

## WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive  
Mililani, HI 96789

### BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 19, 2021 –6:30 P.M. – VIA ZOOM

#### **CALL TO ORDER**

Vice President Merle Kobashigawa called the meeting of the Board of Directors to order at 6:35 p.m.

#### **ESTABLISH A QUORUM**

A quorum was established.

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

Members Absent: Jim Guzior/President

By Invitation: Dwight Gillman, Resident Manager  
April Padello, Hawaiian Properties

#### **APPROVAL OF MINUTES**

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the Board of Directors meeting of October 21, 2021. Copy is attached.

#### **TREASURER'S REPORT**

Director Kuyatt provided the most recent figures. As of September, 2021 our operating cash was \$805,410. Reserves were \$2,219,462 for a total cash and reserve amount of \$3,124,872. A discussion was held as to what is the least amount of cash we should have on hand, with the remainder to be moved to reserves. Ms. Padello stated our average monthly expenses are \$140K, and she suggested keeping at least 3 months worth available. **VP Kobashigawa motioned to keep at least \$450K in the operating account for cash** and any amount greater than that will be moved to reserves in CDs at what will yield the highest return rate. Unanimously approved.

#### **PRESIDENT'S REPORT**

None at this time.

#### **RESIDENT MANAGER'S REPORT**

Dwight Gilman presented the Resident Manager's report. Items discussed included: the work on the roof of A building has been completed, but repair work for leaks still need to be completed before final payment is made to Rainbow Roofing; elevator mod for buildings A and B needs a site survey before moving along; a vaccination clinic was held, 13 people received their shots; more than 60 people have used the pool under the Safe Access Oahu protocol; others have inquired whether a day could be set aside for those who aren't vaccinated but it was decided that the AOA must follow the current mandate; we are aware of the recent reports of cruelty to animals around the property; plumbing inspections coming for 2022; bids for pressure reducers so far are \$75K and \$50K; area holding the storage container needs to be prepared prior to bringing it on property plus the electrical needs need to be reviewed; EV charging stations discussed, each would need 30 amps and we would need at least 2 stations; A building's garage needs to be inspected post earthquake for damage, cost of inspection is between \$2-2.5K.

#### **LANDSCAPE COMMITTEE'S REPORT**

None at this time.

## **SECURITY REPORT**

Director Sunada gave a verbal security report. In order to secure better qualified guards, we need to offer more pay per hour. He proposed at least \$22/hr which would result in an annual amount of \$152.7K for all guards. This amount exceeds what was initially in the 2022 budget by \$20K, which will need to be adjusted. Some ideas were discussed for adding a daytime shift, whether to alternate days worked which may throw off potential thieves to the property. The board asked Ms. Padello what were the going rates for security of the other properties she manages. She stated a range of \$18 to \$45/ hr. **VP Kobashigawa motioned to increase the offering rate to \$22/hr. Unanimously approved.** Ms. Padello will adjust the amount of the security portion of the budget. This means the amount we can move into the reserves may drop to around \$31K/month. Once she updates the budget it can be sent out to owners the last week or 2 of November.

## **STANDING COMMITTEE REPORTS**

None at this time.

## **UNFINISHED BUSINESS**

- A. **FIRE LIFE SAFETY EVALUATION** – Drawings have been finished; waiting on Douglas Engineering.

## **NEW BUSINESS**

- A. **EV Station Proposal and Policy** – As mentioned earlier, the stations would need 30 amps to operate and we would need at least 2 stations. There are companies who could manage how users are charged, what rate is charged for residents vs guests, if someone leaves their car too long they could be automatically charged.
- B. **2022 Proposed Budget and Reserve Study** – As stated earlier, once Ms. Padello updates the security portion of the budget, it can be sent out to owners the last week or 2 of November.
- C. **Screens** - Finding a way to purchase screens that are approved under the WWAOAO Achitectoral Standards has been difficult. Director Goodrum has a contact and this will be looked into further.
- D. **Annual Meeting 2022** – The Board asked Ms. Padello to contact Steve Glanstein, Chris Goodwin and Sue Savio to determine their availability to attend our annual meeting, for the **dates of March 4, 11, or 18, 2022 (all Fridays)**. Registration would begin at 6pm, with the meeting starting at 6:30. We anticipate holding it at the pool/rec area. Whatever dated is selected, notifications will need to go out 60 days prior, to allow for potential board candidates to submit their bios.

