

WAIKALANI WOODLANDS AOA

95-225 Waikalani Drive
Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 17, 2019 –6:30 P.M. -- Pool/Recreation Area

CALL TO ORDER

Vice President Jim Guzior called the meeting of the Board of Directors to order at 6:45 p.m. following the Homeowners Forum (as described on page 2).

ESTABLISH A QUORUM

A quorum was established.

Members Present: Merle Kobashigawa/President (arrived late); Jim Guzior /Vice President; Carole Amrhein/Secretary; Phil Sunada/Director; Sophie Kiper/Director; Cyril Washington/Director

Members Absent: Larry Lee/Treasurer

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 November 15, 2018. Copy is attached.

PRESIDENT'S REPORT

No report at this time.

RESIDENT MANAGER'S REPORT

Dwight Gillman presented the Resident Manager's Report. Topics covered included, but were not limited to: we are NOT opted into the insurance portion of 514B which means we can only recommend owners to obtain HO6 policies; WW needs to come up with a plan to deal with aging pipes and repair (amount could be \$1M-\$2M); buildings are undergoing cleaning-- A was completed, B will be next, then the remaining two; new security company Allied Universal is on the job; upcoming projects include minimizing albizia trees behind the C/D garage, addition of cameras around the property and office renovation, which will make the office space larger and more functional, and rest rooms will be ADA compliant. During the renovation, the office will be temporarily located in A308. Copy attached.

TREASURER'S REPORT

Casey Paet stood in for Larry Lee and presented the Treasurer's Report. Figures are as of December 31, 2018. Reserve is \$2.136M. Details are included in the Cadmus recap, which is attached.

LANDSCAPE COMMITTEE'S REPORT

None at this time.

SECURITY REPORT

None at this time.

UNFINISHED BUSINESS

- A. **House Rules Committee:** Secretary Amrhein provided a report of the two meetings that have taken place so far. Copy attached.
- B. **Bylaws Committee:** Committee will meet for the first time on January 30, 2019 at 6:30 by the pool/rec area.

NEW BUSINESS

- A. **Imua Landscaping Inc:** Secretary Amrhein motioned to ratify payment to **Imua** in the amount of **\$5759.16** for removal of hanging albizia branches on the property. Approved unanimously.

HOMEOWNER'S FORUM

The Homeowner's Forum started at 6:31p.m. Topics included, but weren't limited to: there's a problem with owners and residents parking in the visitor's lot of their building which is against House Rules, children waiting for the school bus in the morning are being too loud and disturbing the residents, can we include "vaping" with the type of smoking that is prohibited in close proximity of the buildings, can Cadmus come early before a meeting to explain the new payment system, could we utilize the cement area for dumpster storage.

At 7:25 p.m., at the conclusion of the Board Meeting and Owner's Forum, Vice President Guzior called for a brief recess before going into the Executive Session.

EXECUTIVE SESSION

At 7:30 p.m. Vice President Guzior called the meeting into executive session which was approved by the Board.

NEXT MEETING

The date of the next board meeting will be the Annual Meeting, which will be held at the pool/rec area on March 1, 2019.

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 11/15/17
Resident Manager's Report
Treasurer's Report
House Rules Committee Report

WAIKALANI WOODLANDS AOAO

95-225 Waikalani Drive

Mililani, HI 96789

BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 15, 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 7:10 p.m. following the Homeowners Forum (as described on page 2).

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; Cyril Washington/Director

Members Absent: None

By Invitation: Dwight Gillman, Resident Manager

APPROVAL OF MINUTES

On the motion of Secretary Amrhein, the board unanimously approved the minutes of the meeting of October 3, 2018. Copy is attached.

PRESIDENT'S REPORT

No report at this time.

