

WAIKALANI WOODLANDS AOAO

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 14, 2021 –6:36 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

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of November 30, 2020. Copy attached.

PRESIDENT'S REPORT

President Guzior gave a brief verbal report which recapped the recent board activities. The update to our bylaws was successfully passed; we passed a 2021 budget with a 2.5% increase to our HOA fees including a small raise for our employees; there would be a small delay on the elevator modification to the C building.

TREASURER'S REPORT

No treasurer's report at this time.

RESIDENT MANAGER'S REPORT

Dwight Gilman presented the Resident Manager's report. Items discussed included: update on the grounds and status of capturing the feral chickens; power washing to the buildings was to commence around January 19th; staffing for security was an ongoing issue; some confusion about the recent rule for face masks; recommended to accept the bid from Rainbow Roof for the reroofing project at A building; awaiting additional bids for work on leak at C/D parking garage; looking for additional bids for the Fire, Life and Safety Evaluation work. Copy of report attached.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

None at this time.

STANDING COMMITTEE REPORTS

Director Sunada gave a brief verbal report on the House Rules Committee. Currently working on Section 9, Sections 11, 12 and 13 are next.

UNFINISHED BUSINESS

- A. **ELEVATOR MODIFICATION** – After some discussion it was decided to remain with Kone.

- B. **FIRE LIFE SAFETY EVALUATION** – As mentioned earlier in the Resident Manager’s report, additional bids for work will be sought out.

HOMEOWNER’S FORUM: A Homeowner’s Forum was held beginning at 7:30. Comments included but weren’t limited to: questions about elevator modification for B building; questions about the upkeep of street lights; complaints about trash chutes being overstuffed and was there a way it could be determined who was doing it; could leaf blowing be avoided in the garage. In addition a brief discussion was held about the Hawaiian Telcom billing amounts and the length of the current contract.

EXECUTIVE SESSION

It was determined that no Executive Session was needed at this time.

NEXT MEETING

The next Board of Directors meeting will be the Annual Meeting. Due to CoVid it is likely that this meeting will need to be continued to a later date but we will proceed to prepare for it regardless.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 p.m.

Submitted by:



Carole Amrhein
Recording Secretary

Attachments:

Copy of Board of Director’s Meeting Minutes dated 11/30/20
RM Report

WAIKALANI WOODLANDS AOA

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 (WWAOAO)

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RM Report January 14, 2021

Hello and Happy New Year!

We made it to January and although there were some stumbles, we are on track to completing and starting new projects.

In this report, I will present the condition of the property, the projects that are completed, underway & in the planning stages, and social order.

Grounds- Towards the end of 2020 our grounds were affected by the lack of rain, broken sprinkler heads, leaks, and a "collection" of feral chickens. The grounds are fine... lush and thriving. We entered the rainy season. Because of the increased rain and winds, we had some branches break off of a couple of eucalyptus trees and albizia. IMUA landscaping was here last week to cut away the problem trees and to ensure that the dead branches were removed. There was an assessment of the condition of our property with regard to trees. It was provided as a reference for future projects. The chickens continue to be a problem. Though we've caught and removed more than a hundred of them, they continue to multiply. Our techniques for trapping them are effective. Preventing the population from growing is the difficult part.

Buildings- Our buildings are fine. The expected electrical, elevator, and plumbing issues are consistent. For safety reasons, the Maintenance team focused on pressure washing the top deck of the garages and ground floor, common walkways. As the increased rain fell, more areas around the property were slippery and dangerous. Now that the large albizia behind the CD garage was removed, our forces are scheduled to begin cleaning the top deck starting on January 19, 2021. Notices have been posted to C and D buildings. Parking lines will be painted for better visibility. When the garage is completed, we will start pressure washing the buildings. Building inspections will take place shortly. Though there are many residents that want to stay distanced from people, the personal care and maintenance of their unit needs to be completed and enforced. When building pressure washing is completed, the buildings and bridges will be cleaned. From there, I recommend a comprehensive spall inspection take place.

Staff- Our Maintenance team is better than they were last year. Like anything and everyone, improvements can be made. The struggle with staffing has been with Security. Finding guards to work over the weekend has been challenging. If there is a choice, any guard would much rather work at a mall or office building where the people aren't as hostile and enforcement doesn't come in the form of a citation but a verbal order. The existing pay scale that is being offered to guards is difficult for us to compete with. We did not anticipate such an increase. There is a new guard that is scheduled to start training tomorrow, January 15th. He is hired as a full-time employee with a flexible schedule. We are exploring contractual guards but the expected proposal did not arrive yet.

Social order-

Many of our residents contacted me about the new rule regarding our face covering requirement and enforcement thereof. Some people think we intend to cite people if they walk out of their car without their mask or while they are walking their dog along Waikalani Drive. Fortunately, from what I have been seeing, people have been respectfully complying.

The price of comfort needs to be balanced. In every building, there are people that say we use our leaf blowers too much while the other half say we are slacking and not blowing enough. As mentioned, when the top deck of the CD Garage is completed, the buildings will be blown, then pressure washed. There are many people that still work from home and there are children that are distance learning. Still, the regular and routine maintenance of our property must continue.

Projects updated

A Building Roof- We collected only two bids for the reroofing project at A Building. We will not receive any more competitive bids. Most of the roofers that I contacted are aware of Rainbow Roofing's involvement and expressed their inability to compete. I suggest we take the best offer, from Rainbow Roof, and proceed.

Welding of roof stairs- We received two bids from contractors for this project. One contractor wants to replace the stairs. The other contractor proposed enforcing and strengthening areas of concern rather than replacing the entire stairs. The difference in price is \$65k.

CD Garage leak- We received two proposals and we are waiting for a third. Oahu Fire Protection completed the fire alarm testing for the building. They are qualified to conduct pressurization on the fire hose cabinets.

Douglas Engineering- With regard to our Fire, Life, and Safety Evaluation, we have not made a decision on the engineering portion, the portion where the scope for the installation is drawn up and dispersed to competing contractors. I spoke to a bunch of people that want to bid on the installation but before that, we need to find a competitor for this project. I am scheduled to meet with **Allana Buick & Bers** on Tuesday for a walkthrough. From there I should receive a competitive proposal.

There are many other issues that have since been resolved. If there are questions or concerns, please contact me.

Dwight Gilman, RM WWAOAO 1/14/21