

**Orchidland Community Association
Board of Directors Meeting
Minutes from
August 16, 2022**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of August 16, 2022 via Zoom online conferencing the time is 6:40 pm.

Board roll call via Zoom: President Doug Anderson, Vice President Charles Heaukulani, Treasurer Hershel Hood, RMC Chair Tara Brandon, Secretary Mike Colson, Director Andrew "Ace" Cigna, Director John Erickson.

Motion 8162022-1: To approve the Agenda for the OLCA Board of Directors meeting of September 20, 2022 as distributed by OLCA Secretary (via pdf). Seconded with call to vote. In favor 6 of 6. **Motion approved.**

Motion 8162022-2: To approve the Minutes for the OLCA Board of Directors meeting of August 16, 2022 as distributed by Secretary (via pdf). Seconded with call to vote. In favor 6 of 6. **Motion approved.**

Monthly Reports and Motions:

President, Doug Anderson:

My primary focus tonight, beyond the standard paying of bills agenda, is to make a motion to clarify what we as the Board and Marina Kusko as the Member are asking her to do. In giving her the email password and a basic list of where and how messages were disseminated, time to observe this, and opportunity for questions and answers.

Treasurer's Report, Hershel Hood

This is the Treasurer report for August 16, 2022. 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 expenses paid by OLCA in the month of July 2022.

Administrative expenses:

1. DPSI, monthly accounting services = \$2,617.80.
2. DPSI, annual MRMA billing, inserts, postage and mailing supplies = \$2,178.41.
3. 4Digital, envelopes for MRMA mailing =\$440.84.
4. U.S. Postal, PO box annual renewal =\$198.00.
5. Patrick Donegan, zoom meeting =\$75.00.

Total administration expenses = \$5,510.05.

Contractors' expenses:

1. AT&H, road side mowing =\$4,380.10.
2. AT&H, community lot mowing, paid from community lot fund only =\$282.72.
3. AT&H, asphalt pothole filling, paid from paving fund =\$2,513.93.

4. Watkins Paving, road work, labor only= \$8,110.20.

Materials expenses:

1. Yamada and Sons, rock=\$2,536.46.
2. PunaRock, =\$5,302.53.

Total materials expenses =\$7,838.99.

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 8162022-3: To approve DPSI invoice #.12098 in the amount of \$2,617.80.

Second Discussion: This is the regular monthly billing. July 2022. accounting services provided.
Call to vote. In favor 6 of 6. **Motion approved.**

Motion 8162022-4: To approve DPSI invoice #12099 in the amount of \$354.41.

Second. Discussion: Payment for the monthly credit card use and reimbursement for postage.
Call to vote. In favor 6 of 6. **Motion approved.**

Motion 8162022-5: To approve adding Mike Colson as an approved signatory for OLCA at CU Hawaii, Hilo and HFS bank, Hilo Hawaii. This is for the checking accounts only.

Second. Discussion: It is required to have two approved OLCA members signatures on each check produced. BOD member who was co-signatory is no longer able to assist with signing of bookkeeper's checks. At this time, OLCA has only Treasurer Hershel Hood as a signatory. As a result, the payment of invoices is delayed by one week. The new signatory and treasurer need time to visit the banks prior to signing checks at the bookkeeper office.
Call to vote. In favor 5 of 5. **Motion approved.** *Secretary abstained

Motion 8162022-6: To remove Brian Murphy as an approved signatory at CU Hawaii, Hilo, Hawaii.

Second. Discussion: Brian Murphy is no longer a OLCA BOD member. Brian Murphy was previously removed as an approved signatory at HFS bank Hilo, Hawaii.
Call to vote. In favor 6 of 6. **Motion approved.**

Motion 8162022-7: To approve the OLCA secretary to create the necessary documents (2), on the OLCA letterhead, for the CU Hawaii and HFS banks.

Second. Discussion: This document is stating BOD approval for adding secretary Mike Colson as an approved signatory. The CU Hawaii document will also include the removal of Mr. Murphy as a signatory. The banks require this document as part of their procedure.
Call to vote. In favor 6 of 6. **Motion approved.**

Treasurers' comments and information

1. ACH payment to B&B Pacific insurance. On July 22, 2022 an email request was sent to all OLCA BOD members from treasurer Hershel Hood. The request was for approval to make an ACH electronic payment for the OLCA General Liability insurance. The renewal is for the period commencing 7/29/2022 expiration of 7/29/2023. The total amount for payment was \$18,648.92. The request was approved by the majority of BOD members, with 1 no reply. The ACH payment was made on July 25, 2022. The renewal has been successfully completed and confirmation documents have been received by the treasurer. A request for OLCA information, regarding an internal audit by the insurance provider of the OLCA general liability insurance, is in process by the treasurer. This is due before the 28 of August. The treasurer has been previously approved by the BOD to represent and sign for information or documents requested by the insurance provider and will do so.

2. Secretarial turnover: The turn over of secretarial responsibilities and information from the treasurer to the secretary has been completed. I would like to strongly suggest that all BOD members read and be familiar with the OLCA 2018 bylaws. The Bylaws can be found on the Orchidland.org website menu. We all should be following the same path. Thank you. This concludes the treasurer report for August 2022.

