

Orchidland Community Association

Board of Directors Meeting Minutes June 19, 2022

CALL TO ORDER: President Doug Anderson presiding at the OLCA Board of Directors meeting of July 19, 2022 via Zoom online conferencing managed by Patrick DonEgan. Called to order at 6:42 PM.

Board roll call via Zoom: President Doug Anderson, Vice President Charles Heaukulani, Treasurer Hershel Hood, RMC Chair Tara Brandon, Marina Kukso, Mike Colson, Steve Lyon, Andrew "Ace" Cigna, and John Erickson

Motion # 72122-1 to approve the Agenda for the OLCA Board of Directors meeting of June 21, 2022 as distributed (via pdf).

Seconded with call to vote. In favor 7 of 9. **Motion approved.**

Motion # 72122-2 to approve the Minutes for the OLCA Board of Directors meeting of May 17, 2022 as distributed (via pdf).

Seconded with call to vote. In favor 9 of 9. **Motion approved.**

MONTHLY REPORTS AND MOTIONS

President, Doug Anderson - Re-election of OLCA Officers

In preparation for fiscal-year 2022-23 which begins July 1, 2022. And in accordance with the OLCA Bylaws -- OLCA officers are to be elected at the June Board of Directors (BOD) meeting.

Motion # 72122-3 to re-elect the following OLCA Board Members to their respective offices for fiscal year 2022-23, beginning July 1, 2022: President, Doug Anderson; Vice President, Charles Heaukulani; Treasurer, Hershel Hood and Road Maintenance Committee Chairperson, Tara Brandon.

Seconded with call to vote. In favor 9 of 9. **Motion approved.**

Motion # 72122-4 to elect Dr Mike Colson as OLCA Board Secretary brought by President Anderson.

Seconded. Discussion regarding Dr. Colson's willingness and experience. Addressed by candidate. Call to vote. In favor 9 of 9. **Motion approved.**

Motion # 72122-5 to re-elect the following OLCA interim Board Members for fiscal-year 2022-23 which begins July 1, 2022: Marina Kukso, Mike Colson and Andrew Cigna.

Seconded – No Discussion with call to vote In favor 9 of 9. **Motion approved.**

**Mahalo for your continued community service for fiscal-year 2022-23.

President's Statement: In accordance with the OLCA Bylaws, up to 5 OLCA Board members can serve on the Road Maintenance Committee -- to date both John Erickson and myself have been available to assist RMC Chairperson, Tara Brandon, as needed. I would encourage other Board members, if they have the time and interest to assist the RMC. Please let Tara or myself know if you are interested in joining the RMC.

It has been suggested by a majority of OLCA Board members that we continue with this Zoom online conferencing for Committee and Board meetings. Special guests are welcome to join these meetings. It has been suggested by a majority of OLCA Board members that we continue with this Zoom online conferencing for Committee and Board meetings. Special guests are welcome to join these meetings by simply going to www.Orchidland.org and clicking on the Contact link, and requesting a Zoom invite.

Motion # 72122-6 to continue OLCA BOD meetings on Zoom until further notice.

Seconded with no discussion. Call to vote. In favor 7 of 9. **Motion approved.**

Presidents comments: As we come to the end of the fiscal year 2021-22 and beginning of the new fiscal year 2022-23, I would like to thank all the elected Board volunteers for their efforts in helping our community grow stronger.

TREASURER REPORT - Hershel Hood.

The following information has been provided by the OLCA Bookkeeper, DPSI, Hilo, Hi. The financials summary document, provided by DPSI, is on the PDF available online and by request.

Administrative expenses

1. DPSI, monthly accounting services = \$2,617.80.
2. DPSI, C. card processing and ballot tabulations = \$480.95.
3. Carbonaro CPAs, 2021 tax form 990 = \$1,596.86.
4. Zoom services, monthly billing = \$75.00.
5. Reimbursement to treasurer for printer ink and invoice book = \$29.19.

Total administrative costs = \$4,799.80.

