of Directors meeting will be on Monday, November 30, 2020 at 6:30 p.m. via ZOOM.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:57 p.m.

Submitted by:



Carole Amrhein
Recording Secretary

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 3rd 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

UPDATE TO HOUSE RULES DATED MARCH 1, 2017 – EFFECTIVE 1-1-2021

The following shall be inserted in **Section 9 - SAFETY**, as Item **P**:

Either non-medical fabric or medical grade face coverings must be worn over the nose and mouth by all persons at all times while present anywhere in or on the common areas of the project, including, but not limited to, all recreation (except while in the swimming pool), parking and landscaped areas, roads, driveways, exterior and interior walkways, stairs and corridors. The First Offense of this rule shall result in issuance of a written warning. Should a Second Offense occur within 7 days of the First Offense, a fine of \$25.00 shall be assessed. Upon the occurrence of any subsequent Offense at any time following the Second Offense, a fine of \$50.00 shall be assessed for each Subsequent Offense. Warnings and fines shall be issued to the unit. Exceptions shall apply to children less than 3 years old, and anyone who provides written evidence to the Association from a professional healthcare provider of a medical condition which impairs their ability to wear a mask, or in the event of the granting of a reasonable accommodation by the Association in accordance with the Federal Fair Housing Act.

Waikalani Woodlands will follow all City & County and/or State of Hawaii mandates regarding face coverings during the pandemic.