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. Four invoices were received this month. Those include mowing the community lot, corner weed cutting, and two invoices for asphalt pothole filling. Billing prices have increased from \$40/hr to \$50/hr per laborer.

MOTION 8162022-8: Approve AT&H invoices:

#8719 in the amount of \$994.76 Corner Weed Cutting
#8776 in the amount of \$314.14 Community Lot Mowing
#8718 in the amount of \$785.34 Asphalt Pot Hole Repairs
#8772 in the amount of \$1,336.96 Asphalt Pot Hole Repairs
SECOND _____ Discussion CALL TO VOTE

MOTION 8162022-9: Approve Material Invoice from Yamada:

#150563 in the amount of \$4,119.23 Asphalt Cold Mix
Seconded with call to vote. In favor 6 of 6. **Motion approved.**

MOTION 8162022-10: Approval for hiring another company for clearing ROW obstructions, corner weed cutting, and garbage hauling. Their prices are \$35/ hour per laborer. Hiring only upon receiving their GET license and Certificate of Liability Insurance, which will also be forwarded to Hershel.

Seconded with call to vote. In favor 6 of 6. **Motion approved.**

Unpaved/ Gravel Road Maintenance:

The RMC and BOD had approved Watkins Paving for the first rotation of fiscal year 2022-23 This rotation was started on June 21, 2022. Bill Watkins had moved his equipment into a property on lower Pohaku Drive. Starting with 40th and all of the side, dead end roads working from mauka to makai of

Orchidland. 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 an \$80,000 budget. With the rise in material and fuel surcharges, along with using quarries from Hilo, there was a second truck brought in for hauling materials. As of August 10th there is 73 (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.

This is only estimated numbers for how much has been spent on this new fiscal year rotation, from June 21- August 10th. Please note, the new fiscal year rotation started in the same month that the last one finished. Material invoices do not include 47 truck loads of materials, this is estimated. The remaining roads for maintenance/materials are 34th, 35th, 36th, and 37th Ave.

6/21- 8/10 2022

Equipment: \$39,553.66

Materials: \$18,278.88 (including the estimate of materials not billed yet)

Total: \$57,832.54 (est. as of 8/10)

MOTION 8162022-11: Approve Watkins Paving invoices:

#579380 in the amount of \$19,596.87

#579381 in the amount of \$11,846.59

Seconded with call to vote. In favor 6 of 6. **Motion approved.**

MOTION 8162022-12: Approve Material Invoice from Puna Rock:

#2022482 in the amount of \$5575.16 Base Course

Seconded with call to vote. In favor 6 of 6. **Motion approved.**

MOTION 8162022-13: Approve another \$20,000 for this first fiscal year rotation.

Seconded with call to vote. In favor 6 of 6. **Motion approved.**

MOTION 8162022-14: Approve \$100,000 for the second fiscal year rotation.

SECOND _____. Discussion: The entire rotation takes about three months from start to finish.

Tentatively the second rotation would start beginning of Sept and run through November. Secretary had issues with the budgetary concerns of approving so large and expenditure and leaving the OLCAS account short. Treasurer recommended reducing the \$100,000 to \$60,000 on assurances that this would be sufficient to cover operating costs. Roads Chairman agreed. A request to do a Cost Benefit Analysis on contractor(s) invoices vs. observed results discussed with no recommendations.

Call to vote. In favor 5 of 6. **Motion to reduce \$100,000 to \$60,000 approved.** Secretary voted Nay.

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. I am asking the BOD for assistance with mailing out ROW violation letters.

Old/New/Additional Business:

1. Website Management and Development: BOD member Maria Kusko has agreed to take on the website management and future development.

Motion 8162022-15: Allow Maria Kusko to assume the duties of answering the emails – and - to head up the effort in providing ideas and a plan, for the Boards approval, in updating of our web site.

Second. Discussion: This is something we've talked a lot about but done little. Marina has held her hand up and volunteered to get this much needed update for the Boards approval moving. I thus present a motion to approve Marina's new functions as described. This might seem redundant, however, after hearing some disagreement over exactly what was decided on at the last meeting, concerning what we were expecting her to do, I thought it best to talk to her and confirm what she wanted to do and then confirm that with the Board.

Call to vote. In favor 6 of 6. **Motion approved.**

Motion 8162022-16: Allow Secretary to purchase Microsoft Office - Home and Student Edition at a cost of \$159.00 in order to synthesize various reports and provided information as required for the position. Call to vote. In favor 6 of 6. **Motion approved.**

2. Pohaku Drive Expanded Use by Hawaii County: BOD member Jeremai has asked the BOD to discuss the heavy traffic issue on Pohaku Dr due to the county now using it as a county road -and – to explore steps the BOD is taking to get compensation for this usage. There has been a lot more noise and traffic on that road and this is a key discussion point for the executive session. A Executive Committee was suggested to be formed to address these and other road usage matters with Hawaii County authorities.

Meeting Adjournment:

That concludes the OLCA BOD meeting for August 16, 2022, motion to adjourn, call to vote, all in favor was 6 of 6. Meeting adjourned at 8:35 pm.