

**Orchidland Community Association
Board of Directors Meeting
MINUTES
October 18, 2022**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of October 18, 2022 via Zoom online conferencing the time is 6:32 pm.

Board roll call via Zoom: Present are Doug Anderson – President, Charles Heaukulani, Esq – Vice President, Hershel Hood – Treasurer, Tara Brandon – RMC, Dr Mike Colson – Secretary, and Directors Abe Cigna, Maria Kukso, Jeremai Cann, and John Erickson.

Motion 10182022-1: To approve the Agenda for the OLCA Board of Directors meeting of October 18, 2022 as distributed by OLCA Secretary (via pdf). Second _____ Discussion _____ Vote in Favor 8 of 8.

Motion 10182022-2: To approve the Minutes for the OLCA Board of Directors meeting of September 20, 2022 as distributed by Secretary (via pdf). Second _____ Discussion _____ Vote in Favor 8 of 8.

Monthly Reports and Motions:

President, Doug Anderson:

Mahalo for your attendance this evening. My information for the Board this evening is as follows.

1. I have filled out and sent in a copy of the paperwork for our insurance renewal. As of the 23 September they acknowledged receipt and I was told this would be reviewed and I would be gotten back to. To date I have not heard back but should shortly.
2. I have sent in the form and written request for tipping fee relief to the proper agency Tara was able to provide. Sounds like it has to go before the council so I have no time table as to it's response.
3. I am working out a response to the Planning Dept, requesting an opinion of the Orchidland Neighbors Special Permit Application. There will be a short discussion for Board member response and opinion at the end of Treasurer and RC reports.
4. There, of course, has been some backlash to the beginning of our enforcement of the clearing of hazards inside the property lines of our right of way. I believe we have established that this is both our responsibility and right while dealing with maintenance and corresponding safety concerns on our roads. I do want to give a few minutes at the end of the meeting to any Board members that have a question or suggestion of ideas on how we best deal with complaints, both justified and not going forward. We really need to be united in supporting the Road Chair in this safety and liability issue if there is to be any hope in succeeding long term on solving it.

Treasurer's Report, Hershel Hood

This is the Treasurer report for the October 18, 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 September 2022.

Administration expenses:

1. DPSI, monthly accounting services August 2022. = \$2,617.80.
2. DPSI, C. Card processing, postage supplies. = \$330.88.
3. Mike Colson, reimbursement for Microsoft software. = \$157.06.
4. Brown & Brown Pacific Insurance, liability Fraud Bond renewal valid until for 10/30/23, = \$533.00.
5. Brandee Carrillo, reimbursement for HCE renewal. = \$12.00.
6. Hershel Hood, reimbursement for ink cartridges used by treasurer. = \$39.45.
7. Patrick Donegan, monthly Zoom meeting charges. = \$75.00.
8. OfficeMax, printing and cutting OLCA October newsletter postcards. = \$456.09.
Paid using OLCA debit card.

Total administrative expenses paid in September 2022 = \$4,221.28.

Road maintenance and materials expenses

1. PunaRock, materials. = \$21,532.30.
2. AT&H, trash clean up. = \$1,638.64.
3. Watkins Paving, labor. = \$33,385.84.

Total road maintenance and materials expenses = \$56,556.78.

Total expenses paid in September 2022 = \$60,778.06.

Community lot, OLCA Agricultural center, D & O insurance = \$603.00.

**This amount does not include the Storequest charges of approximately \$270.00 per month.

Motions and discussion

Motion 10182022-3 To approve DPSI Invoice #12195, in the amount of \$2,617.80.

Second. Discussion: this is the regular monthly billing. September 2022. **VOTE in Favor 8 of 8**

Motion 10182022-4 To approve DPSI invoice #12196, in the amount of \$2,176.88.

Second. Discussion: C. Card processing, postage. This includes a charge of \$2000.00 for the property lien preparation and processing fee for 10 delinquent properties. As approved by the OLCA BOD and president Douglas Anderson. **VOTE in Favor 8 of 8.**

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The OLCA cellphone automatic payment has been canceled effective the first of October 2022.

Done. H.H.

Road and Maintenance Committee Report, Chairperson Tara Brandon

Asphalt Pothole Repairs:

AT&H continues monthly pothole filling on paved roads (asphalt and chip sealed). One invoice was received for pothole repairs.

