

**Orchidland Community Association
Board of Directors Meeting Minutes
May 16, 2023**

Call to Order: President Doug Anderson presiding. This is the OLCA Board of Directors meeting of April 18, 2023 via Zoom online conferencing the time is 6:3pm.

Members Present: Doug Anderson, Hershel Hood, Tara Brandon, John Erickson, Mike Colson, Jason Tice, Reed Becker, and Mark Willman (from memory – pls correct)

Motion 04182023-1: To approve the Agenda for the OLCA Board of Directors meeting of April 18, 2023 as distributed by OLCA Secretary (via pdf). **Second_____Discussion_____CALL TO VOTE_____ Approved 7 of 7**

Motion 04182023-2: To approve the Minutes for the OLCA Board of Directors meeting of March 21, 2023 as distributed by Secretary (via pdf). **Second_____Discussion_____CALL TO VOTE_____ Approved 7 of 7**

Monthly Reports and Motions:

President, Doug Anderson:

Welcome to tonight's meeting. We will be tying up a few projects tonight. Our Secretary Dr.Mike has been working hard to get our lien policy commitment formalized in a contract with Hawaii Account Processing6 Inc. and that motion will be presented for discussion tonight.

There was an email majority consensus of no objection to the modification permit for the Orchidland warehouse. I gave them the option of leaving it at that or an official recorded vote. They preferred a vote tonight, so we can just acknowledge that vote for the record or I so make the motion to approve the driveway permit request.

We have members from last month's meeting who were interested in becoming interim Board members and will hear from them and any current members at the Boards preferred time in this meeting.

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for April 2023.

The following information has been provided by the OLCA Bookkeeper, JB Services, Hilo, Hi. and Hershel Hood, OLCA Treasurer. The financials summary document, provided by JB Services, is on the PDF provided. The following is a summary of the expenses paid by OLCA in the month of March 2023.

Administrative expenses:

1. DPSI, monthly accounting services, February 2023 =\$2,617.80.
 2. DPSI, C.card processing, =\$10.47.
 3. Patrick Donegan, March 2023 Zoom services =\$75.00.
 4. OfficeMax, OLCA March newsletter printing =\$601.68.
 5. OfficeMax, letter seals for newsletter =\$110.96.
 6. Business Services Hawaii, documents shredding =\$502.62.
- Total administrative expenses =\$3,918.53.

Asphalt Paving expenses only:

1. AT&H, asphalt pothole filling, from Paving fund only =\$2,424.08.

Motions

Motion 04182023-3: Motion to approve payment to JB Services March 2023 bookkeeping services and C.card processing.invoice #1012 in the amount of \$3,156.02. **SECOND DISCUSSION
CALL TO VOTE APPROVED 7 OF 7**

Motion 04182023-4: Motion to approve payment to Hawaii Accounts Processing for “Good faith” invoice #ORLD-04-2023, in the amount of \$2,650.00. As stated in the Debt Collection Contract. **SECOND DISCUSSION**
CALL TO VOTE APPROVED 7 OF 7

Motion 04182023-5: Motion to approve payment to Hawaii county tax department for the Community lot property tax for year of 2022-23. Total amount including past late fees and penalties up to 4-30-2023 =\$374.35. **SECOND DISCUSSION**
This bill is late and overdue. This bill can be paid by a check or by using the OLCA Corporate debit card, I would prefer to use the debit card. I never received the current tax bill. The address used for billing OLCA is confirmed to be correct. I found this current information from the county tax website and previous payment history.
CALL TO VOTE APPROVED 7 OF 7

1. The OLCA storage facility at Storequest in Keaau has been emptied and the contract terminated effective 3/30/2023. Thanks to John Erickson for all of his help in getting this done.
 - A. All documents 7 years or older were shredded by Business Services Hawaii.
 - B. The recent 2 years of documents are being stored by the OLCA bookkeeper, JB services.
 - C. The previous 5 years of documents are being stored by the OLCA Treasurer. Plan to move to OLCA storage container.
 - D. Total cost for shredding =\$502.62.
2. The OLCA March 2023 newsletter was printed by OfficeMax.
 - A. The newsletter consisted of 1 page only.
 - B. The processing and mailing of the newsletters was completed on 4/10/2023 by JB Services.
 - C. Total cost for OfficeMax printing =\$601.68.
 - D. Processing expenses invoice for newsletter from JB Services has not been received yet. Estimated cost to be \$1,700.00.

That concludes the treasurer report for April 2023. Hershel Hood.

