

**WAIKALANI WOODLANDS AOA**  
95-225 Waikalani Drive  
Mililani, HI 96789

**SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES**  
Thursday, September 14, 2023 –6:30 P.M.

**CALL TO ORDER**

President Merle Kobashigawa called the meeting of the Special Board of Directors to order at 6:31 p.m.

**ESTABLISH A QUORUM**

A quorum was established.

Members Present: Merle Kobashigawa/ President; Isaiah Walters/Treasurer; Carole Amrhein/Secretary; Amy Herbranson/Director; Phil Sunada/Director (left meeting at 6:55 p.m.)

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager  
Christian Arciaga, Hawaiian Properties  
Christopher Goodwin, Attorney at Law

**NEW BUSINESS**

- A. **APPOINTMENT OF REPLACEMENT DIRECTORS TO FILL TWO (2) VACANCIES**– The AOA had 4 volunteers (Yushon Cox, Shara Chapek, Renato Fontaine and Noelle Aiono) to fill 2 vacancies on the Board following the departure of Jim Guzior and Tony Goodrum. After hearing presentations from all four volunteers, it was decided to place the names into a bag and randomly draw and vote to appoint. Shara Chapek’s name was drawn first. Isaiah Walters motioned to appoint Shara to the board and Carole Amrhein seconded. There were 5 yes votes for appointment. Noelle Aiono’s name drawn next. Merle Kobashigawa motioned to appoint Noelle to the board and Carole Amrhein seconded. There were four yes votes and one abstention for appointment. At the time, Merle Kobashigawa also motioned to appoint Phil Sunada as Vice President, and Carole Amrhein seconded. Approved unanimously.
- B. **FINE ASSESSMENT LETTERS TO OWNERS RE: PLUMBING INSPECTIONS AND REPAIRS** – Two letters were discussed that would be sent to (1) Owners who had plumbing inspections but have not yet made the required repairs and (2) Owners who have not had the plumbing inspections yet.

*Note: Phil Sunada left the meeting at 6:55 p.m.*

After some discussion it was decided to have the following revisions:

Reference to Dan Does Plumbing would be removed and replaced with the phrase “any licensed plumber”.

Both letters would have the same fine assessment; weekly fines of \$50, to be billed monthly at \$200.

Chris Goodwin recommended to include notification date of the initial plumbing inspection for those owners who had their inspections, but hadn’t yet had the repairs done. Those receiving letters who haven’t yet had an inspection done should include water heaters needing to be replaced if older than 9 years.

All will have 30 days to comply, otherwise they will be fined. If they comply within 30 days after that, their fines could be rescinded.

There were no objections to the 2 revised fine assessment letters and they were approved.

- C. **REQUIREMENT FOR OWNERS TO INSTALL A SHUT OFF VALVE**—Motion was made for the board to approve the following:

***Any time an owner is doing plumbing renovations or repairs that require a water shut off will be required to install a water shut off valve.*** Majority approved.

**NEXT MEETINGS**

The next Board of Directors meeting will be held on Thursday, October 19th, 2023 at 6:30pm. Location will be at the pool/rec area.

**EXECUTIVE SESSION**

At 7:36 pm the board meeting adjourned into Executive Session by unanimous consent to discuss and vote upon matters concerning litigation in which the association is or may become involved; as necessary to protect the attorney-client privilege of the association or to protect the interests of the association while negotiating contracts, leases, and other commercial transactions.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:50 p.m.

Submitted by:



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Carole Amrhein  
Recording Secretary

Attachments:

Fine Assessment Letter – No Proof of Repairs following Inspection (csg rev 09-15-2023)  
Fine Assessment Letter – No Proof of Inspection (csg rev 09-15-2023)

Re: Proposed Fine Assessment for Failure to Remedy Plumbing Inspection Items  
Unit No. [REDACTED]  
**Deadline to Provide Proof of Completion of Repairs: October 16, 2023**

Dear Owner,

On June 2, 2023, you were provided a copy of the plumbing inspection report for your unit, which identified those components requiring repairs to be performed by a licensed plumber to reduce the risk of water leaks originating from your apartment. **The 60-day deadline for completion of these repairs and the providing of written proof of completion of repairs to the On-Site Management Office has now passed, with no written proof of such completion having been received by the On-Site Management Office, which can also be submitted by e-mail to: waikalaniwoodlandsoahu@gmail.com.** A **paid invoice or completed work order from a licensed plumber** with a **description of performed services** will be accepted as written proof of completion of repairs.

