

**Orchidland Community Association  
Board of Directors Meeting Agenda  
March 21, 2023**

**Call to Order:** President Doug Anderson presiding. This is the OLCA Board of Directors meeting of March 21, 2023 via Zoom online conferencing the time is 6:33 pm.

Attendees: President Doug Anderson, Vice President Charles Heaukulani, Treasurer Hershel Hood, Secretary Dr Mike Colson, Roads and Maintenance Chair Tara Brandon, BOD members John Erickson, Jeremai C. and Abe Cigna

**Motion 03212023-1:** To approve the Agenda for the OLCA Board of Directors meeting of February 21, 2023 as distributed by OLCA Secretary (via pdf). **Second** \_\_\_\_\_ **Discussion** \_\_\_\_\_ **CALL TO VOTE** \_\_\_\_\_ **Approved 7 of 7**

**Motion 03212023-2:** To approve the Minutes for the OLCA Board of Directors meeting of January 17, 2023 as distributed by Secretary (via pdf). **Second** \_\_\_\_\_ **Discussion** \_\_\_\_\_ **CALL TO VOTE** \_\_\_\_\_ **Approved 7 of 7**

**Monthly Reports and Motions:**

**President, Doug Anderson:**

Good evening to all in attendance tonight. I won't have any specific motions at this time but will give you a brief outline of what's been going on in the last month and what some of the decisions we will need to discuss.

DPSI closed it's doors at the end of February after the owners death and subsequent decision of his son. Brandee, who has handled our account for the past couple of years will take over as a new company and a contract has been approved. Hershel and I have moved the paperwork over 2 years old to our storage facility. Mike has been working to find a lien specialist company that might help expedite that process.

After talking to Landa about our web site possibly being used to vote, it was determined that it was not possible with this site to verify those votes. Thus we will be sending out a ballot with this mailing. The additional reports from the officers for that biannual meeting will be on the web site to lower costs, and the second non voting mailing will be canceled, and the time, date, location and reports will be posted on the web site for the same purpose.

The Road Manager has posted some recent dumping pics that were sent her and a Board decision needs to be made as to where the lines are for posting notices etc. to the dumping of garbage and cars on our right of way. Private property one thing, our right of way another.

**Treasurer's Report, Hershel Hood**

Here is the Treasurer report for March 2023. There may be one last invoice from DPSI as they are closing down the business. Thank you for your help. H.

This is the OLCA Treasurer report for March 21,2023. The following information has been provided by the OLCA Bookkeeper, DPSI, Hilo, Hi. The financials summary document, provided by DPSI, is on the separate PDF provided.

The following is a summary of the expenses paid by OLCA in the month of February 2023.

Administration expenses:

1. DPSI, monthly accounting services January 2023 = \$2,617.80.
2. DPSI, C.card process and 1099 forms. =\$412.57.
3. Landa, general website hosting. A 50% payment to the website redesign in the amount of \$2000.00.  
Total =\$2,344.92.
4. Yamada and sons, cold mix, 21 tons =\$4,022.34.
5. Watkins Paving, 50% down payment for paving project. Paid from Paving fund only. Amount = \$55,000.00.
6. Patrick Donegan, Zoom Moderator, amount =\$75.00.

Total administrative fees paid in February 2023 =\$5,450.00.

Total Paving fees paid in February 2023 =\$59,522.34.

## Motions

**Motion 03212023-3:** Motion to approve DPSI invoice #12334, February 2023 regular monthly accounting services. =\$2,617.0  
**SECOND DISCUSSION CALL TO VOTE Approved 7 of 7**

**Motion 03212023-4:** Motion to approve moving the OLCA documents from the Storequest storage facility to the OLCA storage container located on the community lot. After moving documents, closing account at Storequest. By doing this OLCA will save approximately \$250.00 per month. The OLCA documents being stored at Storequest are very old, most beyond 7 years and should be shredded at some time. Volunteers would be helpful and appreciated.  
**SECOND DISCUSSION CALL TO VOTE Approved 7 of 7**

**Motion 03212023-5:** To approve the OLCA Treasurer to use the OLCA credit card to pay printing costs associated with the arch Newsletter.  
**DISCUSSION** \_\_\_\_\_ Treasurer will use the credit card to pay printing costs at OfficeMax.  
**CALL TO VOTE Approved 7 of 7**

**Motion 03212023-6:** Motion to approve the OLCA budget for Fiscal Year 2023-2024  
**DISCUSSION** \_\_\_\_\_ The proposed OLCA budget is the same as last year's [approved] budget.  
1. Road maintenance expenses at 50% MRMA dues received.  
2. Paving Fund, maintenance expenses – including asphalt road repairs – at 25% of MRMA dues received.  
3. Administrative expenses at 25% MRMA dues received.  
**CALL TO VOTE Approved 7 of 7**

That concludes the Treasurer report. H.

