

**Orchidland Community Association
Board of Directors Meeting Minutes
December 20, 2022**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of December 20, 2022 via Zoom online conferencing the time is 6:34pm.

Motion 12202022-1: To approve the Agenda for the OLCA Board of Directors meeting of December 20, 2022 as distributed by OLCA Secretary (via pdf). Second _____ Discussion _____ CALL TO VOTE _____ Approved 6/6

Motion 12202022-2: To approve the Minutes for the OLCA Board of Directors meeting of September 20, 2022 as distributed by Secretary (via pdf). Second _____ Discussion _____ CALL TO VOTE _____ Approved 6/6

Monthly Reports and Motions:

President, Doug Anderson:

It is that busy holiday season and I wish you and yours the best of it. The biannual membership meeting at your Community lot went well. The weather cooperated and it was encouraging to see the interest by those attending in the discussion of the operation of the Association, it's direction and how best to support and improve it. A major part of this was discussion of improving communication in the Association through updating and improving the website, providing answers and direction to many of the questions our new and established members might have in a more user friendly site. The other major link in this strategy is the development of our permitted and site approved Community lot. The long and unseen ground work for this has been completed. The push now is for grants and donations to start construction of a facility to support and serve our community. This could act as a nerve center connecting our members into a united, strong voice instead of the individual whispers in dealing with the County and the interests of our Association.

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for December 20,2022. 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 the expenses paid by OLCA in the month of November 2022. Dec.

Balance \$268,000. 53% Payment Subscriptions

Administration expenses:

1. DPSI, monthly accounting services October 2022. = \$2,617.80.
 2. DPSI, c.card processing, October newsletter preparation.= \$1,610.47.
 3. Tara Brandon, reimbursement for office supplies. = \$129.69.
 4. Tara Brandon, reimbursement for gasoline. = \$60.02.
 5. Patrick Donegan, Zoom hosting November. = \$75.00.
 6. Brown & Brown Pacific insurance = \$17,963.00.
- Total administrative expenses= \$38,840.42.

Road maintenance and materials:

1. AT&H, asphalt pothole filling, labor only. Paving fund. = \$1,068.06.
 2. Watkins Paving, excavator deposit, back hoe work = \$16,387.42.
- Total road maintenance expenses = \$ 17,455.48.

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

Motion 12202022-3: To approve DPSI invoice #12270 in the amount of \$2,617.80.

Second. Discussion: regular monthly billing for accounting services for November 2022. CALL TO VOTE _____ Approved 6/6

Motion 12202022-4: To approve DPSI invoice #12271 in the amount of \$14.66.

Second. Discussion: credit card processing for November 2022. CALL TO VOTE _____ Approved 6/6

Motion 12202022-5: To approve Landa web services invoice #2752 in the amount of \$358.12.

Second. Discussion: this payment is for previously complete updates to website. Also, for Landa To continue to do website services and monthly updates to Orchidland.org website for the next 6 months. CALL TO VOTE _____ Approved 6/6

Motion 12202022-6: To approve payment to Carbonaro CPAs for invoice #121422 in the amount of \$1,963.35.

Second: Discussion: Carbonaro CPAs have completed the OLCA tax returns for fiscal year of 2021-22. CALL TO VOTE _____ Approved 6/6

The treasurer has started the process of working with Carbonaro CPAs and the OLCA bookkeeper to have the OLCA taxes done for the fiscal year of 2021 - 22. Completion is expected in the next 2 months. That completes the treasurer report. 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).

MOTION 12202022-7: Approve AT&H invoice:

9288 in the amount of \$2,435.18 for Pothole filling repairs. SECOND. DISCUSSION. CALL TO VOTE _____

MOTION 12202022-8: Approve AT&H invoice # 9302 in the amount of \$550.16 for Community Lot Mowing

SECOND. DISCUSSION: This was scheduled by Doug in preparation for OLCA Community Meeting. I receive the invoice for the work, I did see the lot was mowed. CALL TO VOTE _____

Road Safety Plan:

Updates on road safety plan that has started in September 2022. Safety plan includes clearing ROW's back to the power poles, widening narrowing road ways, opening natural drainages, and clearing lines of sight. This plan was to utilize three separate contractors to complete the tasks, one running behind the other.

On November 7th, Bill Watkins started widening narrow road ways, lines of sight, and opening natural drainages. The roads are being addressed in order of potential safety issues. The two roads that was in need of immediate attention was 35th and 39th Ave. Both of those roads were cleared back on the November 7 and 8th.