Road maintenance expenses

1. Watkins Paving, road work, labor = \$7,512.83.
2. AT&H, move barricades, weed whacking, trash removal = \$3,316.02.
3. AT&H, asphalt pothole filling. Paid from Paving fund = \$1,748.27.
4. AT&H, community lot mowing and cleaning. Paid from community lot fund. = \$174.66.
5. Yamada & Sons, 2 1/2 rock, materials. = \$2,285.90.
6. Yamada & Sons, asphalt cold mix, materials. Paid from Paving fund. = \$5,845.09

Total road maintenance expenses = \$ 20,882.77.

1.Hawaii Johns, community lot fund = \$190.05.

Total expenses paid in May 2022 = \$25,872.62.

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

Treasurer Motions

Motion # 72122-7 to approve DPSI invoice #11997 for May 2022 for monthly accounting services in the amount of \$2,617.80.

Seconded with Discussion Call to vote. In favor 9 of 9. **Motion approved.**

Motion # 72122-8 to approve DPSI invoice #11998 for C card processing, postage and final ballot counting in the amount of \$254.59.

Seconded with Discussion. Call to vote. All in favor 9 of 9. **Motion approved.**

Motion # 72122-9 to approve the OLCA BOD to hire an administrative assistant effective July 1st, 2022.

Seconded. Discussion centered on administrative needs and whether there was a need now that the BOD has a Secretary. Dr. Colson suggested a period of a few months to ascertain the work load and BOD members offered to assist in that transition. A point was made about paying current or past BOD members for board services. The administrative assistant candidate was not specified but there was discussion about the real value of, in time, finding and employing administrative support as the board decides.

Call to vote. In favor 2 of 7. **Motion Fails.**

Motion # 72122-10 to approve Landa web services invoice #2702 for monthly website updates for the next 6 months in the amount of \$240.00.

Seconded with discussion. Call to vote. In favor 9 of 9. **Motion approved.**

Motion # 72122-11 to approve the OLCA webmaster, Landa web and graphic design to do 3 important updates to the OLCA.org website. Invoice #2702. To be completed on or before July 1, 2022. The cost is \$130.00 + taxes.

Seconded. With discussion - The beginning of the fiscal year is when important updates are required to be done to the Orchidland .org website. There are 3 items that need to be done on or before July 1, 2022. These items are the new MRMA dues, the voting tally and the push to pay button. Other updates to the website will be recommended and discussed at the July 2022 BOD meeting.

Call to vote. In favor 9 of 9. **Motion approved.**

Comments from Treasurer – Hershel Hood -included:

1. Inserts for the annual MRMA billing for fiscal year 2022-2023, approved at May 2022 BOD meeting it was paid to Office Max in the amount of \$743.68.
2. The annual MRMA billing for fiscal year 2022-2023 is being mailed to the association members starting the 24th of June 2022. This job is being done by the OLCA bookkeeper, DPSI.
3. The treasurer updated the required annual OLCA business report with the DCCA. This report basically states who is on the BOD and any changes made to it.
4. It has been requested by our insurance agent, at Brown and Brown, that the road maintenance contractors provide a recent copy of their liability insurance for the upcoming fiscal year. This process is on-going and will be completed. RMA Chair will provide follow-up on contractor submissions.
5. Plea for additional BOD members and more support for the road maintenance committee.

ROAD MAINTENANCE REPORT - Tara Brandon

Asphalt Pothole Repairs report - AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. One invoice was received for repairs from the end of April through mid May. This invoice includes \$200.00 for hauling of cold mix material from Yamada.

MOTION # 72122-12 to approve AT&H invoice :#8451 in the amount of \$1,885.23.

Seconded with discussion. In favor 9 m0f 9. **Motion approved.**

Mowing Update - Mowing of the road easements started on April 26th. About 3/4 of the Association has been mowed and ROW's have been cleared of rock obstructions.

MOTION # 72122-13 to Approve AT&H invoices #8382 in the amount of \$6,196.86

Seconded with no discussion. In favor 9 of 9. **Motion approved.**

Unpaved/ Gravel Road Maintenance - The RMC and BOD had approved Watkins Paving for this second rotation which was started on April 19th. Bill Watkins had moved his equipment into a property on lower Pohaku Drive. 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. The road rotation plan that had been worked out with Watkins Paving staying within the (second) \$80,000 budget was finished up June 8th. With the rise in material and fuel surcharges, along with using quarries from Hilo, there was a second truck brought in for hauling materials. Overall, there was 100 (15 ton) truck loads of materials, on the ground, dispersed with a 12' grader, along with grading areas that could be graded. Materials were pulled from two different quarries, using both 1 1/2" and 2 1/2" base course.

