

Orchidland Community Association, Inc.
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Board of Directors

President

Doug Anderson

Vice President

Tara Brandon

Treasurer

Hershel Hood

Secretary

Brian Murphy

Directors:

John Erickson

Jeremai Cann

Steve Lyon

Charles Heaukulani

Road Committee* and Board Meetings are open to membership and guests:

2nd and 3rd Tuesday of
the month via Zoom
online conferencing.

To attend these Zoom
meetings as an OLCA
member and special
guest. Please visit
www.Orchidland.org
and click the contact
link. Indicate what
meeting you are
interested in, provide
your name and email
address. You will
receive a Zoom invite
via email the day of the
meeting. Mahalo

July 2021 Newsletter

Aloha Orchidland Community Association Members,

Your participation is key to the building and maintenance of our growing Community. As a Community Association, a 414D and 501c4 nonprofit, Orchidland Community Association, Inc. (OLCA) remains a democratically controlled association with the membership approving elections, annual budgets, road fees and more via annual ballot voting. OLCA Ballots were sent out in the March Newsletter. Mahalo for your participation in this democratic process. All Ballot motions and candidates were approved. For more details please visit www.Orchidland.org for Ballots, Minutes, Monthly Financials and more.

The new OLCA 2021-22 fiscal-year begins July 1st and we have a full-year of road service scheduled and budgeted. OLCA has about 30 miles of unpaved roads, 6.5 miles of asphalt paved roads and 3.5 miles of chip-sealed roads. OLCA road maintenance and improvements of the 40 miles of roads within Orchidland Estates are the top priority of the Road Maintenance Committee (RMC) and Board of Directors (BOD) and have been since July 2015 (all RMC and BOD are membership-elected volunteers).

In 2015, all the chip-sealed roads were recoated. Since 2015, all 30 miles of unpaved roads have been maintained at least once or twice a year. Prior to 2015, only select roads were maintained and some unpaved roads had not seen maintenance for almost a decade. Since 2015, potholes on paved and chip sealed roads are filled on a monthly basis and more often where needed. Road side mowing is completed at least three time a year on Main Access Roads and intersections, and at least twice a year on side roads. When paving funds become available, short sections of asphalt paving are completed, more paving is scheduled for 2021-22 when funds become available.

This is all possible with your support and participation as members of OLCA, Orchidland Community Association. For convenience, MRMA payments and donations can now be made by credit card and online at www.Orchidland.org Mahalo for your participation.

ANNOUNCEMENT: The OLCA Board of Directors are considering hiring a part-time road manager, office manager/ secretary/ assistant to help off-set the workload of and for the volunteer Board.

Below is the job description for this part-time position. If you are interested or know someone in Orchidland Estates who is interested, please visit www.Orchidland.org . Click on the contact link and email us your contact and job experience information. Some aspects of the contract: part-time position, up to 20 hours per week, \$22 per hour, responsible for general liability insurance up to \$1 million coverage. The OLCA Board will review initial applicants at the July 13th RMC and July 20th Board meetings. Mahalo

OLCA Road Manager, Office Manager/ Secretary and Board Assistant (MSBA):

- the Road Manager is to report to the Road Maintenance Committee (RMC).
(Note: the Road Manager reports to the RMC, not an individual RMC Chairman. Changes in the RMC Chairman position should not affect the desire of the committee).
- the Road Manager is to act as the representative of the RMC and the OLCA Board of Directors (BOD).
- the Road Manager takes directions from RMC.
- the Road Manager follows the established guidelines for implementing the process of having the roadwork done. Draft "scope of work" for bids and estimates.
 - Ex. Obtaining multiple bids on a project.
 - Presenting the bids to the RMC and BOD for approval.
 - Working with the Treasurer to ensure funding is available.
 - Provides updates to the RMC and BOD on work being done.
- the Road Manager is the point of contact between the various road contractors.
- the Road Manager oversees the actual work performed and evaluates the quality and accuracy.
- the Road Manager monitors the progress of the work being done.
- the Road Manager will seek out alternative contractors when needed.
- the Road Manager will ensure that a correct and accurate invoice is provided (assistance from the Treasurer may be needed). Line items only! No combination of services provided.
- the Road Manager will provide the Treasurer and the bookkeeper an email copy of all invoices to be paid after approval has been established on each particular invoice. In a timely fashion!
- the Road Manager will approve or deny payment based on workmanship and accuracy and do whatever is necessary to rectify the concerns.
- the Road Manager will do onsite job inspections.
- the Road Manager will correspond with material providers as needed.
- the Road Manager will obtain and maintain any records and documents associated with the jobs done by the Contractor.
- the Road Manager will ensure that any Contractor used has the required insurance and documents.
- the Road Manager will be unbiased in maintaining equal relevance on road maintenance done in the subdivision.
- the Road Manager will keep the best interests of OLCA as the priority.
- the Road Manager will be paid twice per month, first and third Wednesday.
- the Road Manager must be able to receive electronic communication and have access to email.
- the Road Manager must show proof of experience: either on the job training or previous work with road maintenance/ construction companies.
- Office Manager/ Secretary/ Board Assistant will work from home until an office is established at the OLCA Community Lot.
- Office Manager/ Secretary/ Board Assistant will monitor the OLCA email and direct the emails to the proper sources for resolution, for instance: billing and/ or address inquires would be directed to the book and record keeper (DPSI); road concerns to the RMC, etc. When possible, general inquires would be directly answered, for instance: inquiries regarding PO Boxes located in Orchidland Estates, etc.
- Office Manager/ Secretary/ Board Assistant will monitor and log OLCA phone calls and direct them to the proper sources for resolution or answer the question directly when possible.
- Office Manager/ Secretary/ Board Assistant, will assist the OLCA Board and RMC in the preparation of monthly documents, Newsletters and the like, and will assist with the posting of these documents online at www.Orchidland.org .
- Office Manager/ Secretary/ Board Assistant will attend the monthly OLCA Board and RMC meetings via Zoom online conferencing and the like as a special guest.
- the Road Manager/ Office Manager/ Secretary, Board Assistant will give a minimum of 30-days notice of any changes in working status.