

**Orchidland Community Association
Board of Directors Meeting
Minutes
December 21, 2021**

Call to Order: President Doug Anderson presiding this is the OLCA Board of Directors meeting of December 21, 2021 via Zoom online conferencing the time is _6:38_pm.

Board roll call via Zoom: Doug Anderson, Hershel Hood, Tara Brandon, Steve Lyons, and Brian Murphy.

Motion to approve the Agenda for the OLCA Board of Directors meeting of December 21, 2021 as distributed (via pdf).

Second

Call to vote, all in favor __5__, __Approved__.

Motion to approve the Minutes for the OLCA Board of Directors meeting of November 16, 2021.

Second

Call to vote, all in favor _5__, __Approved__.

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

Secretary report presented by Brian Murphy:

Brian Murphy continued to serve as the interim Zoom moderator.

Steve Lyons will serve as temporary webmaster for OLCA, and manage the phone.

The Approved Minutes from the November Board Meeting, will be posted on the Website, as requested by the CPAs at Carbonaro.

During the November, 16, 2021 BOD Meeting, there was a discussion regarding the use of paving funds, which resulted in the verification that money from the paving fund may be used for the maintenance and repair of paved roads.

The RMC Chair expressed confusion about dispersement of RMC funds, and requested a budget.

Treasurer's Report:

The OLCA Treasurer read his report for December 21, 2021, which included a summary of the expenses paid by OLCA in the month of November 2021,. provided by the OLCA

The financials summary document is on the PDF provided.

The following is a summary of the expenses paid by OLCA in the month of November 2021.

1. B&B insurance, D&O annual policy paid in full = \$17,960.00.
2. DPSI, monthly accounting bill (October 2021) = \$2,426.33
3. DPSI, Audit, newsletter = \$2,381.57
4. Carbonaro CPAs, Audit progress payment #5 = \$2,144.55.
5. Carbonaro CPAs, Audit progress payment #6 = \$1,982.98
6. Yamada, asphalt cold mix material = \$3,012.23.
7. AT&H, road maintenance labor = \$7,810.37.

Totals= 1. Administrative = \$26,895.43.
2. Materials = \$3,012.23.
3. Labor = \$7,810.37.

Grand total expenses paid in November 2021 = \$37,718.03

Motions to approve by the OLCA BOD:

1. Motion to approve payment to DPSI, monthly accounting services, invoice #11574 in the amount of = \$2,426.33.

Seconded

Call to vote, all in favor 5, Motion approved.

2. Motion to approve payment to DPSI, C.card processing, newsletter, audit, invoice #11575 in the amount of \$78.98.

Seconded

Call to vote, all in favor 5, Motion approved.

3. Motion to approve payment to Carbonaro CPAs, final payment for Audit, invoice #113021 in the amount \$1,934.45.

A. The total amount billed by Carbonaro CPAs for the 2019 Audit is \$14,397.88.

B. An additional approximately \$1,500.00 was paid to the bookkeeper, DPSI, for their assistance with the Audit.

Seconded

Call to vote, all in favor 5, Motion approved.

This concludes the OLCA Treasury report for December 2021.

Sincerely, Hershel Hood OLCA Treasurer.

RMC monthly report,

RMC, Chairperson Tara Brandon read the RMC Monthly report, including updates on pothole filling, mowing, inspections, and invoicing.

Updates on pothole filling:

AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. This month large pothole patches were completed on lower Orchidland, Ilima, and Pohaku Drive, these larger patches seem to hold up longer. I have not received any pothole filling invoices to date, I'm expecting an invoice from AT&H this week.

MOTION: Approve final payment for mowing. AT&H invoice #7667 in the amount of \$4511.99. AT&H invoice #7764 in the amount of \$209.42 for the Community Lot mowing and garbage clean up.

Seconded

Call to vote, all in favor 5, Motion approved

MOTION: Approve Sanfords Service Center invoice #225618 in the amount of \$696.30.

Seconded

Call to vote, all in favor 5, Motion approved.

The RMC and BOD has approved Watkins Paving to complete this service rotation which has started on December 9th. Bill Watkins had moved his equipment into a property on lower Pohaku Drive on December 8th. Starting with the closest side road on 35th Ave from Pohaku Dr to Orchidland Drive. Five 15ton trucks of 2 1/2" base course was placed in the worst areas of the road on December 9th. The next day was a rain out along with Monday the 13th. When the potholes dry out, Watkins will continue from Orchidland Drive, jumping down to 35th Ave working toward Ilima. As of Friday December 17th, both 34th Ave and 35th Ave have been completed.

The overall rotation plan is to work in order as closest to equipment storage, saving time with transporting. **I have secured another property at the top of Pohaku and 40th Ave for storing Watkins equipment.** As all roads are being serviced in order, including the dead end roads as they come up in the area, working toward Mauka, equipment will be moved accordingly.

The road rotation plan that had been worked out with Watkins Paving staying within the first \$80,000 budget will allow around 114 (15 ton) truck loads of 2 1/2" base course, 1 1/2" drain rock and larger drain rock in some of OLCA flooding zones. This first rotation, weather permitting is projected to be finished in the next four to six weeks, sometime in January.

After the entire rotation is completed, the plan implemented was to service roads in three months with the remaining budget. With time planning, after the second rotation, a new fiscal year will have started and we will be able to start another rotation in three

months again. The plan implemented was to start building up our soft surface roads every three months which is not only for ongoing maintenance, but also to start repairing OLCA roads. Using heavier materials and regular road servicing will ensure there will be materials on the road to reuse and build on.

MOTION: Approve Watkins Paving invoice #579367 in the amount of \$4439.79 and invoice #579368 in the amount of \$4430.62.

Seconded

Call to vote, all in favor 5, Motion approved.

Asphalt paving updates:

Hokori Construction completed the paving of the upper section of Pohaku Drive, about 780' in length -- on Friday, September 10th. The next section of road to be paved is upper Ilima Drive between 36th and 37th Ave when funding becomes available.

MOTION: Paving fund to be used for paving repairs and maintenance.

SECOND __5__ CALL TO VOTE __Approved__

Right of Way Violations:

In June the RMC and BOD approved the 2021 Right of Way (ROW) Policies and Procedures, and various ROW violation letters. These letters can be used by the RMC when needed. For instance, if you see vehicles discarded and/ or parked in the right of way – this is a potential hazard and liability risk to OLCA – and a Right of Way violation. I have sent Secretary Brian Murphy some addresses and would like to encourage everyone here to do the same.

Old Business:

Possible federal funding for additional asphalt paving in the future:

RMC member Brian Murphy has been researching some possible federal incentives and funding for the improvement rural roads.

More discussion, updates from Brian:

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

CLDC reports and updates by Secretary Murphy:

We are awaiting the site plan approval by the County.

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 and we are awaiting the “site plan approval”.

That completes the OLCA reports and motions. Additional Board input:

That concludes the **OLCA BOD meeting for December 21, 2021**, motion to adjourn, call to vote, all in favor __5__, the time is __7:30__pm.

Submitted by: _____

Brian Murphy, Secretary Date