

**Orchidland Community Association
Board of Directors Meeting
Minutes
May 17, 2022**

Call to Order: President Doug Anderson presiding this is the OLCA Board of Directors meeting of May 17, 2022 via Zoom online conferencing the time is 6:35pm.

Board roll call via Zoom: President Doug Anderson, Treasurer Hershel Hood, RMC Chair Tara Brandon, John Erickson, Jeremai Cann, Marina Kukso, Mike Colson, Andrew Cigna

Motion to approve the Agenda for the OLCA Board of Directors meeting of May 17, 2022 as distributed (via pdf).

Seconded

Call to vote, all in favor 6, Motion approved.

Motion to approve the Minutes for the OLCA Board of Directors meeting of April 19, 2022 as distributed (via pdf).

Seconded

Call to vote, all in favor 6, Motion approved.

Monthly Reports and Motions:

President, Doug Anderson:

Welcome to the May BOD meeting.

There will be a brief Executive session following tonight's regular business. Our objective will be to complete the Executive discussion that began last month.

I want to thank those who worked hard to bring about the April 30th Semi-Annual Membership meeting and social gathering -- our first public meeting since the easing of the Covid restrictions. Despite passing showers, tents went up and a good time was had by those in attendance. Local musicians volunteered to entertain us throughout and we send them our sincere thanks. They were great, support them.

Although the weather kept many away, one of the highlights was the over 2 hours we were able to spend with USDA representative Alton Kimura, going over grant applications and our approved Community Center site plans and paperwork. This conversation demonstrated the fabulous job Gerald Taber is doing as the OLCA Agri-Cultural Center web designer, promoter and grant writer.

Moving onto OLCA Board business, next up will be Motions to approve installation of interim Board members Mike Colson and Andrew Cigna, these interim elections were announced at the previous Board monthly Board meeting in accordance with OLCA Bylaws. Also, since it is so late in this fiscal-year 2021-22, ending June 30th -- I would suggest that we continue their interim terms into fiscal-year 2022-23 beginning July 1st.

Motion, 517221, to approve Mike Colson as an interim OLCA Board member.

Seconded

Discussion: see his candidate statement in last month's Minutes.

Call to vote, all in favor 6, Motion approved.

Motion, 517222, to approve Andrew Cigna as an interim OLCA Board member.

Seconded

Discussion: see his candidate statement in last month's Minutes.

Call to vote, all in favor 7, Motion approved.

Motion, 517223, was retracted by the originator, the move to retract was approved by the majority of the BOD via email vote.

Welcome Mike Colson and Andrew Cigna to the OLCA Board of Directors.

That concludes the President's updates, Motions and announcements.

This is the Treasurer report for the May 17, 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 April 2022.

Administration expenses:

1. DPSI, monthly accounting services for March 2022 and supplies for mailing of March newsletter, Credit card processing and newsletter preparation = \$4,678.85.
2. Brandee K. Carrillo for postage, printing and seals for March 2022 newsletter = \$2,873.07.
3. OfficeMax for printing of unauthorized newsletter by S. Lyon = \$1,050.88.
4. Landa webmaster for web services, annual payment and Domain name renewal, 2 years. = \$295.92.
5. Patrick Donegan for Zoom meeting services = \$75.00.

Total administrative costs= \$8,973.72.

Labor and road maintenance expenses:

1. AT&H, asphalt pothole filling = \$1,539.27.
2. AT&H, asphalt pothole filling = \$1,339.48.
Total amount to be paid from Asphalt paving fund= \$2,878.75
3. AT&H, community lot mowing and cleaning = 188.48.
(Paid from Community lot fund).

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 / discussion:

1. Regarding the addition of persons to be added as approved OLCA signatories;
 - A. HFS bank was successful in adding Tara Brandon and Douglas Anderson as approved OLCA signatories.
 - B. CU Hawaii was unsuccessful in adding any new people to be approved signatories.

Now, CU Hawaii requires any signatories to have a personal account at their bank in order to be a signatory. This is an unacceptable requirement. We now have just 2 people who are approved OLCA signatories. This is the minimum requirement. Thanks to Tara and Douglas for their efforts with this.
2. The treasurer signed the required documents for the OLCA 2020- 2021 fiscal year tax returns (prepared by Carbonaro CPAs) and was assured that the filing of the documents would be completed before the filing date deadline.
3. The treasurer received the County of Hawaii property tax assessment for the community lot for fiscal year July 1, 2022 to June 30, 2023. The amount is \$65,100.00.
4. The treasurer received a return of Retainer check from Haitsuka Degele Attorneys at Law. This check is for the return to OLCA for the balance of the funds held in the clients trust account. This amount is \$379.44. I recommend this money be deposited back into the OLCA legal fund.