RESIDENT MANAGER'S REPORT

Dwight Gillman presented the Resident Manager's Report. On 11/14/18 Imua Landscaping cut down a large broken Albizia branch by the small HECO building on Waikalani Dr. In January, they will be back to review the condition of the Albizia trees behind D Building. WW is fully staffed with 3 crew members, of which the 2 newest are improving. A Building was pressure washed and C Building will be next. The Fire Inspector stopped by and said we were in compliance. A contract for the new security company is in the works. At the suggestion of owners present, future board meetings will include notification via mass email; arrows will be posted by the A Building circle driveway and "even/odd" signage will be posted by the elevators on all floors of the buildings.

TREASURER'S REPORT

Updated financial information was not yet received at the time of the board meeting, therefore the financials are the same as reported in the minutes dated 10/3/18.

LANDSCAPE COMMITTEE'S REPORT

No landscape report at this time.

SECURITY REPORT

No security report at this time.

UNFINISHED BUSINESS

- A. **Security Demerit System:** Remove from future agendas.
- B. **Amdending the Bylaws:** In the process of forming a committee.
- C. **Amending the House Rules:** In the process of forming a committee.

D. Date for 2019 Annual Meeting: In the process of determining a date and will verify with all who need to attend.

NEW BUSINESS

No new business at this time.

HOMEOWNER'S FORUM

The Homeowner's Forum was held, beginning at 6:30 p.m. Doug Minor A708 requested his remaining fines to be waived (Board advised it would discuss after the meeting). Barbara Suzuki A1106 said she never received an updated HOA coupon book and stopped paying (WW will look into the matter and advised Owner she is still responsible for making HOA payments, with or without a coupon). Shirley Yamada A307 inquired about the contract with the Milsops and wanted to know if it was available to the public to review (it is). Anne Guzior A402 thanked the cleaning at the A Building but mentioned that the bridge is getting mold eating into the cinder block (per Resident Manager, the recent weather disrupted the cleaning schedule, will get back to it as soon as possible). Also, a hose has been hanging from one of the windows at A Building (it will be looked into). Leslie Wortman A707 wants WW to pay more money to get someone bonded to do our finances, and does not think there is enough transparency; wanted to know what units are a quick claim deed; suggested that we contract a new real estate manager to rent out empty units who will bring in better tenants; questioned how carts are being used. Owner was told that transparency is always there, she can contact Cadmus for any information; carts are rotated to keep batteries working; maintenance crew is improving and is motivated to stay and work. Tricia Fletcher D801 wanted to thank the 2 younger crew members for their work, said they are always polite to her.

At 7:48 p.m., at the conclusion of the Board Meeting and Owner's Forum, President Kobashigawa called for a brief recess before going into the Executive Session.

EXECUTIVE SESSION

At 8:00 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 will be Thursday, January 17, 2019, at the pool/rec area.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 p.m.

Submitted by:



Carole Amrhein
Recording Secretary

Attachments:

Copy of Board of Director's Meeting Minutes dated 10/3/18

RM Report, January 17, 2019

The new year is here. Spring cleaning has commenced. With the new year, comes many changes. These changes often turn into challenges, but, with enough persistence, effort, cooperation, and support, the association will continue to grow, continue to evolve and keep up with the times, all while maintaining the property and social order.

514B- We are NOT opted into the insurance section of 514b which means we can recommend HO6 insurance, but we are unable to enforce. Once we are opted into it, we will be able to purchase the insurance for a unit and charge it back to the owner.

Bylaws/Rules Committee has been in contact with each other.

Buildings- The buildings are undergoing cleaning. A Building was completed. B Building is next. Then we will move on to the other buildings. We were hit with some big leaks during the second half of 2018.

Grounds- The grounds are fertile. With us getting past the rainy season, we are dealing with mud. At the same time there is some dryness. More plants will be in place at the entrance sign, the front of B Building

Security- Allied Universal started up on time. As we approach a month of service, they are doing well. They adjust to demands. They are learning and getting better. I expect more progress from them in the coming months.

