

Orchidland Community Association
Board of Directors Meeting
Minutes
February 15, 2022

Call to Order: President Doug Anderson presiding, this is the OLCA Board of Directors meeting of February 15, 2022, via Zoom online conferencing the time is __6:39__ pm.

Board roll call via Zoom: Doug Anderson, Hershel Hood, Tara Brandon, Steve (Monggo) Lyon, John Erickson, Jeremai Cann, and Brian Murphy.

Motion to approve the Agenda for the OLCA Board of Directors meeting of February 15, 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 January 18, 2022.

Seconded

Call to vote, all in favor __6__ (John Erickson did not vote), **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 and has begun fundraising, advertising, and they have launched social media websites.

Steve (Monggo) Lyon has continued working on ROW obstructions. He gave a report and discussed establishing procedures. (note. Have placed 'A' frame warning barrier at 37th rocks). *Please see attachment: ROW_Policy_2-22.pdf*

Steve (Monggo) Lyon lead discussions on:

Wiki wiki/'Kaleo's road fees vs maint contract,
Roadside vendors in Village (Add to policy, place signs),
Assn sign on Auli'i covered by brush, and
Refrigerator dump 34th/Auli'i (can attempt to fix soon).

Still waiting for appointment with Kāneali'i-Kleinfelder, re: Pohaku Dr.

Discussion to clarify the **MOTION** numbering system.

The new OLCA webmaster has begun posting our monthly meeting PDFs in a timely manner. He has also updated the Orchidland.org webpage with our request for new members, and submitted an invoice.

MOTION __M2/22-1__ To pay Landa Web & Graphic Design, Invoice #2667 in the amount of \$26.18 for webpage services.

SECONDED _____ Discussion:

Call to vote, all in favor __6__(John Erickson did not vote), **__approved__**.

End of Secretary Report.

TREASURER monthly report by Hershel Hood.

This is the Treasurer report for the February 15, 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 January 2022.

1. DPSI, monthly accounting services and supplies for mailing of reminder notices =\$3,422.71
2. Landa, website maintenance. =\$335.08

Total administration costs=\$3,757.79

3. Total labor and equipment costs, Bill Watkins =\$22,651.83.
4. Sanfords, rock =\$7,857.21
5. Puna Rock=\$4,656.59
6. Yamada & sons, asphalt =\$3,199.16

Total materials costs =\$15,712.96.

The total amount of expenses paid in January 2022 =\$**64,774.78**.

Notes:

1. \$75,757.00 was transferred into the Paving fund.
2. New paving fund checks have been ordered.
3. We have a new contract with our bookkeeper DPSI that is being reviewed and is open for discussion.
4. The Webmaster, Landa, has been paid for his services through June 2022.
5. The 2021 tax return acceptance letter was submitted to the CPA, Carbonaro assoc.
6. DPSI has started the reminder notice mailing (MRMA) to all delinquent property owners in Orchidland. We hopefully will start receiving payments soon.

Topics for discussion:

1. I would like to suggest that any invoice must be submitted to either Tara or myself within 30 days of completion of the job or payment will be denied. I can make a MOTION at the meeting.
2. I would like to suggest that the annual MRMA dues be increased at 10% annually. Discussion.
 - a. This will need to be voted on by the association members and can be included in the March 2022 newsletter. It could start at the beginning of the upcoming fiscal year.
3. The March newsletter is coming up soon, reminder.
4. The commercial properties still have not made their annual MRMA dues payments.
5. Big mahalos to Brian and Tara for helping to keep things going in a positive direction. Mahalos to Doug and the Mongo for their efforts as well.
6. New BOD members?

Motions to approve by the BOD:

1. **MOTION** ___M2/22-2___ to approve payment to DPSI, monthly accounting services January 2022, invoice #11648 in the amount of \$2,617.80.
SECONDED _____ Discussion:
2nd reading, CALL TO VOTE ___7___, ___**approved**__.

Note, DPSI has increased their rate to \$2,500.00 per month for their regular services starting January 2022.

2. **MOTION** ___M2/22-3___ to approve payment to DPSI, 1099 processing fee, postage and supplies. invoice #11649 in the amount of \$522.95.
SECONDED _____ Discussion:
2nd reading, CALL TO VOTE ___7___, ___**approved**__.

Note the 1099 processing fee is \$450.00. This is from 2021 accounts. There were 15.

3. **MOTION** ___M2/22-4___ to approve the 2022 contract from DPSI.
SECONDED _____ Discussion:
2nd reading, CALL TO VOTE ___7___, ___**approved**__.