Motions for OLCA BOD approval:

1. Motion 517224, to approve the deposit of the retainer refund to go back into the OLCA legal fund in the amount of \$379.44.

Seconded
Call to vote, all in favor 8, Motion approved.
2. Motion 517225, to approve payment to DPSI invoice #11935 for c.card processing and Special project of ballot tabulation counting in the amount of \$480.95.

Seconded
Call to vote, all in favor 8, Motion approved.
3. Motion 517226, to approve payment to DPSI invoice #11934 for April 2022 monthly accounting services in the amount of \$2,617.80.

Seconded
Call to vote, all in favor 8, Motion approved.
4. Motion 517227, to approve payment to Hawaii Johns invoice #A-41444 for the portable toilet used during the OLCA community lot gathering. In the amount of \$190.05. To be paid from the Community lot fund.

Seconded
Call to vote, all in favor 8, Motion approved.
5. Motion 517228, to approve payment to Carbonaro CPAs, invoice #042622 for the preparation of 2020 tax form 990. In the amount of \$1,596.86.

Seconded
Call to vote, all in favor 8, Motion approved.
8. Motion 517229, to approve future use of the OLCA debit card to pay for future OLCA newsletters. Printing and other materials costs. The debit card is in the possession of the OLCA treasurer and requires his signature.

Seconded
Call to vote, all in favor 8, Motion approved.

Brief discussion on hiring a BOD Administrative Assistant beginning fiscal-year 2022-23, July 1, 2022

That's it for the May 17, 2022 Treasurer report. Please see the DPSI financials report on the PDF separate document. Your favorite treasurer, Hershel Hood.

Announcement from RMC, Chairperson Tara Brandon

Pothole Filling Updates

AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. The amount of rainfall has been impeding proper pothole filling the last couple of months.

MOTION to approve AT&H invoices: (reference 5172210)
#8289 in the amount of \$1,748.27 for April pot hole filling.
#8343 in the amount of \$2,650.26 for Barrier removal and road clearing
#8354 in the amount of \$665.76 for Trash removal and hauling
#8367 in the amount of \$174.66 for Community Lot mowing
Seconded
Call to vote, all in favor 8, Motion approved.

Gravel Road Maintenance:

The RMC and BOD has approved Watkins Paving to service and maintain our gravel roads. There has been a material shortage for the last couple of months. Yamada is the only quarry with available materials. Their price for 2 1/2" base course is \$18/ton. A few months ago, Sanfords price was \$14.50/ton and Puna Rock's prices to OLCA was \$15.00/ton. In general, construction costs are 20-30% higher than last year. Watkins will be running two trucks to make up for the extra time in travel to and from Yamada to help cut the uprise is costs. The next plan that was created with Bill is to begin the rotation on 34-37th Ave from Illima to Ainaloa, when the roads are safely cleared. Due to bearing the traffic load from the other three roads, 37th Ave has deteriorated from Illima to Ainaloa. Therefore 37the Ave from Illima to Ainaloa will be serviced at the same time. After those four sections are complete, the rotation will continue off of Pohaku to Ilima, 35th Ave working toward 40th Ave just as the last rotation.

MOTION to approve Watkins Paving invoice: (reference 5172211)
#579376 in the amount of \$7,512.83 for Equipment and material hauling
Seconded
Call to vote, all in favor 8, Motion approved.

MOTION to approve Yamada invoices: (reference 57172212)
#149150 in the amount of \$3,812.12 for asphalt cold mix
#149217 in the amount of \$2,032.88 for base course material
Seconded
Call to vote, all in favor 8, Motion approved.

MOTION to approve \$80,000 for the next round of road work materials: (reference 5172213)
Seconded

Call to vote, all in favor 8, Motion approved.

That concludes New Business: monthly reports and Motions.

Now onto the brief Executive session, the time is 8:03pm, video off.

The Executive session has ended, the time is 8:15pm, video on.

Updates from the Executive session for the record.

That concludes the OLCA BOD meeting for May 17, 2022, motion to adjourn, call to vote, all in favor 8, the time is 8:19pm.