These are the May and June Materials 2022

Equipment: \$7,512.83

Materials: \$4,318.78

Total: \$11,831.61

June 2022

Equipment: \$44,086.76

Materials: \$20,212.48

Total: \$64,299.24

At the end of this second rotation for the fiscal year, invoices to date from both May and June total \$76,130.85. There are outstanding invoices for 13 loads of materials from Puna Rock. They are estimated to be around \$3,900.00. Estimated total will be around \$80,030.85. Give or take about a hundred dollars due to the monthly changes of fuel surcharges from Puna Rock.

For comparison, the first rotation of this road plan was started in December 2021 and completed on February 11th, with invoices coming in the following month of March 2022.

Total Invoices for the first round of gravel road maintenance totaled \$79,663.02. Which was \$336.98 under the approved budget. There was a total of 109 (15 ton) truck loads of materials, using the same grader for spreading, one truck hauling, and using the same size of materials.

The BOD has also approved another \$80,000 budget in May, to commence as soon as this rotation was finished, which will be the first rotation of this new fiscal year.

Watkins will begin the first rotation of this fiscal year, the third week of June, due to material shortages and availability. The quarries are to have materials available on June 22nd.

MOTION # 72122-14 to Approve Watkins Paving invoices #579377 in the amount of \$20,905.59 #579378 in the amount of \$23,181.17

Seconded with no discussion. In favor 9 of 9. **Motion approved.**

MOTION # 72122-15 to Approve the following listed Yamada invoices:

#149546 in the amount of \$2,528.53

#149569 in the amount of \$559.13

#149570 in the amount of \$1,690.96

#149596 in the amount of \$2,331.78

#149656 in the amount of \$2,191.00

#149700 in the amount of \$1,384.50

Seconded with no discussion. In favor 9 of 9. **Motion approved.**

MOTION # 72122-16 to pay Puna Rock invoice #2022336 in the amount of \$9,526.58

Seconded with discussion regarding need for a replacement invoice. In favor 9 of 9. **Motion approved.**

Right of Way Violations:

In June 2021 the RMC and BOD approved the Right of Way (ROW) Policies and Procedures, along with various ROW violation letters. OLCA recommended to post ROW Policies on the opening page of the OLCA website. OLCA needs to stress Polices and Procedures to property owners and residents as clearing the ROW's has been a very difficult task for the contractor and the RMC chairperson.

Orchidland Community Committee/ Farmers Market update - Doug Anderson

There has been interest by some Orchidland residents to get the monthly Farmers Market up and running again. In accordance with the OLCA Bylaws (Article X – Committees/ Section 2. Community Committee) we would be asking this Community Committee shall promote personal and community development through educational, cultural, recreational, and social activities which will be open to the OLCA members and guests. This committee shall work toward the development of a community gathering place. This committee will consist of a minimum of four (4) members elected by the BOD: one Board member and (3) members at large. BOD President Doug Anderson offered to be the one Board member, and he is nominating Orchidland residents Heather Gleason (Community Committee chairperson), Tobias Muller, and Sharon Walker as project committee members.

Motion # 72122-17 to elect Heather Gleason (Chairperson), Tobias Muller and Sharon Walker as the Community Committee for the purpose of organizing and coordinating the Orchidland Community Farmers Market.

Seconded with discussion that centered on the some BOD's members requesting additional information about the proposed community committee. A suggestion to table after a presentation by those involved in the project. Note **And itemized outline for this project was submitted and it was requested to develop further the proposal for presentation to the BOD.

Motion withdrawn. **Motions Withdrawn.**

New Business

The Barking Dog Kennel: Discussion centered on a local kennel in the community that might be expanding per Hawaii County dog control efforts per BOD member Steve Lyon. Dr. Colson agreed to look into ownership of the property in question and discussion was tabled to next BOD meeting.

Motion to Adjourn:

Seconded. Call to vote. In favor 9 of 9. **Meeting adjourned 8:31 PM.**