**HOMEOWNER'S FORUM:** A Homeowner's Forum was held. A request was made by a homeowner for the AAO to cover an additional cost of fidelity insurance to protect our reserve fund. This could potentially enable interested buyers to apply for an FHA loan (the board will look into this); there has been reports of cruelty to animals where kittens were hit multiple times by shots fired by a BB gun resulting in at least one being euthanized (Dwight Gilman will post notices); the question was raised on whether there could be gates installed at the garages (the AAO will look into it but it may be cost prohibitive); could there be a playground erected in the yard area behind the pool area (may be cost prohibitive, the AAO researched this several years ago).

## **NEXT MEETINGS**

The next Board of Directors meeting will be a regular board of directors meeting to be held on Thursday, January 13, 2022 at 6:30pm. Location to be determined.

## **EXECUTIVE SESSION**

At 9:08 pm the board meeting ended and the Board of Directors entered an Executive Session.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:09 p.m.

Submitted by:

*Carole G Amrhein*

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Carole Amrhein  
Recording Secretary

Attachments:  
Copy of Board of Director's Meeting Minutes dated 10/21/21

## **WAIKALANI WOODLANDS AOA**

95-225 Waikalani Drive  
Mililani, HI 96789

### **BOARD OF DIRECTORS MEETING MINUTES**

Thursday, October 21, 2021 –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; Alan Kuyatt/Treasurer; Carole Amrhein/Secretary; Phil Sunada/Director; Cyril Washington/Director; Tony Goodrum/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager  
April Padello, Hawaiian Properties

#### **APPROVAL OF MINUTES**

On the motion of Secretary Amrhein (seconded by VP Kobashigawa), the board unanimously approved the minutes of the Board of Directors meeting of September 16, 2021. Copies are attached.

#### **TREASURER'S REPORT**

April Padello provided the most recent figures. As of August, 2021 our operating cash was \$861,787. Reserves were \$2,237,595 for a total cash and reserve amount of \$3,099,382. On the motion of Secretary Amrhein (seconded by VP Kobashigawa), the board approved the accept the financials subject to audit. Copies will be in the office.

#### **PRESIDENT'S REPORT**

President Guzior gave a brief verbal report which recapped the recent board activities. Primary focus was on reviewing the budget for 2022. After keeping in place what is needed to keep the property safe yet keeping future expenses in check it was determined a 5% increase in maintenance fees will be the minimal amount needed. This translates to a monthly increase of \$25.63 for the 2 bedroom units, and a \$33.06 increase for the 3 bedroom units.

#### **RESIDENT MANAGER'S REPORT**

Dwight Gilman presented the Resident Manager's report. Items discussed included: a new administrative assistant was hired and began on 10/18/21; working through glitches while following the Safe Access protocols; setting up a vaccine clinic by the pool rec area for a tentative date of 11/20/21, probably from 9 – 2pm. This would provide Pfizer vaccines and boosters. Oahu Solutions will make some of their parking spots available on Waikalani Drive. Also updated the status of plumbing proposals to include pressure reducers and installation of container for golf carts.

#### **LANDSCAPE COMMITTEE'S REPORT**

None at this time.

#### **SECURITY REPORT**

Director Sunada gave a verbal security report, he is working on determining what will be needed as far as hiring security guards.

## **STANDING COMMITTEE REPORTS**

None at this time.

## **UNFINISHED BUSINESS**

B. **FIRE LIFE SAFETY EVALUATION** – No update to status at this time.

## **NEW BUSINESS**

On the motion of Vice President Kobashigawa the following payments (items A – H) were unanimously approved:

E. **EV Station Proposal and Policy** – Process is slow.

F. **2022 Proposed Budget and Reserve Study** – On the motion of President Guzior (and seconded by Secretary Amrhein) the board unanimously approved a 5% increase to the maintenance fees for 2022 (subject to any unforeseen changes). New fees will be \$597.63/month for 2 bedroom units, and \$753.70/month for 3 bedroom units.

**HOMEOWNER'S FORUM:** A Homeowner's Forum was held. The main question was about the need for the maintenance fees to go up. The board explained the need for an aging property like WW to have ongoing maintenance projects to keep everyone safe, the largest of which at this time is the elevator modifications.

## **EXECUTIVE SESSION**

At 7:33pm the board meeting ended and the Board of Directors entered an Executive Session.

## **NEXT MEETINGS**

The next Board of Directors meeting will be a regular board of directors meeting to be held on November 19, 2021 at 6:30pm at the pool/rec area. If CoVid conditions change, the meeting will be held via Zoom.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:22 p.m.

Submitted by:



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Carole Amrhein  
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 9/14/21