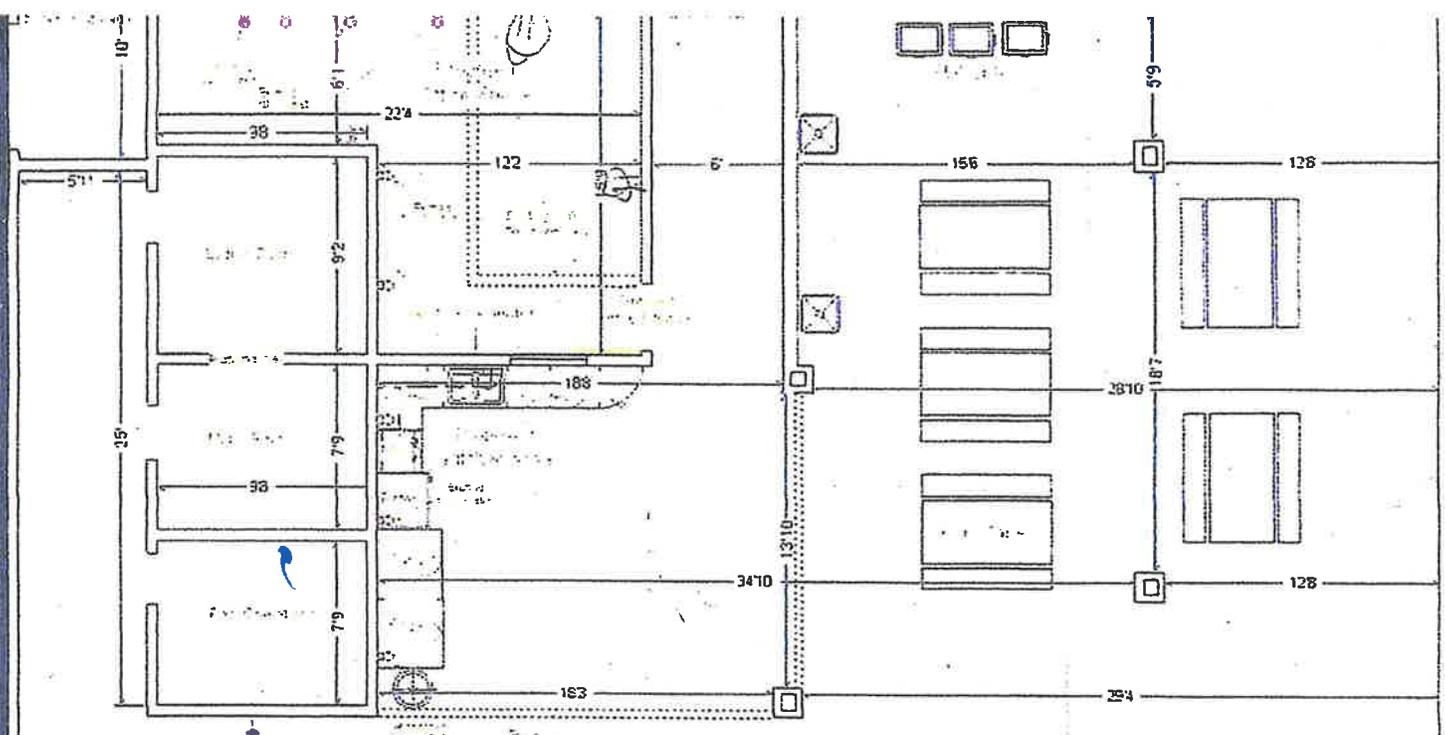
Maintenance- The Maintenance Team is full and will be busy with pressure washing for a couple of months.

