

**Orchidland Community Association
Board of Directors Meeting
Minutes from
July 19, 2022**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of July 19, 2022 via Zoom online conferencing the time is 6:40 pm.

Board roll call via Zoom: President Doug Anderson, Treasurer Hershel Hood, RMC Chair Tara Brandon, Secretary Mike Colson, Marina Kukso, Andrew "Ace" Cigna, and John Erickson. Vice President Charles Heaukulani not present. Steve Lyon was present as "guest" pending discussion on Board continuance.

Motion 71922-1 : To approve the Agenda for the OLCA Board of Directors meeting of July 19, 2022 as distributed by OLCA Secretary (via pdf). Seconded with call to vote. In favor 8 of 8. **Motion approved.**

Motion 71922-2: To approve the Minutes for the OLCA Board of Directors meeting of June 22, 2022 as distributed by Secretary (via pdf). Seconded with call to vote. In favor 8 of 8. **Motion approved.**

Monthly Reports and Motions:

President, Doug Anderson:

Many thanks to all the committee and community members who have worked hard this past month. My focus for this meeting is to get the basic paying of bills business completed. And thereafter to establish a "best way forward" by scheduling an Executive Session – when we can all be "in person" – to discuss and clarify board procedures, community member programs, community support protocols, potential staffing, and other issues that board members – and members of the community at large - might have. The goal is to provide facts, past procedures – other than opinion – in open and cordial discourse. Mahalo for your continued community service for fiscal-year 2022-23.

Treasurer's Report, Hershel Hood

This is the Treasurer report for July 19, 2022. The following information is provided by the OLCA Bookkeeper, DPSI, Hilo, Hi. Financials summary document, provided by DPSI, is attached as a separate PDF provided to Board Members.

The following is a summary of the expenses paid by OLCA in the month of June 2022.

Administrative expenses

1. DPSI, monthly accounting services = \$2,617.80.
2. DPSI, C. card processing, postage and ballot tabulations = \$2,178.41.
3. Landa web services, 3 updates July 1, 2022 = \$130.00.
4. Landa web services, 6 months services = \$240.00.
4. Zoom services, monthly billing = \$75.00.
5. Reimbursement to Tara Brandon, for printer ink and office supplies = \$87.75.

Total administrative costs = \$5,328.96

Road maintenance expenses

1. Watkins Paving, road work, labor = \$44,086.76.
2. AT&H, roadside mowing. = \$6,196.86.

3. AT&H, asphalt pothole filling. Paid from Paving = \$1,885.23.
4. Yamada & Sons, 2 1/2 rock, materials. = \$14,140.27.
5. Yamada & Sons, asphalt cold mix, materials. Paid from Paving fund. = \$3,454.37.
6. Puna rock, 1 1/2 rock, materials. = \$9,526.58.

Total road maintenance expenses = \$79,290.07.

Total expenses paid in May 2022 = \$84,619.03.

This amount does not include the regular monthly expenses for the cell phone and storage. Approximately \$300.00 per month, paid with the OLCA debit card.

Motions and discussion

Motion #7192022-3 - To approve DPSI invoice #12040 in the amount of \$2,178.41.

Second_____Discussion: This is for the new fiscal year MRMA billing 2022-23. Credit card processing, postage, preparation and mailing.

Call to vote. In favor 7 of 8. **Motion approved.**

Motion #7192022-4: To approve DPSI invoice #12039 in the amount of \$2,617.80.

Second_____Discussion: June 2022 accounting services.

Call for the Vote. In favor 7 to 8. **Motion Approved.**

Motion #7192022-5: To approve the OLCA treasurer to be a signatory for OLCA with regard to insurance information, requests, and document signatures from Brown & Brown Pacific insurance. This is for the fiscal year of 2022-23 only.

Second_____Discussion: The treasurer has been the point of contact for B&B insurance and OLCA for the past 2 years. The treasurer has signed previously required documents with Board approval. At present B&B insurance is requesting information for a supplemental application. This supplemental application is requesting liability insurance information from contractors used by OLCA. The treasurer has previously requested that the RMC provide these insurance documents when available.

Call to vote. In favor 8 of 8. **Motion approved.**

Motion #7192022-6: To approve the continued use of Storequest Storage" with monthly fee increase.

Second_____Discussion: Regarding the Storequest storage facility. The monthly bill has increased from \$181 to \$243. This is an increase of \$62 per month. After an extensive conversation with "Storequest help center " the increase is the result of Covid and current supply and demand. The same space now costs \$342/ month.

Call for the Vote. In favor 8 of 8. **Motion approved.**

Motion #7192022-7: For the Treasurer to pass on to the new Secretary (Dr. Mike Colson) any and all responsibilities previously and temporarily fulfilled by the treasurer.

