

**WAIKALANI WOODLANDS AOA**

95-225 Waikalani Drive  
Mililani, HI 96789

**BOARD OF DIRECTORS MEETING MINUTES**

Wednesday, October 3, 2018 –6:30 P.M. -- Pool/Recreation Area

**CALL TO ORDER**

President Merle Kobashigawa called the meeting of the Board of Directors to order at 6:30 p.m.

**ESTABLISH A QUORUM**

A quorum was established.

Members Present: Merle Kobashigawa/President; Jim Guzior /Vice President; Larry Lee/Treasurer; Carole Amrhein/Secretary; Phil Sunada/Director; Sophie Kiper/Director

Members Absent: Cyril Washington/Director

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

**APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of January 18, 2018. Copy is attached.

**PRESIDENT'S REPORT**

No report at this time.

**RESIDENT MANAGER'S REPORT**

Dwight Gillman presented the Resident Manager's Report at 7:10 p.m. Topics covered included, but were not limited to: elevator modifications were completed at D building; working through the challenge of staffing shortages; contract with PD Services was terminated and a new company is being sought; Fire Inspection was completed and the AOA is in full compliance; Imua Landscaping to cut and clear away tree limbs brought down by the recent storms. Copy attached.

**TREASURER'S REPORT**

Casey Paet presented the Treasurer's Report, as of August 2018. Cash is \$46,928, the reserve fund is \$2,097,541, for a total cash and reserve of \$2,144,469. Total delinquencies increased by \$11,766. After several years of steady declines in delinquencies, we're beginning to see a change in direction. Total revenue collected was 4.8% over budget and operating expenses were 1.9% over budget which represented a major improvement. Financials will be available in the office.

**MANAGEMENT EXECUTIVE REPORT**

Casey Paet announced a new administrative software that will allow another method of making HOA payments. For those who have computers and internet, they can create their own portal, see their account information in real time, update info as needed and send text messages to the management company. A phone app will be available soon. In addition, a bill was recently passed that mandated that all residential buildings over 75 ft in height to be considered for sprinklers. Inspections are to occur by the end of November.

**LANDSCAPE COMMITTEE'S REPORT**

No report at this time.

**SECURITY REPORT**

No report at this time.

### **UNFINISHED BUSINESS**

- A. **Security Demerit System:** Tabled for now.
- B. **Elevator MOD:** Remove from agenda, as the modifications to D building have taken place.
- C. **Budget Construction Inc:** Remove from agenda, as the payment was ratified at the last board meeting.
- D. **Continental Mechanical:** Remove from agenda, as the payment was ratified at the last board meeting.
- E. **SRG:** Remove from agenda, as the payment was ratified at the last board meeting.
- F. **Hawaii Pool and Spa:** Remove from agenda, as the payment was ratified at the last board meeting.
- G. **Consulting Agreement:** Remove from agenda, as the board voted on and approved this agreement at the last board meeting.

### **NEW BUSINESS**

- A. **2019 Budget:** After reviewing the budget and determining no increase of the HOA fees was needed, Director Sunada motioned to approve the 2019 budget. Approved unanimously.
- B. **Amending the Bylaws:** In January 2019, every association still under 514A will be converted to 514B. As a result, WWAOAO's bylaws will need to be updated. Casey Paet will contact Chris Goodwin's office to begin the process.
- C. **Amending the House Rules:** It is recommended that WWAOAO review the current House Rules. A committee of no more than 5 owner/residents should be formed to review and make recommendations to the board for review. For now this topic needs to be tabled until the committee can be formed.
- D. **2019 Annual Meeting Date:** A date for the 2019 Annual Meeting will be explored, depending on the availability of the parliamentarian, attorney, and management company. Follow up to occur at the next board meeting.

### **HOMEOWNER'S FORUM**

The Homeowner's Forum was held at 6:32 pm. Topics included, but weren't limited to: requesting a better way of announcing future meetings for those owners who do not live on the property; requesting details of a contract for financial consultants (requests for bids were sent to 11 CPAs and none could come close to the price being currently paid); channel 58 not working; request of rental units being currently rented; request for brighter light on bridge by A building; complaint of hearing smoke detectors with low batteries emitting loud chirping sounds in D building (flyers would be posted in elevators); complaint of people walking their dogs without a leash and advising certain floors were missed while power washing.

At 7:09 p.m., the conclusion of the Home Owner's Forum signaled the beginning of the Board of Directors Meeting.

### **EXECUTIVE SESSION**

At 8:06 p.m. President Kobashigawa called the meeting into executive session which was approved by the Board.

**NEXT MEETING**

The date of the next board meeting is scheduled for Thursday, 11/15/18 at the pool/rec area.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:48 p.m

Submitted by:



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Carole Amrhein  
Recording Secretary

**Attachments:**

Copy of Board of Director's Meeting Minutes dated 1/18/18  
Resident Manager's Report