Upcoming projects-

Albizia tree minimization behind the C/D garage

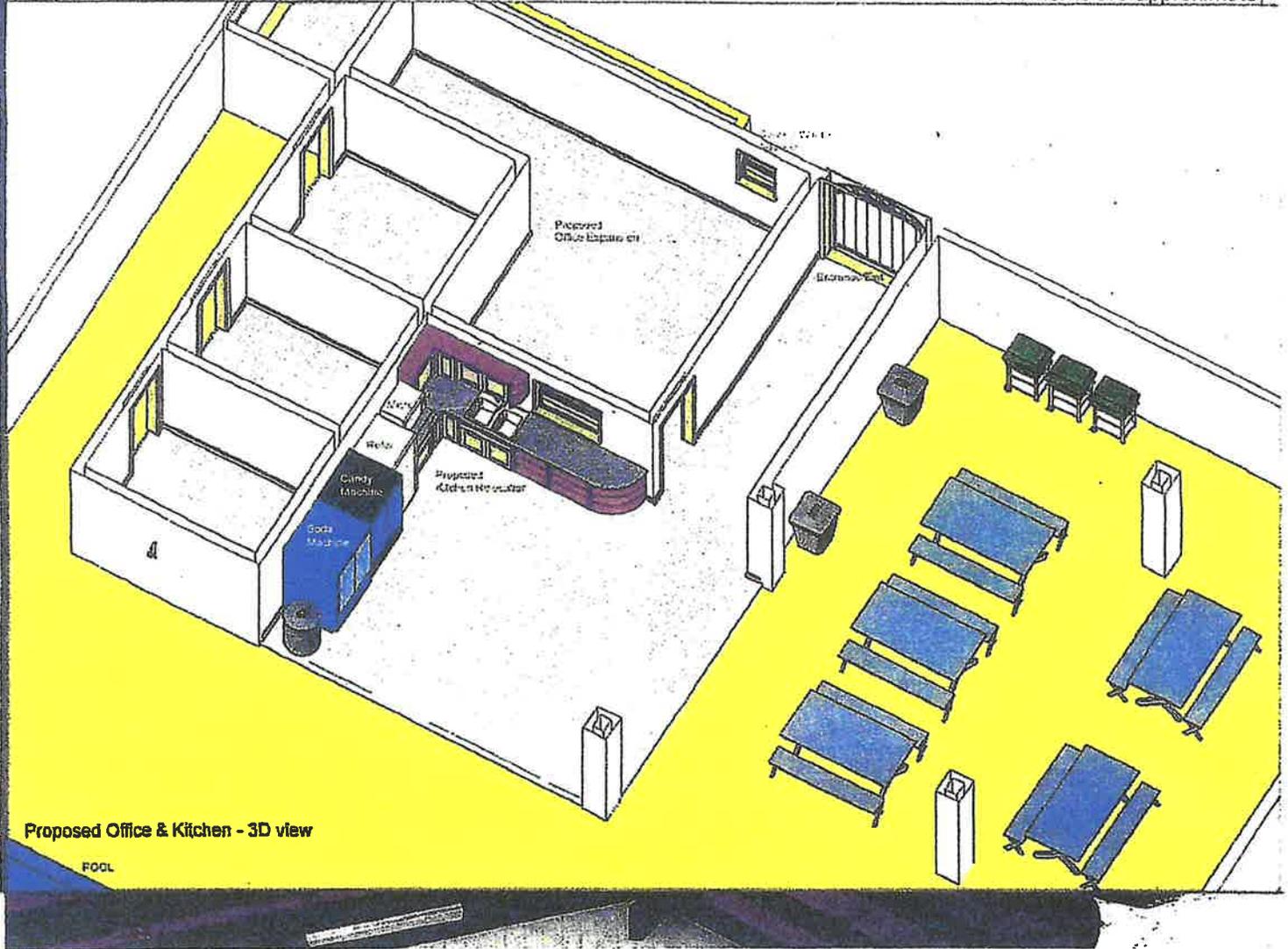
Cameras- There will be more cameras placed around the C/D garage and around all of the buildings, including lobbies.

Office renovation- The Office renovation will take place in the next few days. Please see the handouts for a better idea of what will be taking place.



Proposed Office & Kitchen Floorplan

*All measurements are approximate



Proposed Office & Kitchen - 3D view

FOOL

TO: Board of Directors, Waikalani Woodlands
FROM: Cadmus Properties Corp., Casey Paet
DATE: January 17, 2019
SUBJECT: December Financial Statement

Provided for your review and disposition is the year end, December 2018 financial statement. The following is a summary of the December financial and notes relevant to the AOAO's financial activity and performance in 2018.

