

**Orchidland Community Association
Board of Directors Meeting
Minutes
March 15, 2022**

Call to Order: President Doug Anderson presiding, this is the OLCA Board of Directors meeting of March 15, 2022, via Zoom online conferencing the time is __6:30__ pm.

Board **ROLL CALL** via Zoom: Doug Anderson, Hershel Hood, Tara Brandon, Steve (Mongo) Lyon, John Erickson, Jeremai Cann, and Brian Murphy.

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

Seconded

Call to vote, all in favor __7__, __Approved____.

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

Secretary report by Brian Murphy:

The OLCA Board has invited two guests this evening, who are interested in becoming Board members.

Introductions:

Cris Coles-Morales, Green Pinkie Designs, (808) 238-4796 and

Marina Kukso, marina.kukso@gmail.com, phone 847-219-3727.

They will audit the meeting to get acquainted with our procedures.

ROW letters were sent out to the Office of the Mayor, Pahoa Police Dept, Corporate Council, and one lot owner, David Lima (*see attached ROW_LETTERS_FEB-22.pdf*)

End of Secretary Report.

TREASURER monthly report

This is the Treasurer report for the March 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 February 2022.

1. DPSI, monthly accounting services and supplies for mailing of reminder notices =\$3,140.752.
Landa, website maintenance. =\$26.18

Total administration costs = \$3,166.93

3. Total labor and equipment costs, Bill Watkins = **\$18,204.28**

4. Sanfords, rock =\$7,869.81 Total materials costs =\$**7,869.81**

5. AT&H, asphalt pothole filling (paving fund) = \$2,439.79

6. AT&H, trash clean up = \$1,032.93

Total labor costs = \$3,472.72

7. AT&H, Community lot mowing = **\$181.78.**

The total amount of expenses paid in February 2022 = \$ 32,713.74

This does not include the regular monthly expenses for the cell phone and storage. Approximately \$250.00 per month, paid with the OLCA debit card.

This is not including the community lot expenses.

Notes:

1. We are waiting for an update from Carbonaro CPAs regarding the tax returns for OLCA. Tax year ending June 2021. The contract has been previously approved by the BOD.

2. I will provide the OLCA current bank funds balances on the day of the BOD meeting.

Discussions:

1. What will be the increase in MRMAs for the upcoming fiscal year of 2022- 2023?
Discussion culminates in majority agreement for a \$50 increase. (See below Motion M3/15/22-1)

2. Who is responsible for paying the taxes on the Community lot?
Unopposed decision that OLCA shall remain responsible.

3. Who is responsible for the OLCA P.O. Box in Keaau, #280?
Discussion unopposed for Hershel to have 2nd PO key.

- A. The box needs to be checked weekly.

During Discussion secretary declines to check mail, and resigns, and Hershel shall check the mail, and Tara shall keep the extra key.

B. Who has the keys? I was informed by our bookkeeper that mail has not been checked regularly and as a result we have missed some payments made and are late on the payment for the community lot taxes. I was told that Ric Wyrick may have a key to access the PO Box. If this is true, that Ric has a key to the OLCA mailbox #280, then I recommend that we retrieve the key from him. I can't see a reason for him to have access to the OLCA PO box.

Discussion revealed President Doug Anderson picked up the key and will give to Hershel.

4. For some unknown reason, HFS CU has recently been mailing their monthly statements to the OLCA PO box, #280. I will go to HFS CU and correct this to have them send all statements to our bookkeeper, DPSI.

Motions to approve by the BOD:

Motion M3/15/22-1 to approve a fifty dollar (\$50) MRA increase as recommended by the Board of Directors beginning July 1st, 2022.

Seconded DA

Call to vote, all in favor 7, **Approved**.

Motion M3/15/22-2 to approve payment to DPSI, monthly accounting services for February 2022. Invoice # 11744 in the amount of **\$2,617.80**.

Seconded BM

Call to vote, all in favor 7, **Approved**.

Motion M3/15/22-3 to approve payment to DPSI, postage and c. card processing. Invoice # 11745 in the amount of **\$ 129.07**

Second BM

Call to vote, all in favor 7, **Approved**.

Motion M3/15/22-4 to approve the Community lot late tax payment to the County of Hawaii in the amount of **\$220.09**. This payment will be made once it is determined who pays for it.

Seconded BM

Call to vote, all in favor 7, **Approved**.

End of Treasurer's 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. One invoice was received for the month of January for pothole filling.

Motion M3/15/22-5 to approve approve AT&H invoices: #7942 in the amount of **\$4,099.06**

Seconded BM

Call to vote, all in favor 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 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.

