

**Orchidland Community Association
Board of Directors Meeting
MINUTES
September 20, 2022**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of September 20,, 2022 via Zoom online conferencing the time is 6:33 pm.

Board roll call via Zoom:

Present: President Doug Anderson, Treasurer Hershel Hood, Secretary Mike Colson, Roads and Maintenance Chair Tara Brandon, Directors Ace Signa, Marina Kukso, John Erickson.

Motion 9202022-1: To approve the Agenda for the OLCA Board of Directors meeting of September 20, 2022 as distributed by OLCA Secretary (via pdf). Second _____ Discussion _____ VOTE IN FAVOR 6 OF 6

Motion 9202022-2: To approve the Minutes for the OLCA Board of Directors meeting of August 16, 2022 as distributed by Secretary (via pdf). Second _____ Discussion _____ VOTE IN FAVOR 6 OF 6

Monthly Reports and Motions:

President, Doug Anderson:

Welcome to those in attendance tonight. We will move directly to our main and subsequent reports from our Treasurer and Road Chair. At the end of tonight's meeting I'll ask Marina to give a little update on her experience with her first month dealing with emails etc. I then will have a few cleanup motions.

Treasurer's Report, Hershel Hood

This is the Treasurer report for September 20, 2022. The following information has been provided by the OLCA Bookkeeper, DPSI, Hilo, Hi.

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

Administrative expenses

1. DPSI, monthly accounting services = \$2,617.80
2. DPSI, C. Card fees and postage =\$354.41.
3. Patrick Donegan, monthly Zoom services =\$75.00.
4. Douglas Anderson, Zoom One Pro annual fee.
**This is a reimbursement to Douglas for paying the fee.=\$156.15.
5. Director of Finance, community lot property taxes for next 6 months =\$306.67.

Total administrative fees paid =\$3,510.30.

Road maintenance and materials expenses

1. PunaRock, rock materials =\$5,575.23.

2. Yamada& sons, cold-mix, asphalt =\$4,119.23.
3. Watkins Paving, labor =\$31,443.46.
4. AT&H, community lot mowing =\$314.14.
5. AT&H, roadside mowing and trash removal =\$994.76.
6. AT&H, asphalt pothole filling (paving fund) =\$2,122.30.

Total road maintenance and materials expenses paid =\$44,569.30.
Total expenses paid in August 2022 = \$48,079.35.

Note: 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 #92022-3: To approve DPSI invoice #12150 in the amount of \$2,617.80.

Second Discussion: This is the regular monthly billing. August 2022. accounting services.
CALL TO VOTE,..IN FAVOR 7 OF 7

Motion#92022-4: To approve DPSI invoice #12151 in the amount of \$330.88.

Second Discussion: This is a billing for C.card services, postage and audit information.
CALL TO VOTE

Motion #92022-5: To approve payment to Brown and Brown Pacific Insurance Services for the Crime policy Bond. In the amount of \$533.00.

Second Discussion: This is the annual Crime Bond policy renewal for 10/30/22 to 10/30/23. It is a required protection for OLCA.
CALL TO VOTE...IN FAVOR 7 OF 7

Motion #92022-6: To approve future usage of the OLCA debit card, by the treasurer, to pay for required expenses regarding the OLCA October 2022 newsletter.

Second Discussion: There are necessary costs like printing at OfficeMax and postage that must be paid in advance. The debit card was used previously, approved by the BOD, to pay these expenses for the previous OLCA newsletter. It makes payments easier by using the debit card.
CALL TO VOTE...IN FAVOR 7 OF 7

Road and Maintenance Committee Report, Chairperson Tara Brandon

Asphalt Pothole Repairs:

AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). September 12th Ashley's crew filled random potholes the entire day. September 13th there was a large patch scheduled to be filled and rolled with equipment on Orchidland Drive. No invoices for those two days of pothole repairs have been received yet.

Trash Removal and Hauling:

An invoice was received for trash clean up, sorting, and hauling two loads to transfer station. The invoice includes county fees for tipping, metal, and tire disposal.

Motion #92022-7: Approve AT&H invoice #8791 in the amount of \$1,638.64
SECOND ____ Discussion: Include update on Tipping fee application for County.
CALL TO VOTE...IN FAVOR 8 OF 8

Motion #92022-8: Approve purchase of trail cams and SD cards to be placed in constant dumping areas of Orchidland.
SECOND ____ Discussion: MOTION WITHDRAWN UNTIL FURTHER INFORMATION SUPPLIED
CALL TO VOTE...NO VOTE

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 and has been completed on September 8, 2022.