That's it from me for this BOD meeting.
Your favorite OLCA Treasurer, **Hershel Hood**.

RMC monthly report,
Road Report from RMC, **Chairperson Tara Brandon**

Updates on pothole filling:

AT& H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. Two invoices from December were received the third week of January. They were year end closing of invoices that were not submitted prior.

Ashley has informed me that there are some invoices from January that have not been submitted as of yet. I will be working with Ashley on a weekly basis for pot hole filling updates moving forward. Discussion of prior painting around potholes by BOD directors and/or RMC Chairperson, for future up to date invoices.

MOTION __M2/22-5__: Approve AT&H invoices:
#7814 in the amount of \$1,032.93 for trash removal.
#7816 in the amount of \$2,439.79 for pot hole filling.
#7998 in the amount of \$173.60 for Community lot mowing
SECONDED _____ Discussion:
2nd reading, CALL TO VOTE __7____, __**approved**__.

Unpaved/ unimproved road maintenance updates:

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 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.

As of February 9th, 2022:

All gravel roads (exception of 40th Ave, finishing by end of today) have been graded and the worst areas of each road has received 2 1/2" base course, spread & compacted with a grader. After the entire rotation is completed, the plan implemented was to service roads with another rotation along with the remaining budget available.

Invoices for the first round of gravel road maintenance:

December 2021
Equipment: \$8,870.41
Materials: \$696.30
Total: \$9,566.71

January 2022
Equipment: \$22,651.83
Materials: \$13,908.23

Total: \$36,560.06

February 2022

Equipment: \$18,204.18

Materials: \$7,869.81

Total: \$26,073.99

As we are at the end of this first rotation, invoices to date total \$72,200.76. There are some outstanding invoices coming in from Puna Rock, Sanfords, and Watkins paving. Those invoices will be the last of 40th Ave, repair work to Melekule, and Ilima.

With time planning, budget availability, after another second rotation, a new fiscal year will have started. 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 __M2/22-6__: Approve Watkins Paving invoices:

#579373 in the amount of \$9,515.70

#579374 in the amount of \$8688.48

SECONDED _____ Discussion:

2nd reading, CALL TO VOTE __7__, **__approved__**.

MOTION __M2/22-7__: Approve Sanfords invoices:

#231941 in the amount of \$1,160.16

#227141 in the amount of \$1,171.39

#227232 in the amount of \$451.71

#227248 in the amount of \$1,309.71

#227338 in the amount of \$888.38

#227349 in the amount of \$1,084.99

#227367 in the amount of \$656.22

#227371 in the amount of \$1,147.25

SECONDED _____ Discussion:

2nd reading, CALL TO VOTE __7__, **__approved__**.

Watkins Paving will be available to start the second rotation around the first week of March.

MOTION __M2/22-8__: Approve the second rotation of the two part gravel road plan, up to \$80,000.

SECONDED _____ Discussion:

2nd reading, CALL TO VOTE __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. Director Steve Lyon has taken the lead/follow up for updating our policy and implementing procedures to move forward.

End of **RMC monthly report.**

New business:

Discussion lead by Steve (Mongo) Lyon regarding ROW violations procedures:

Wiki wiki/Kaleo's road fees vs maint contract,
Roadside vendors in Village (Add to policy, place signs),
Assn sign on Auli'i covered by brush, and
Refrigerator dump 34th/Auli'i (can attempt to fix soon).

There are two people requesting to become Board members,
Cris Coles-Morales, Green Pinkie Designs, (808) 238-4796 and
Marina Kukso, marina.kukso@gmail.com, phone 847-219-3727.

MOTION Tabled : to nominate Chris Coles-Morales for interim Board member.

MOTION Tabled: to nominate Marina Kukso for interim Board member.

The Secretary will invite Chris Coles-Morales and Marina Kukso to the March OLCA Board meeting to discuss their Board membership.

Brandee K Carrillo, of Data Processing Center notified the OLCA that she received a question from Orchidland Neighbors, via Barbara Arthurs, asking if the OLCA BOD had approved late fees. Brandee would like to know where in the minutes the late fee is approved. *See attached file: Late-Fee-info_request.pdf*

MOTION M2/22-9: to approve 12% annual late fee, per Collection Policy of July 2017.

SECONDED _____ Discussion:

Call to vote, all in favor 6 (John Erickson did not vote), **approved**.

Old Business:

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

That concludes the OLCA BOD meeting for Feb, 15,2022.

Motion to adjourn, call to vote, all in favor 7 , **approved**, the time is 8:51 pm.

Submitted by: _____

Brian Murphy, Secretary, February 16, 2022