Road and Maintenance Report – Tara Brandon

Asphalt Paving and Pothole Repairs:

On April 11th about 10 ton of Cold Mix materials was moved from AT&H’s yard. Pothole filling crew started repairing 40th Ave, and Pohaku Drive the following day. Weather conditions on the April 13th did not allow for repairs. Friday the 14th, contractors were back out continuing repairs on Pohaku. There is not going to be enough cold mix material to complete a rotation of pothole filling maintenance on all of the paved roads. An additional load will have to be ordered from Yamada. There are a couple of Licensed Contractors that may be interested in the on going paved road maintenance. When proposals are received they will be brought to the BOD for approval.

There are no outstanding invoices this month.

Motion 0418023-6: Approve Cold Mix Materials to be stored at OLCA Community Lot for use of pot hole filling. **SECOND DISCUSSION**
CALL TO VOTE APPROVED 7 OF 7

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.

Equipment had been moved in, center of road was established and prepping of the road shoulders. Base materials have been delivered and Ilima is now prepped for paving. There is an AC shortage. The County and State are priority customers to receive materials first. Watkins Paving had reserved AC materials three weeks ago and is scheduled to receive materials this coming week.

Unpaved/ Gravel Road Maintenance:

OLCA BOD had approved \$50,000 March 21st to start the second round of gravel road rotation for this fiscal year 2022-23 This rotation will start the last week of April using 2 1/2” base course dispersed and spread with a 12’ grader.

ROW Mowing:

AT&H is scheduled to mow the Community Lot the last week of April before the Community Meeting.

Motion 04182023-7: Approve DHA Land and Road Maintenance for corner clearing and line of sight. **SECOND DISCUSSION** - Last corner clearing was completed in October 2022 with final billing at \$2955.16
CALL TO VOTE

Discussion about Orchidland Drive entrance repairs or solutions.

Thank you! This concludes Road Report for April 2023.

Additional Motions – Secretary

Motion 04182023-8: Approve Hawaii Accounts Processing LLC contract at \$2650 per month to manage debt collection through issuance of 60 Demand Letters and 10 recorded liens per month beginning May 1, 2023.

SECOND DISCUSSION: OLCA is owed +/- \$850,000 in unpaid dues from 1219 owners over the last 6 years. This contract is considered best option for debt collection based on requests made to three Hawaii firms. HAP LLC is a Hilo company that has agreed to aggressively communicate with 60 debtors a month via Demand Letters – and – submit to Land Court 10 liens per month. Previous contract with DPSI was \$2000 plus fees for 10 liens a month only. HAP LLC is not taking a percentage of funds collected as is the custom of competitor debt collection operations.

CALL TO VOTE APPROVED 7 OF 7

Motion 04182023-9: Approval to reimburse Secretary for Word 360 – and – Adobe software purchases used in developing OLCA correspondence. Purchases are \$249.99 (vs. \$22 per month/\$264 per year as subscription) for Microsoft Business 360 and Adobe at \$155.80 per year (no ownership available). Total Reimbursement = \$405.79. **SECOND DISCUSSION**

CALL TO VOTE APPROVED 6 OF 6 1 ABSTENSION

Motion 04182023-10: To agree that the OLCA BOD's (by consensus) has no objection to the modification permit for the Orchidland warehouse – as promulgated by President Doug by email and discussed by the board electronically – given that they have been responsive regarding paying their fair share of dues and because their plan eases the burden on a busy intersection. **SECOND DISCUSSION** (email from Pres Doug) **CALL TO VOTE APPROVED 7 OF 7**

Agenda items for discussion:

1. **Website update** – Secretary: BOD members have received an email requesting content submission now uploaded to draft website. Secretary expanded FAQs on topics like board membership, BOD meeting attendance, How to Pay Dues, ROW complaints procedure(s), OLCA communication(s). BOD review and approval pending.
2. **Debt Collection and Liens:** Hawaii Accounts Processing submitted a proposal/contract. Communication with JB Services has been positive and a handover of files for debt collection/liens will be done by mknth end. Proposed start, if BOD approves, is May 1, 2023. Focus is on 10 liens a month and a robust debt collection Demand Letter mailout – 60 a month to start. Secretary will act as point of contact for Hawaii Accounts Processing. Monthly costs for HAP services is \$2650.

New Business:

1. **Hokori:** Jeremai reported; "I finally got the speed hump quote from Hokori for the new bus route on Pohaku and 40th."
2. New BOD Member referral - Jason Tice (Jeremai), Reed Becker and Mark Willman (Tara).

Meeting Adjournment:

That concludes the OLCA BOD meeting for April 18, 2023, motion to adjourn, call to vote, all in favor 7 OF 7, the time is 8:35pm.