The road rotation plan that had been worked out with Watkins Paving started with an \$80,000 budget along with BOD approval of an additional \$20,000, for a final budget of \$100,000. With the rise in material and fuel surcharges, along with using quarries from Hilo, there was a second truck brought in for hauling materials. At the end of the first fiscal year rotation, 132 (15 ton) truck loads of materials, on the ground, dispersed with a 12' grader, along with grading areas that could be graded. Material used was 2 1/2" base course. The final invoicing costs for the first fiscal rotation came to \$99,535.46, under the pre-approved budget by \$464.54. Loads of 2 1/2" base course, delivered while dropping in several piles per load, spread and dispersed with 12' grader averaged at \$754/ load. In comparison: having the same material delivered from Puna Rock to Orchidland, one truck, dumping in one large pile, costs around \$500/ load. Which means no dispersing, spreading, or 12' grader leveling out the road with materials.

Motion #92022-9 : Approve Watkins Paving invoices:
#579382 in the amount of \$11,846.59
#579383 in the amount of \$10,769.63
#579385 in the amount of \$8,615.72
SECOND ____ . Discussion
CALL TO VOTE...IN FAVOR 8 OF 8

Motion # 92022-10 : Approve Material Invoice from Puna Rock:#2022549 in the amount of \$21,532.30 for Base Course
SECOND ____ . Discussion
CALL TO VOTE...IN FAVOR 7 OF 7

In August 2022 the BOD pre-approved \$60,000 to start the second fiscal year rotation of 2022-23. The second rotation started on September 9, 2022 with four loads of materials on 40th Ave.

Motion #92022-11: Approve Watkins Paving invoice #579386 in the amount of \$2,153.92

SECOND. Discussion: include update on MRMA payments and possible motion for increase of budget.
CALL TO VOTE...IN FAVOR 7 OF 7

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 printing out ROW violation letters to be dispersed while the ROW obstructions are being removed by the contractors. Business cards for OLCA contractors to be given to owner/members when they are being interrupted while working on our roads.

Tara Brandon – Road Maintenance Chair

New Business:

Motion #92022-12: Motion to repay Doug Anderson \$156.15 for Zoom account 5003343169 transferred to him by Brian upon resigning and that account be transferred to the OLCA card.
Second Discussion **CALL TO VOTE....MOTION WITHDRAWN AS PAYMENT ALREADY MADE**

Motion #92022-13: Motion to approve mowing and trimming of OLCA Community lot every other month for fiscal year 2022-23. The funds to come out of the Community lot development fund.
Second Discussion **CALL TO VOTE...IN FAVOR 7 OF 7**

Motion #92022-14: Motion to approve a \$603 donation from OLCA Community lot development fund to the OLCA Agri-Cultural Center for the annual ACC Directors and Officers Insurance.
Second Discussion: Some disagreement over this separate board being funded by OLCA.
President stated the funds were paid from their specific account.
CALL TO VOTE...IN FAVOR 6 OF 7

Motion #92022-15: Motion to send out postcards to members to announce annual meeting and to encourage them to view October 2022 Newsletter on website.
Second Discussion **CALL TO VOTE...IN FAVOR 7 OF 7**

Added Motion # 92022-16: Approve \$5000 for payment to DHA For rock and corner line of sight work
Second Discussion: Interest in seeing quote for work requested for any future disbursements
CALL TO VOTE....IN FAVOR 6 OF 6

Added Motion # 92022-17: Request made to terminate OLCA cell phone contract.
Second Discussion: Board member suggested it was an inefficient use of funds and presented problems with direct communications/approvals/and other issues for person handling phone responsibilities. Board decided web and email access – and communications via DPSI sufficient.
CALL TO VOTE....IN FAVOR 6 OF 6.

New Discussion Topics as submitted by Directors

1. Working with secretary to complete newsletter project and Secretary development of Postcards.
2. The upcoming semi annual membership meeting in November 2022.
3. Safety plan updates, ROW obstructions, opening drainage, and widening the single lane road areas.
5. Update on DHA Land and Road Maintenance for Certificate of Liability
6. Review of BOD member Jeremai request to find solution to 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. Withdrawn due to board member absence.

Meeting Adjournment:

That concludes the OLCA BOD meeting for September 20, 2022, motion to adjourn, call to vote, all in favor 6 of 6, the time is 8:15 pm.