## Road and Maintenance Report – Tara Brandon

### Asphalt Paving and Pothole Repairs:

**MOTION 03212023-7:** Approve AT&H invoice #9607 in the amount of \$2424.08  
**SECOND** \_\_\_\_\_. **DISCUSSION:** The invoice received was for Pot hole filling on asphalt/chip sealed roads for February.  
**CALL TO VOTE** \_\_\_\_\_ **Approved 7 of 7**

**MOTION 03212023-8:** Approve the reminder of paid cold mix currently at AT&H yard, to be moved and stored at OLCA Community Lot for future use of pot hole filling. To include any future storage needed of cold mix to be used on OLCA asphalt/chip seal roads.  
**SECOND** \_\_\_\_\_. **DISCUSSION** \_\_\_\_\_ **CALL TO VOTE** \_\_\_\_\_ **Motion Tabled**

According to the 1998 Paving Plan, Ilima from 36th to 37th Ave must be completed to finish up with the 25 year old plan. There were safety concerns with paving this section of Ilima due to the deterioration of Ilima from 35-36th Ave. There are large "drop off" parts of this substandard concrete/asphalt/ chip sealed mixed section. Drivers are using the two lane road as a single lane, driving into oncoming traffic on the wrong side of the road. The suggestion from two separate contractors was to repair this section before paving the 36-37th Ave. The gravel section of Ilima 36-37th Ave is in good condition, better than most gravel roads in Orchidland. There is not enough funding for this entire project. Recommendation was to repair 35-36th Ave before 36-37th Ave which can be completed next fiscal year when more paving funds become available.

On February 21st the BOD approved Watkins Paving proposal for repairing Ilima with large paving patches from 35-36th Ave in the amount of \$111,000.00. Overall project is 1240' by 18' wide. This includes correcting the base with materials at 2" compaction for 2-4" asphalt overlay mat. This also includes state tax. In comparison to the last paving project three years ago on Pohaku Drive, this proposal was close the same price per sq. foot. Pohaku Drive's final billing was just under \$63,000 for 780' by 20' wide. Inflation for **2021** was 5.9% **2022** was 5.9% and **2023** is at 8.7% according to the Federal government.

To date equipment has been moved in, center of road was established and prepping of the road shoulders have started. Paving scheduled to start this following week, weather permitting.

**Unpaved/ Gravel Road Maintenance:**

OLCA BOD had approved the first rotation of fiscal year 2022-23 This rotation was started on June 21, 2022 and was completed on September 8, 2022.

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.

With three months left in this fiscal year, funding if available, is needed for the second rotation of maintenance.

**MOTION 03212023-9:** Approve \$50,000 to start the second round of gravel road rotation for this fiscal year.

SECOND \_\_\_\_\_.

DISCUSSION: Starting with 40th, 39th, and 37th Ave. Completing the entire second rotation as more funding comes in, by the end of fiscal year by July 1st.

**CALL TO VOTE \_\_\_\_\_ Approved 6 of 6**

**ROW Mowing Proposals:**

There are three different contacting bids for mowing.

These were presented at last months meeting and were tabled due to funding and time constraints.

**Castro's Yard's and Repairs LLC:** \$200/ hr flat mowing. No details were included and was sent via text message.

**AT&H:** \$175/hr flat mowing. Last mowing bid was \$14,000, entire association with flat mower, to include ROW obstruction removal and corner clearing. The last mowing project with AT&H took three months for completion. The final invoices were close to \$1000 over the initial proposal. DHA was hired directly after for corner clearing and OLCA paid \$2,955 for that additional service.

**Watkins Paving:** \$10,000 entire association with flat mower. Additional \$2,400 for corner clearing plus tax. Alternative estimate is \$150/hr for reach arm mowing.

**MOTION 03212023-10:** Approve a contractor for upcoming mowing project.

SECOND \_\_\_\_\_.

DISCUSSION: This motion can be tabled until next month however, scheduling conflicts with contractors will be pushed back by another month. Scheduling to start would be June or July. \_\_\_\_\_ **CALL TO VOTE \_\_\_\_\_ Motion Tabled**

**Right of Way Violations:**

Updates on massive dumping that started on March 9th that has been actively continuing from an Orchidland property.

This concludes Road and Maintenance Report – Tara Brandon

**Agenda items for discussion:**

1. **Website update** – Secretary: BOD members have received an email requesting content submission that will be uploaded into the website. Priority Issues, Emerging Concerns and Approved Contractors content is needed soonest. Secretary is developing FAQs on topics like board membership, BOD meeting attendance, How to Pay Dues, ROW complaints procedure(s), OLCA communication(s), ect. And Doug updated on voting issues with using the website.
2. **Illegal Dumping Policies: Violators/Media:** President Doug's statement...discussion...Agreement.
3. **Orchidland Road Issues:** Tara recommended discussion.
4. **Debt Collection and Liens:** The Secretary has had discussions with two collections/debt asset management companies – one owned locally but attached to a national chain and the other a branch of a national company. The options they offer are different in structure. One employs a standard collections process from demand letter(s) to credit bureau reporting with fees for management of accounts and 30% of collected funds. The other has a set fee to manage demand letters, small claims servicing, and lien filing. There is not a fee for percentage of collections. The one with a Big Island presence can start in April, 2023. BOD can consider allowing debt asset management services company to start collections of commercial operation/stores as well.

**New Business:**

1. **Hokori:** Jeremai reported; “I finally got the speed hump quote from Hokori for the new bus route on Pohaku and 40th.”. This was tabled to a later meeting.
2. New BOD Member referral - Jason Tice (Jeremai), Reed Becker and Mark Willman (Tara). Invited back. Doug to follow up on invitations.

**Meeting Adjournment:**

That concludes the OLCA BOD meeting for March 21, 2023, motion to adjourn, call to vote, all in favor 6 of 6, the time is 8:36 pm.