

**Orchidland Community Association
Board of Directors Meeting Minutes
August 15, 2023**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of August 15, 2023 via Zoom online conferencing the time is 635pm.

Present: Tara Brandon – President, Hershel Hood – Treasurer, Mike Colson – Secretary, Mopua Cann – Roads and Maintenance, John Erickson, Abe Cigna, Reed Becker, Juanita Rey, Jason Tice. With community guest Jeremain Cann and Sarah Garda.

Motion 08152023-1: To approve the Agenda for the OLCA Board of Directors meeting of August 15, 2023 as distributed by OLCA Secretary (via pdf). **Second_____Discussion_____ CALL TO VOTE_____ Approved 8 of 8**

Motion 08152023-2: To approve the Minutes for the OLCA Board of Directors meeting of Aug 15, 2023 as distributed by Secretary (via pdf). **Second_____Discussion_____ CALL TO VOTE_____ Approved 8 of 8**

Monthly Reports and Motions:

President, Tara Brandon:

08152023-3: Motion to Approve OLCA Mandatory Three-Year Audit and Yearly Tax Filings.
Second_____Discussion_____ CALL TO VOTE_____ Approved 8 of 8

08152023-4: Motion to remove past Director signatories from OLCA Bank Accounts and to add another new Signatory for backup check signing. **Second_____Discussion_____** I will be requesting all Officer information for the filing of DCCA Document required before the Audit process can begin. This must include legal full name, address, email, and title. I will send an email with this request. Please reply with the information by Thursday August 17th. I will forward the information to Brandee for the filing changes that are required. Secretary will develop letter for Directo Mapua Cann to be a signatory on the account. **CALL TO VOTE_____ Approved 8 of 8**

Thank you all for joining in. I appreciate all your time and dedication to our community.

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for August 2023.

The following information has been provided by the OLCA Bookkeeper, JB Services, Hilo, Hi. and Hershel Hood, OLCA Treasurer.

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

Administrative expenses:

1. JB services, monthly accounting services, June 2023 =\$3,141.36.
2. Patrick Donegan, June 2023 Zoom services =\$75.00.
3. Hawaii Accounts Processing, July lien processing =\$2,650.00.
4. JB Services, OLCA annual MRMA billing =\$6,439.91.
5. Hawaii Police dept. =\$400.00.
6. County director of Finance =\$36.00.
7. Brown and Brown Pacific, General Liability Insurance 2023-24 =\$19,525.66.

8. U.S. Postal Service, P.O.Box renewal 2023-24 =\$210.00.
9. Deposit into OLCA Paving fund at HFS bank =\$10,000.00.

Road maintenance expenses:

1. Puna Rock, materials =\$551.43.
2. Watkins Paving, pothole filling =\$1,178.01.
3. Watkins Paving, stop sign area mowing, \$3,141.36.
4. Sanford's, materials, =\$2,269.73.
5. Yamada & Sons, asphalt materials =\$843.89.

Total administrative expenses =\$32,402.93.

Total road maintenance expenses =\$7,984.42.

Total expenses paid in July 2023 =\$50,387.35.

Note: \$41,000 has been received from previously bad debts as a result of the boards focus on asset management and debt collection through demand letters – intent to lien letters- and the filing of liens

Motions

08152023-5: Motion to approve JB Services July 2023 bookkeeping services invoice #1113 in the amount of \$3,141.36.

Second _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 8 of 8**

08152023-6: Motion to approve JB Services, PayPal C.Card processing and postage, invoice #1114 in the amount of \$387.46.

Second _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 8 of 8**

08152023-7: Motion to approve Hawaii Accounts Processing August 2023 monthly lien processing, invoice #ORLD-08-2023 in the amount of \$2,650.00. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 7 of 7 with 1 abstention.**

08152023-8: Motion to approve payment to the County of Hawaii, Director of Finance for Community lot TMK#316-011-250 annual property tax payment for 8-21-23 to 8-20-24 in the amount of \$365.14 – which as discussed is for this half year. The secretary will file a Non-Permanent Agricultural Exemption Request so that the OLCA community lot receive a reduction in annual taxes to \$100. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 8 of 8**

Comments

\$10,000.00 was successfully deposited into the OLCA Paving fund at HFS Bank. This came out of the General fund. The new balance is approximately \$17,000.00.

There will be a request made for the OLCA Audit to commence soon. Carbonaro CPAs can be used.

There will be a request made for the OLCA fiscal year 2022-23 tax returns to commence soon. Carbonaro CPAs can be used.

The OLCA General Liability insurance for 2023-24, was successfully renewed.

Well, that's it folks. All is good. Any questions or concerns, please ask me.

Hershel Hood, OLCA Treasurer.

Road and Maintenance Report – Mopua Cann

Asphalt Paving and Pothole Repairs:

A complete monthly rotation of Asphalt Pothole Repairs was completed last month on July 18th. Contractors are scheduled this coming week for August's monthly repairs.

08152023-9: MOTION to Approve invoices for July's Asphalt Pothole Repairs. **Watkins Paving #733704** in the amount of **\$5,026.17** for labor and equipment. **Yamada & Sons #072023** in the amount of **\$956.80** for cold mix materials.

Second _____ Discussion _____ CALL TO VOTE _____ Approved 8 of 8

Unpaved/ Gravel Road Maintenance:

08152023-10: MOTION to Approve a budget in the amount of \$100,000 to complete an entire rotation of Gravel Road Maintenance. It was noted that there is a \$156,000 budget for roads. **Second _____ Discussion _____ CALL TO VOTE _____**

Approved 8 of 8

Additional Motions:

Motion 08152023 – 11: To approve the renewal of the OLCA Crime Bond at BNB Pacific – an expense necessary to protect OLCA from possible loss of funds or fraud. Requesting \$533.00. **Approved 6 of 8**

Motion 08152023-12: To approve use of post cards mail outs to members as a reminder of the November 25th, 2023 Semi-Annual Meeting and a link to where they can download/view the OLCA Newsletter. **Approved 8 of 8**

New/ Old Business:

1) Updates, Attendance, and Discussion for OLCA Director's meeting with Mayor Roth. Discussion and information will be provided and circulated to OLCA Board members for input. A meeting will be arranged at a time and date to ensure maximum participation – and – have set out for the mayor's review the associations top priorities.

2) County consolidation of OLCA properties and MRMA exemptions of properties. – Withdrawn until further research is developed.

3) Orchidland Neighbors Lot information and planning_ Discussion centered on billing of the lot as a commercial enterprise. It was decided that they are not a functioning enterprise and therefore a \$2000 annual assessment was unnecessary. Their request to pay for one lot (vs. the two that are part of their OLCA plat map) was rejected. It was noted that in the OLCA bylaws joining of lots was permitted – and the county can and does grant this option – but owners are assessed a Roads and maintenance fee for each lot as set out in the original contract of sale. The treasurer was to provide information to JB Services to correct their current MRMA dues invoice.

Executive Session:

Orchidland Agricultural Association briefing to board members. **Approved to be held next OLCA Board Meeting**

Meeting Adjournment:

That concludes the OLCA BOD meeting for August 15, 2023, motion to adjourn, call to vote, all in favor (8 of8), the time is 8:18pm.