The first rotation in this road plan was completed on February 11th, 2022. There was a couple of invoices from Sanfords and one last invoice from Watkins, and one from Puna Rock that did not come in until after last months BOD cut off for payments.

Total 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**

March 2022

Equipment: \$4,921.46

Materials: \$2,541.40

Total: **\$ 6,640.46**

As we were at the end of this first rotation, invoices to date total \$72,200.76. With the last few invoices that are in the following motions for payments, the total is \$79,663.02 Which is \$336.98 just under the 80 thousand dollar budget.

With more money recently received last month, the BOD was able to approve another 80 thousand dollars for the second round rotation. 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 is issues with availability of materials right now that can last for the next few weeks. Start date of the following second approved rotation is not known as of yet.

Motion M3/15/22-6 to Approve Watkins Paving invoices: #579375 in the amount of **\$4,921.46**
Seconded DA
Call to vote, all in favor 7, **Approved**.

Motion M3/15/22-7 to approve Sanford's invoices #227677 in the amount of **\$1,141.17** and invoice #227690 in the amount of **\$865.44**
Seconded DA
Call to vote, all in favor 7, **Approved**.

Motion M3/15/22-8 to approve Puna Rock invoice: #2022130 in the amount of **\$534.79**
Seconded DA
Call to vote, all in favor 7, **Approved**.

Discussion of material shortage.
Discussion of Road Barriers on 34th, 35th, 36th Ave.
Discussion of ROW mowing contractors.

RMC chair introduced a Motion to remove the road blockages and barriers 34th Ave, 35th Ave, and 36th Ave.
Seconded HH
Discussion: General agreement that the barriers would be taken to the OLCA community lot. Questions were raised regarding cost and procedure resulting in the decision to table the Motion.

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 with the ROW's.

End of RMC Report.

New business:

President Doug Anderson presents a Motion before the board,

Motion M3/15/22-9 to approve Data Processing proceeding with 10 liens per month for the next 3 months at \$200 per lien. These liens to start with the oldest offenders. At 3 months board will reevaluate to determine any changes to the numbers with the intent of preventing road fee loss with as little effect on road maintenance as possible. The board may alter this at any time if necessary.

Seconded BM.

Discussion: Hundreds of thousands of dollars were wiped off the board as uncollectible being past the time limit. OLCA Community Association is already losing money so we have to start a program to collect the past due road maintenance fees by letting members know there will be liens placed for unpaid dues. All the costs are also recoverable. This information was presented by the President, gained from his conversations with DPSI, and he will continue to communicate with DSPI regarding this matter. Concerns were raised regarding cost verses return, and alternative billing procedures and services. The BOD will reevaluation the procedure at the June BOD Meeting.

Call to vote, all in favor 5, Opposed 2, Approved.

Discussions lead by Steve (Mongo) Lyon:

Attached is preliminary Policy for assessing fees on multiple lots that abut OL private roads (or have fenced). There are eleven (11) such cases, Hope Foundation is the first example. The Agreement that is mentioned has not been written up yet. This was another long time 'in our face' task.....

1. Lien Program status
2. ROW Policy & letters status
3. H2O line Requirements
4. On-line fee payments: issue with multiple lots ("unlike Amazon")
5. "Safe Harbour" letter (as needed)
6. Meetings per Zoom, want to avoid enumerable e-mails? Also, I can open a public meet & zoom at "Friends of Puna" for physical attendees, should it be necessary
7. Need help with ROW Violation Tour(s)
8. Observed private school bus in Village with numerous parents picking up in front of Church, would like to see (4) signs "No Parking, No Vending" before it gets crazy. Also, where are the lines of cars going to wait for HAAS?

9. New Directors can work on Social Media Policy.....
 10. Seminar Instruction for Board Directors is available by _____?
 11. Interesting story about Ruddy Fah Tung.....
 12. thinking WEB
 13. Phone calls vote 4 to 1 for \$300
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Discussion with the potential interim Board member nominees. after they have viewed our meeting, on their impressions of the OLCA BOD functions, and if our guests are still interested in joining the Board. Discussion if we shall place a MOTION/s for formal nominations for these two interim BOD members on next months agenda?

Motion M3/15/22-10 to nominate Cris Coles-Morales for interim Board member.
Seconded
Call to vote, all in favor __7__, __**Approved**_____.

Motion M3/15/22-11 to nominate Marina Kukso for interim Board member.
Seconded __DA__
Call to vote, all in favor __7__, __**Approved**_____.

End of New Business

Old Business:

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

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

That concludes the **OLCA BOD meeting for March, 15, 2022.**

Motion to adjourn, call to vote, all in favor __7__, the time is __9:00__pm.

Submitted by: _____
Brian Murphy, Secretary Date