If written proof of completion of such repairs is not received by the On-Site Management Office by **4:00 p.m. on October 16, 2023**, an initial fine of \$50.00 will be assessed against your unit. The By Laws Article 5 Section 2 and House Rules Section 2A mandates that owners keep their unit in good repair. **A \$50 fine will be assessed every 7 days with a maximum of \$200 per month after assessment of the initial fine will be assessed until written proof of completion of repairs is received by the On-Site Management Office.** There is a **30-day deadline** along with **procedures for appealing any** fine I stated in Section 12 of the House Rules. **Owners may request a refund of assessed fines upon the providing of written proof of completion of inspection of your unit.**

If you do not agree with the required repairs stated on your unit's plumbing inspection report, you may submit a written second opinion from a licensed plumber of your choice. **The age and condition of your water heater (water heaters more than 9 years old must be replaced) and the condition of the cross T drain pipe(s) between your kitchen and bathroom sink (and your second bathroom if a 3 bedroom unit) must be noted on any second opinion.** **Any second opinion must be received by the On-Site Management Office not later than 4:00 p.m. on October 16, 2023.**

These inspections and repair requirements have been implemented by the Board to reduce the number of preventable leaks in our project. The Association's Master Insurance Policy premiums have increased every year for the last 5 years and currently total \$447,382 per year. Water leak damage claims have contributed to this increase. It is important that owners properly maintain their units to help reduce insurance costs as well as ensure that we retain coverage with major insurance carriers which offer reasonable rates. If the Association is forced to procure coverage from secondary markets our annual premium for this coverage may double or even triple. Owners are also encouraged to inform their Homeowners (HO6) Insurance carrier of the preventative inspection and repair program implemented by the Board to possibly decrease their personal insurance premiums.

Your compliance with this important program is greatly appreciated. Please feel free to reach out to us with any questions or concerns you may have regarding this matter at 808-623-1532.

Thank you again for your prompt attention to this matter. Together, we can ensure a safe and enjoyable living environment for all residents.

Sincerely,

Re: Proposed Fine Assessment for Failure to Provide Proof of Unit Plumbing Inspection

Unit No. [REDACTED]

**Deadline to Provide Proof of Unit Plumbing Inspection: October 16, 2023**

Dear Owner:

As you are aware, in September of 2022, the Board of Directors implemented a comprehensive plumbing inspection program for all units with the goal of reducing the number of preventable water leaks in our project. As part of this program, every unit owner is required to comply with the requirements stated in notice posted or sent to each owner on August 15, 2022.

The purpose of this letter is to advise you **we have not yet received a completed plumbing inspection report from your unit.** A **paid invoice** or **completed work order** from a **licensed plumber** with a **description of performed services** will be accepted as written proof of completion of the inspection and performance of any necessary repairs. **The age and condition of your water heater (water heaters more than 9 years old must be replaced) and the condition of the cross T drain pipe(s) between your kitchen and bathroom sink (and your second bathroom if a 3 bedroom unit) must be noted on the completed plumbing inspection report, which must be received by the On-Site Management Office not later 4:00 p.m. on October 16, 2023, and may also be submitted by e-mail to: [waikalaniwoodlandsoahu@gmail.com](mailto:waikalaniwoodlandsoahu@gmail.com).**

You may select any licensed plumber, as neither the Board nor the Association warrants or guarantees the work or services provided by any plumber.

If written proof of inspection of your unit is not received by the On-Site Management Office by **4:00 p.m. on October 16, 2023**, an initial fine of \$50.00 will be assessed against your unit. Article 5, Section 2 of the Bylaws and Section 2A of the House Rules Section mandate that owners keep their unit in good repair. **A \$50 fine will be assessed every 7 days with a maximum of \$200 per month after assessment of the initial fine will be assessed until written proof of inspection of your unit is received by the On-Site Management Office.** There is a **30-day deadline** along with **procedures for appealing any** fine I stated in Section 12 of the House Rules. **Owners may request a refund of assessed fines upon the providing of written proof of completion of inspection of your unit.**

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