Watkins has continued to widen narrow roadways and open drainages ahead of the flail with the backhoe since the last months meeting invoice deadline. There is an invoice for four addition days (November 9th, 10th, 14th, and 15th) for backhoe work.

The large flail mower with excavator started clearing on November 17, 2022. As of December 15th the following roads were cleared to the power poles - 34th, 35th, 37th Ave from Ainaloa to Pohaku Drive 39th Ave from Aulii to Pohaku, 36th from Laniuma to Pohaku - Ilima, Aulii, Orchidland, Laniuma, and Pohaku.

Leasing large equipment goes by hours according to rates. One month is 160 allowed working hours. Nearing the end of the project, time was running short. Another week with 40 additional hours was requested. The flail mower invoice is for the first 160 hours will be/is ending approximately on December 17th with an additional prepaid 40 hours. I was informed of a family with two special needs children on Melekule. The bus will not travel that road claiming it is unsafe. This is a huge concern for OLCA. The flail mower is scheduled to include that road.

MOTION 12202022-9: Approve Watkins Paving invoice: #579391 in the amount of \$3,743.45 for Backhoe clearing

And #579392 in the amount of \$23,036.64 for 200 hrs Flail Arm mower

SECOND. DISCUSSION: The Flail mower invoice includes 160 hrs that will run up to approximately December 17th with the addition prepaid 40 extra hours. The initial \$14,000 plus tax has been taken off of the top of this invoice. CALL TO VOTE _____.

Approved 6/6

MOTION 12202022-10: Approve Frank Perdichizzi Landscaping invoice # 10252 for \$6,792.50 for mowing.

SECOND. DISCUSSION. CALL TO VOTE _____ Approved 6/6

MOTION 12202022-11: Approve D & L Services invoice #1 in the amount of \$5,222.51 for rubbish removal.

SECOND. DISCUSSION. CALL TO VOTE _____ Approved 6/6

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. There has been 58 violation letters attached to property gates, along with several in-person conversations. There was recently three individual property owner impeding the work of OLCA Contractors.

While contractors and equipment stops for safety concerns, due to people who stand in front of equipment, who is paying the extra bill? Do we start billing the property owners that stop equipment every time contractors come through that is hired to work on OLCA roads? DISCUSSION.

Agreement to stop face-to-face meetings with difficult residents. Contractors asked to leave difficult areas behind and move on to next work area/property. Board members are not to act as enforcers of policy. Letters of correspondence and fines serve that purpose.

Stop Signs:

Several Stop signs were in the Community Lot storage container. Thank you for getting those signs to me, they will be put in place. (We have already established that County will not provide "opala").

Additional information from RMC

There has been contractors on OLCA roads every month from December 2021 until this December 2022. In January, OLCA will be half way through this fiscal year. Next months meeting will give both OLCA Treasurer, Hershel and myself time to "regroup" with current budget allowances to start planning a second fiscal year gravel road rotation. I will also be gathering estimates for a regular mowing plan and hopefully have some small paving projects. There will not be any outstanding road invoices in January besides the monthly paved pot hole filling and rubbish removal. Thank you all for your support. Working together is what it takes to make our neighborhood a great place we all call home.

Agenda items for discussion:

Input from property owners who attended the Community Meeting: 1. Follow Hawaii County with accessible public records such as property tax information. 2. Retrieve information from DPSI and post on OLCA website MRMA's paid or not up to date. 3. This can be legally posted as public record.

New Business:

Motion 12202022-13: Approve payment to Landa Media for \$3450 to rebuild OLCA website. The quote provided includes the following: 1) COMPLETE REBUILD OF YOUR CURRENT WEBSITE. 2) ONLINE PAYMENT SYSTEM. 3) DIRECTED CHAT USING FAQs. 4) EVENT CALENDAR. 5) PHOTO GALLERY. 6) BLOG. 7) BETTER SEARCH. 8) FORMATTING 1000 DOCUMENT PAGES.

Call to Vote_____Approved 7/7

Community Meeting: Discussion regarding the OLCA Board's return on investment made to publicize the event. Observations from the event.

Meeting Adjournment:

That concludes the OLCA BOD meeting for December 20, 2022, motion to adjourn, call to vote, all in favor 7/7, the time is 7:44pm.