Trash Removal and Hauling:

An invoice was received for trash clean up, hauling and county tipping fees. This invoice was for about four hours of labor.

MOTION 10182022-5 Approve AT&H invoices #8986 in the amount of \$1,200.42 for pothole filling and #8991 in the amount of \$550.26 for trash hauling.

SECOND____Discussion: Include update on Tipping fee application for County or opening OLCA account with the county for those tipping fees. **Vote in Favor 8 of 8**

Gravel and General Road Maintenance:

In August 2022 OLCA BOD approved hiring another company for clearing ROW obstructions, corner weed cutting, rubbish hauling and the ongoing day to day road side maintenance. DHA prices are \$35/ hour per laborer for comparison of another contractor services that charge \$50/ hour per laborer. After receiving required Certificate of Liability Insurance, naming OLCA additionally insured, DHA started working clearing intersections on September 19th. All intersections for safety visibility in Orchidland have been cleared along with several overhanging bushes and tree branches. DHA also removed many boulders that were an immediate safety concerns as per OLCA policy.

MOTION 10182022-6 Approve DHA Land and Road Maintenance invoice #100 in the amount of \$2,955.16 for intersections and ROW clearing.

SECOND Discussion: include update on replacing stop signs. Mike Colson to open locked container so replacement signage can be accessed and needed with keys provided to key directors.

VOTE in Favor 8 of 8

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.

MOTION 10182022-7 Approve Watkins Paving invoice #579387 in the amount of \$2,153.92

SECOND____. Discussion: include update on MRMA payments and possible motion for increase of budget. **VOTE in Favor 8 of 8.**

MOTION 10182022-8 Approve Material Invoice from Puna Rock:#2022617 in the amount of \$6,330.13 for Base Course

SECOND____. Discussion: **Vote in Favor 8 of 8.**

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 am asking OLCA to contact the web master and post the ROW policy on the opening page of the OLCA website. The policy can take the place of the outdated information that is still posted from over a year ago. This would help owner/members find that policy that is being enforced, help alleviate the extra printing, time, and questions that are coming in via email. After asking the BOD for assistance with printing out ROW violation letters to be dispersed, I have printed over 150 pages which included the two page Policy and Procedure. As of October 12th, there has been 49 violation letters have been attached to property gates. There are two roads, 37th and 38th Ave, that

have not been completed. I am seeing a huge positive response, with many ROW obstructions that are being removed by the owner/members, with around four e-mail complaints.

MOTION 10182022-9 Approve the current Webmaster, that is already approved for paid services, to update the OLCA website:

SECOND _____. Discussion: Motion withdrawn as webmaster is already paid to perform said duties.

No Vote Taken

Tara Brandon – Road Maintenance Chair

Additional Motions

MOTION 10182022-10 Approve payment of \$1100 to DPSI for stamps to send out OLCA postcards.

SECOND _____. Discussion: **Vote in Favor 8 of 8.**

MOTION 10182022-11 Approve a sum as yet to be finalized (approx. \$4000) for OLCA taxes to be prepared at end of fiscal year – and – have Secretary develop a signed statement on Corporate Letterhead to the accountants for that purpose.

SECOND _____. Discussion: **Vote in Favor 8 of 8.**

New Business:

- 1. Right of Way Discussion:** This is a large issue going forward and requires a unified board. The ROW policy is posted in newsletter and letters to violators are going out.
- 2. Possible use of Community Lot as intermittent grazing area.** Advantages 1. Save grass/maintenance costs 2. Receive Ag exemption to reduce property taxes to \$100. 3. Perpetuate goal of Ag zoning for Orchidland 4. Managed by commercial sheep ag operation . The Board agreed to the plan and Mankaiana Livestock Co. will provide a proposal that would allow sheep to be housed there intermittently – and - to provide a budget for completing back fence and enclosing two gated areas. The Community Lot Fund with a balance of \$2100 was suggested as a way to buy materials used to accommodate fence/gate(s) that would be permanent improvements for the property.
- 3. Newsletter Inputs** – Secretary has completed the newsletter pending approvals. Once received it will be posted to the website.

Meeting Adjournment:

That concludes the OLCA BOD meeting for October 18, 2022, motion to adjourn, call to vote, all in favor 8 of 8, the time is 8:04 pm.