

**Orchidland Community Association  
Board of Directors Meeting  
Minutes (draft - unapproved)  
January 18, 2022**

**Call to Order:** President Doug Anderson presiding, this is the OLCA Board of Directors meeting of January 18, 2022, via Zoom online conferencing the time is 6:30 pm.

**Board roll call via Zoom: Doug Anderson, Hershel Hood, Tara Brandon, Steve Lyons, John Erickson, Jeremai Cann, and Brian Murphy.**

**Motion to approve the Agenda for the OLCA Board of Directors meeting of December 18, 2022, as distributed (via pdf).**

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_Approved\_\_.

**Motion to approve the Minutes for the OLCA Board of Directors meeting of December 21, 2022.**

Seconded

Call to vote, all in favor \_6\_ in favor/ Steve Lyon abstained, \_\_Approved\_\_.

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

**Secretary report by Brian Murphy:**

I continue to serve as the interim Zoom moderator.

**OLCA Agri-Cultural Center** (ACC/ 501c3) continues to move forward with plans for fundraising, advertising, and they have launched social media websites.

Section 4. BOD MEETINGS, of the OLCA BYLAWS, requires the Office of the Secretary to provide "written notice including date, time, place, and agenda shall be given to all directors no later than five (5) days prior to the meeting." Recently some committee reports are not meeting the established time table. Board Members have very limited time to consider Motions. Perhaps, a discussion on why this happens and how to meet the required schedule and bring the procedure into compliance with the ByLaws.

Steve Lyons has been working on the Motion Logs, and ROW obstructions. He will give a report and discuss establishing procedures, later on the Agenda.

**Motion #M 122-1 to approve Landa WEB & GRAPHIC DESIGNS, invoice #12505**, to upload our monthly PDFs, for NOV to JUN (8 months), at \$40/month, in the amount of **\$335.08**.

**Discussion:** I contacted Landa Web & Graphic Design, and in conversations with other board Members, offered to hire this company to manage uploading OLCA's PDFs for 8 months, commencing with the November PDFs, through the end of the fiscal year (June 2022).

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

There was difficulty in locating the codes for the Orchidland website, for the purpose of uploading the November reports. This caused a delay in the regular posting schedule. Perhaps the Secretary, or other Board Member, should retain a copy of all codes, and a backup of the website?

There has been a noticeable increase in favorable comments on Facebook's Orchidland page regarding the upkeep of the roads, and compliments to Tara, the new RMC Chair.

End of Secretary Report.

**Treasurer's Report:**

**This is the Treasurer report for the January 18, 2022 OLCA BOD meeting.**

The following information has been provided by the OLCA Bookkeeper, DPSI, Hilo, Hi.

The financials summary document, provided by DPSI, is on the PDF provided.

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

1. DPSI= administration =\$2,505.31.
2. Carbonaro CPAs = administration =\$1,934.45 ( final audit payment ).  
Total administration =\$ 4,439.76.
3. AT&H, tractor mowing, road work =\$4,511.99.
4. Watkins Paving, road work, =\$8,870.41.  
Total road works = \$13,382.40.

5. AT&H, Community lot mowing, =\$209.42.

6. Sanfords, total materials, road work, =\$696.30.

**Total spent in the month of December 2021= \$21,023.77.** Not including Comm.lot payment.

The 2019 Audit is finally completed and paid in full. We are awaiting the hard copies. Now what do we do with it?

The following motions are for BOD approvals:

**Motion #M 122-2 to approve DPSI invoice #12505,** for envelopes required for upcoming MRMA payment reminders. Amount is **\$578.53.**

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

**Motion #M122-3 to approve Carbonaro CPAs** to provide the fiscal year 2020 to 2021 tax returns for OLCA. The estimated cost is \$1,525.00 plus taxes.

Discussion, I have received an Engagement Letter from Carbonaro CPAs with their contract description and estimated cost regarding the OLCA Fiscal tax returns for year ending 2021. The estimated cost is approximately the same as the last year tax returns. If approved by the BOD, I will sign the approval document and deliver to their office on Wednesday 19, 2022.

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

**Motion #122-4 to approve the transfer of \$75,757.00** from the OLCA General fund into the OLCA Paving fund.

Discussion, OLCA has received approximately \$326,320.00 in MRMA dues. The proposed 2021/22 fiscal budget was to receive approximately \$303,000.00 in dues. Therefore, we have met our projected budget numbers and now can do the transfer of funds into the OLCA Paving fund as required. Any monies that are received from the reminder billing, can potentially be used on the roads. BOD approval.

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

**Motion #122-5 to approve DPSI invoices #11613** in the amount of **\$2,426.33**, December 2021 monthly services. And Invoice #11614 in the amount of \$324.26, c.card processing, postage, Audit assistance and alternative CPA assistance.

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

**Motion #122-6 to approve DPSI Invoice #209309** in the amount of **\$58.47**, computer voucher checks.

**Seconded**

**Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.**

In January of this year, our bookkeepers at DPSI will do the MRMA reminder mailing. This mailing is to people and businesses that have not made their annual payment for this fiscal year. To date, none of the commercial business on Orchidland drive have made their \$2,000.00 per year payment. That's \$12,000.00 ! I believe that something should be done, we have an attorney that can be utilized. We can wait until... when? Or, we can decide to do something. Please let's discuss. There is a lot of information in the Articles of Incorporation.