Second_____Discussion: The Bylaws establish that the Secretary shall be responsible for:

- 1) The OLCA P.O. Box key and collection of mail
- 2) The webmaster information.
- 3) The monthly updating of the OLCA website.
- 4) The DCCA updating, usually done whenever there is a change in BOD members.

Call to vote. In favor 8 of 8. **Motion approved**

MOTION # 7192022-8: (Added to Agenda) To Approve USPA payment #579379 in the amount of \$198.00
Second_____Discussion_____Call to vote. In favor 8 of 8. **Motion approved**

Motion # 71922-9: (Added to Agenda) New board member Marina has volunteered to handle the community email coordination and the motion is to approve this collateral duty.
Second Discussion Call for vote: In favor 8 of 8. **Motion approved**

Motion # 71922-10: (Added to Agenda) New board member Marina has volunteered to assist with the website improvement and development and the motion is to approve this collateral duty.
Second Discussion Call for vote: In favor 8 of 8. **Motion approved**

Road and Maintenance Committee Report, Chairperson Tara Brandon

Asphalt Pothole Repairs:

AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. One invoice received was for pothole repairs. Two invoices received were for mowing the community lot and final billing of entire association mowing that started on April 26th.

MOTION #7192022-11: Approve AT&H invoices:
#8675 in the amount of \$4,380.10 Final mowing invoice
#8579 in the amount of \$282.72 Community Lot Mowing
#8588 in the amount of \$2,513.93 Pot Hole Repairs
Second_____Discussion_____Call for Vote. In favor 8 of 8. **Motion approved**

Unpaved/ Gravel Road Maintenance:

The RMC and BOD had approved Watkins Paving for this second rotation 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 were 100 (15 ton) truckloads of materials, on the ground, dispersed with a 12' grader, along with grading areas that could be graded. Materials came from two different quarries, using 1 1/2" and 2 1/2" base course.

May 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 were outstanding invoices for 13 loads of materials from Puna Rock. Those invoices total \$3,633.24. The total for completing the second rotation fiscal year 2021-22 is in the amount of \$79,764.56. Under the approved budget by \$235.44.

For comparison, the first rotation of this road plan 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) truckloads 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 finished, which will be the first rotation of this new fiscal year.

Watkins will begin the first rotation of this fiscal year, 2022-23 the third week of June, due to material shortages and availability. There has been some delays due to equipment failure, ongoing material shortages, and recent rain. These are all invoices accounted for payment with no outstanding invoices to date.

MOTION # 7192022-12: To Approve Watkins Paving invoices:
#579379 in the amount of \$8,110.20
Second _____ Discussion _____ Call to vote. In favor 8 of 8. **Motion approved**

MOTION #7192022-13: To Approve Material Invoices:
Yamada
#150141 in the amount of \$1,153.54
#150160 in the amount of \$1,382.92
Puna Rock
#2022406 in the amount of \$5,302.50
Second _____ Discussion _____ Call for vote: In favor 8 of 8. **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. I would like to see OLCA post these on the opening page of the OLCA website. OLCA needs to stress these Polices and Procedures to property owners and residents.

MOTION #7192022-14: To suspend RMC meetings until there are five BOD members to conduct meetings as to OLCA Bylaw Article X Section 1.
Second _____ Discussion _____ Call for vote: In favor 8 of 8. **Motion approved**

Old/New/Additional Business Report

Scheduling an Executive Session and Setting out Key Issues to Discuss - (President Doug Anderson). Discussion concluded with agreement by members to focus on key issues at BOD meetings and set aside Executive Session for more protracted discussions where community members would be invited to attend.

Update on "OLCA Design Policy", special use permit process, and 'clear title' for olca roads. This specific issue was tabled for a special; Executive Session in the future.

Bar-King Kennel expansion - Old Business from June 22, 2022 minutes. Mike Colson confirmed with other members that the kennel was expanding. Further review is warranted pending reports/complaints from effected neighbors.

Special Executive Session

Motion 91922-15 (Added to Agenda): To remove BOD membership from Steve Lyon based on length of service restrictions per OLCA By Laws.

Second Discussion: Mr Lyon's contributions and service to BOD were discussed at length. Some members advocated strongly for an amendment to the By Laws to allow him to remain on BOD. Others believed the By Laws to be interpreted accurately.

Call for vote. 3 in favor. 1 opposed. 4 abstentions. **Motion approved**

****Note:** Abstentions are used by voting members to offset any conflict of interest. The four abstaining member's votes were not counted hence to 3 to 1 approval of the motion.

Meeting Adjournment:

That concludes the OLCA BOD meeting for July 19, 2022, motion to adjourn. Call to vote. In favor 8 of 8. BOD meeting adjourned at 9:05 pm.