DECEMBER	ACTUAL	BUDGET	YEAR TO DATE	BUDGET	YTD VARIANCE
INCOME:	\$204,385.35	\$170,682.56	\$2,148,360.85	\$2,048,190.96	\$100,169.89
EXPENSES:	\$44,713.11	\$248,377.60	\$2,079,494.20	\$3,517,090.96	\$1,437,596.76
CAPITAL EXP:	\$0.00	\$122,408.31	\$537,920.98	\$1,468,900.00	\$930,979.02
NET INCOME:	\$159,672.24	-122,408.15	\$68,866.65	-1,468,900.00	\$1,537,766.65
NOI:	\$159,672.24	\$293,090.71	\$2,079,494.20	\$3,517,090.96	\$1,437,596.76

BALANCE SHEET

ASSETS

Cash \$2,177,106.48

LIABILITIES \$41,300.68 (This includes: Prepayments \$34,153.19, Security deposits \$6,548.00, Rentals Accounts Payables \$599.49)

CAPITAL (EQUITY)

Retained Earnings \$2,066,939.15

Calculated Retained Earnings \$68,866.65

TOTAL LIABILITIES & CAPITAL \$2,177,106.48

Notes to 2018 EOY financial statement:

TOTAL RESERVES CASH: \$2,136,050.90

Notable variances between ACTUAL YTD (Year to Date) and BUDGET Income and Expense:

1. Income was within 4.89% of budget
2. Admin Expense were 13.84% over budget
3. Insurance Expense was 11.94% over budget
4. Water Expense was 6.82% over budget
5. Sewer Expense was -90.47% over budget
6. Utility Expenses were 26.87% over budget – over all
7. Repair and Maintenance expenses were 35.86% over budget
8. AOA Unit Expenses were 110.04% over budget

The AOA incurred Capital Expenses of \$537,920.98 with the major expense items being:

- | | |
|---------------------|--------------|
| 1. Security System | \$6,569.27 |
| 2. Unbudgeted Exp | \$7,436.41 |
| 3. Elevator Consult | \$35,233.86 |
| 4. Elevator Mod | \$418,689.00 |
| 5. Spall Repairs | \$19,840.00 |
| 6. Water Damage | \$50,132.54 |

HOUSE RULES COMMITTEE UPDATE

There are 4 members of the House Rules Committee... Phil Sunada, Tony Goodrum, Sophie Kiper and Carole Amrhein.

So far, the Committee has met twice, and have discussed the sections pertaining to parking rules and to noise.

Our objective is to make the rules as clear and concise as possible. There was a section of the parking rules that was too ambiguous and open to interpretation. By reviewing the parking pass requests, we discovered that some residents were requesting overnight parking passes in such a way to allow them to park a car in the visitor's lot on an almost continuous basis. This was not the intent of our House Rules and we will reword those sections so there will be no confusion for the residents and the Security team going forward.

Regarding the noise section, we discussed different ways to implement the initial warning, then citation process. Our goal is for the Security team to know what residents already have a warning on file and which ones don't. Warnings are to be in place for a 12-month period, meaning that if another infraction occurs before the 12 months are up, that resident would get a citation. One idea was to provide Security with a list of residents who have warnings that would be updated on a monthly basis. They would refer to it and either write a warning or go straight to a citation. Certain infractions such as noises caused by construction after hours or on Sunday would go immediately to a citation, since all should know by now that it's not allowed during those times.

We are also looking at the House Rules from an aesthetic point of view, to improve the way it reads and make it easier to look for a section at a glance.

This is an ongoing process and will take some time to go through and discuss all areas that need to be updated or clarified. Before our next meeting we will determine what infractions bring about the most citations and visit that area of the House Rules.

Respectfully submitted,



Carole Amrhein
January 16, 2019