Discussion: Board members agreed to research remedies to collect delinquent Road Maintenance Fees, especially on delinquent commercial properties; including legal actions, consulting legal council, placing liens on homeowners property, including interest and attorney fees, creating programs to encourage participation, and exploring the costs involved and procedures. Submit reports next month.

**MOTION # M122-7 to remove Frederic (Rick) Wirick from the list of approved signatories for all the accounts at HFS FCU Hilo, Hawaii - immediately.**

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.

**RMC monthly report,**

Announcement from RMC, **Chairperson Tara Brandon**

**Updates on paved pothole filling:**

AT& H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. Pothole patches have been 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, since last month. On January 3rd, I asked Ashely to send out his crew for a cluster of large potholes on Orchidland Drive and also asked for some pot hole repairs to Aulii. Ashley also sent out his crew to get another large load @20 ton of cold mix on the same day.

**MOTION # M122-8 to approve payment Yamada & Sons Inc invoice #147668** in the amount of **\$3199.53** for 18.33 tons of cold mix.

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.

### **Updates on unpaved/ gravel road maintenance:**

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.

The gravel roads that have been completed as of Friday, January 14th:

34th Ave Pohaku Cir to Ilima  
35th Ave Pohaku Drive to Ilima  
36th Ave Pohaku Drive to Ilima  
37th Ave Orchidland Drive to Ainaloa  
38th Ave Orchidland Drive to Aulii  
39th Ave Orchidland Drive to Aulii  
40th Ave Orchidland Drive to Aulii  
41st Ave Orchidland Drive to Aulii  
Top of Aulii to dead end  
Keala, Melia, Kiele, Napua, and Oliana

With 60-15 ton loads of 2 1/2" base course and 3-15 ton loads of 1 1/2" base course, total of 63 trucks loads of materials on the ground. Total amount of the unpaved/ gravel first rotation budget spent to date is \$40,736.18 plus one invoice from Sandfords that has not been received yet.

Sanfords has about 300 ton of 2 1/2" base course saved for Orchidland, and Puna Rock has not crushed any 2 1/2" base course. Watkins will continue finishing up the end of Orchidland and 42nd Ave, then back down to 37th Ave working up toward Mauka. The last to finish will be dead end roads on 40th Ave to complete the rotation.

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.

There has been a lot of positive feed back from members the last few weeks.

The use of heavy equipment spreading the material along with using larger 2 1/2" base course, seem to be smooth and holding up well on the completed roads.

**MOTION #122-9 to approve payment Watkins Paving**

Invoice #579369 in the amount of \$8,217.28.

Invoice #579370 in the amount of \$8,534.03.

Invoice #579371 in the amount of \$5,900.52 for labor and equipment.

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_\_.

**MOTION#122-10 to approve payment Sanfords Service Center Inc.**

Invoice # 226169 in the amount of \$1,175.04

Invoice #226280 in the amount of \$1,418.88

Invoice #226293 in the amount of \$1,131.61

Invoice #226403 in the amount of \$1,374.69

Invoice #226412 in the amount of \$1,362.40

Invoice #226487 in the amount of \$1,394.43

Invoice #226631 in the amount of \$1,394.59

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_\_Approved\_\_.

**MOTION #M122-11 to approve payment Puna Rock Co LTD**

Invoice #2021867 in the amount of \$4,656.59

Seconded

Call to vote, all in favor \_\_7\_\_, \_\_\_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.

**That completes the OLCA reports and motions.**

**New business:**

**Motion #M122-12 Tara Brandon will remove current 3 moderators from Orchidland Community Association Facebook account, and invite OLCA BOD members to become Moderator/Administrators.**

**Seconded**

Discussion: The OLCA webpage links to the Orchidland Community Association Facebook page, so it is appropriate for the BOD to monitor the content on the page.

Call to vote, all in favor \_\_6\_\_, John Erickson abstained, \_\_\_Approved\_\_.

**Discussion lead by Steve Lyons regarding ROW violations procedures:** The BOD discussed possible remedies for removing ROW obstructions that have been placed by homeowners to stop vehicles from utilizing the side of roads, such as large rocks and other barriers. These obstructions pose a danger to passing vehicles, and could lead to possible legal repercussions. A possible course of action is sending letters to homeowners requesting that they remove the ROW obstructions, and informing them if the obstructions are not removed, in a certain time-table, the OLCA association will remove them and send the homeowner the bill, plus fees. Members will present follow-up at next months meeting.

**Discussion lead by Steve Lyons regarding Motions Log.** Director Lyons has been updating and organizing the Motions Log, and explained the numbering system, and we began numbering each Motion on the Agenda in the proper sequence, establishing a numerical system to follow in subsequent meetings.

**Old Business:**

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

That concludes the **OLCA BOD meeting for December 21, 2021**, motion to adjourn, call to vote, all in favor \_\_7\_\_, the time is \_8:30\_\_pm.

Submitted by: \_\_\_\_\_

**Brian Murphy, Secretary Date: January 19, 2022.**