

**Orchidland Community Association
Board of Directors Meeting
Approved Minutes
August 17, 2021**

Call to Order: President Doug Anderson presiding this is the OLCA Board of Directors meeting of August 17, 2021 via Zoom online conferencing the time is 6:40pm.

Board roll call via Zoom: Doug Anderson, Tara Brandon, Brian Murphy, Hershel Hood, John Erickson, Steve Lyon and Charles Heaukulani

Motion to approve the Agenda for the OLCA Board of Directors meeting of August 17, 2021 as distributed (via pdf).

Seconded

Call to vote, all in favor 6, no response from Steve Lyon, Motion approved.

Motion to approve the Minutes for the OLCA Board of Directors meeting of July 20, 2021 as distributed (via pdf).

Seconded

Call to vote, all in favor 6, no response from Steve Lyon, Motion approved.

President's announcement to board members and special guests:

Aloha and welcome to the July OLCA Board of Director's meeting for fiscal year 2021-22. Our Committee and Board meetings are now being held via Zoom online conferencing.

Special guests are welcome to attend but are asked to please not interrupt the proceedings and agenda. Special guests will be given the opportunity to speak at the end of meeting.

Summarized Monthly Reports and Motions (full reports as distributed):

Secretary report and Motions by Brian Murphy:

The OLCA Board approved Zoom online conferencing for fiscal-year 2021-22 for Committee and Board meetings. Since OLCA did not have a formal Zoom account, I was directed to set up a non-profit Zoom business account. This will enable us to record the OLCA Board Zoom meetings and store them in the "Cloud" and also allow for transcription of these Zoom meeting as needed. The cost for this annual Zoom account is \$156. We are still searching for a competent Zoom moderator to assist, for now, I will temporarily serve as moderator.

Last month the Board approved funding to hire an attorney that specializes in complicated lien issues (les pendens). The retainer was paid and this legal issue should be resolved soon.

Update, we, the OLCA Board are in a transition phase.

In order to complete the RMC and BOD Agendas, I need monthly reports from the RMC Chairperson, Farmer Market Committee (FMC) Chairperson, Community Lot Development Chairperson, Treasurer and President. It would be best to have these completed reports a week in advance of the upcoming RMC and Board meetings.

On a weekly basis I check the OLCA emails, forward what I can (most are OLCA billing inquires) and I respond to the remainder. As for OLCA members requesting a Zoom invite to upcoming Board meetings, the OLCA website states that Zoom invitation requests need to be made one month in advance and must include the member's name and discussion topic.

We have a special guest joining us tonight, Alex, he has expressed interest in helping us move forward with the proposed covered mailboxes as part of the Community Center.

I also pick-up mail from the Keaau, PO Box 280 on a regular basis, at least once a month. Again, most of the OLCA mail have been bill payments. This past month, we received a package from County Planning regarding the proposed elementary school on Orchidland Drive above the intersection of 34 Ave. The OLCA Board approved and sent a letter of approval to the school and developers last fiscal-year.

Note, I do not monitor the OLCA Facebook page, as I understand it that page was set up primarily to help members find lost pets.

More discussion about possibly revising the OLCA Bylaw that would allow us to hire a road manager, office manager/ secretary (former Board member) – sooner rather than later. To date, we have had one member ask if we were still hiring a secretary? I said yes but it is more than a secretary and sent her a pdf copy of the job description, to date no response.

Discussion:

That completes Secretary's report.

July 2021 OLCA Treasurer report by Hershel Hood. Data provided by DPSI, OLCA bookkeeper. Includes monthly financials for July 2021 as distributed via PDF.

The 2019 audit is still in process by the OLCA CPA, Carbonaro CPAs and Associates. The estimated cost is approximately \$15,000.00. The completion date has not been established. Meetings have been set up between the CPA and the OLCA bookkeeper in order to resolve questions regarding the audit. The audit is still progressing forward. I will continue to assist in completing this project in the absence of the President. Two progress payments have been made so far to the CPAs.

The following is a summary of expenses paid by OLCA in the month of July 2021:

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|---|-------------|
| 1. Yamada & Sons, asphalt cold mix= | \$3,236.91 |
| 2. AT&H, asphalt pot hole filling = | \$1,904.29 |
| 3. Carbonaro CPAs. Audit progress billing #2 =. | \$1,348.74 |
| 4. DPSI, Bookkeeper, Billings, mailings & Audit =. | \$3,274.84 |
| 5. Brown & Brown, renewal of liability insurance =. | \$17,311.72 |
| 6. U.S. postal box yearly dues 2021-22 =. | \$166.00 |

Total expenses paid= \$27,242.50

Billings for the OLCA cell phone and Storequest storage comes to approximately \$210.00 monthly.

On July 21, 2021 the OLCA annual renewal of the Commercial Liability Insurance was paid in full for the 2021- July 2022 year. The total amount was \$17,311.72.

The OLCA bond is due in October of this year. The exact amount due is unknown at this time.

The OLCA D&O liability insurance renewal is in November of this year.

The exact amount is unknown. It is estimated to be approximately \$15,000.00. This renewal will also be paid in full at the time required for payment.

MRMA dues have been coming in steadily from the association members. To date we have received approximately \$150,000.00 in payments. We now have monies available to continue to do the needed road maintenance and repairs. The Treasurer has been in contact with the road maintenance chairman regarding available funding. 25% of the total amount of MRMA monies collected will go into the Paving fund directly.

It is still the opinion of the OLCA Treasurer, that a paid road maintenance manager should be hired to fill this needed position. Funding is available.

Please see the separate PDF, provided by the OLCA bookkeeper regarding specific financial information.

That's it from me, for now. Carry on. Hershel Hood, OLCA Treasurer.

RMC report by RMC Chair John Erickson:

No updated RMC report was received following this month's RMC meeting.

All new RMC business must be approved by the RMC before taken to the BOD for funding approval.

Farmers Market Committee (FMC), market remains closed due to State restrictions on social gatherings.

CLDC reports and updates by Secretary Murphy:

Last month we, former Secretary Ric Wirick and I, met with the civil engineer and submitted the full-application including all documents (drainage plan, topographical map, basic drawings and more) for the site approval of the OLCA Community Center.

OLCA Agri-Cultural Center (ACC/ 501c3) Board report and updates by Secretary Murphy:

The ACC Board continues to prepare to move forward with fundraising for the Center.

There was no additional Board or Special guest input due to technical issues with internet service, meeting ended early, approximately at 7:45pm.

That concludes the OLCA BOD meeting for August 18, 2021, motion to adjourn, call to vote, all in favor _____ the time is 7:45pm.

Submitted by:

Brian Murphy, Secretary

Date