

**Orchidland Community Association
Board of Directors Meeting Minutes
September 17, 2023**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of Sept 19, 2023 via Zoom online conferencing the time is 630pm.

List of Attendees: Tara Brandon, Hershel Hood, Mopua Cann, Reed Becker, Jason Tice, John Erikson, Juanita Rey, Dr Colson

Motion 09192023-1: To approve the Agenda for the OLCA Board of Directors meeting of Sept 19, 2023 as distributed by OLCA Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8/8**

Motion 09192023-2 : To approve the Minutes for the OLCA Board of Directors meeting of August 15, 2023 as distributed by Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8/8**

Monthly Reports and Motions:

President, Tara Brandon:

MOTION 09192023-3 : Approve Landa Web Design to post the current Zoom information for BOD monthly meetings on the OLCA web site. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8 of 8**

MOTION 09192023-4 : Approve an Attorney for Clear Title filing of OLCA roads from Hilo Construction Corporation to OLCA – and – use same to explore OLCA reactions/concerns regarding the ACC. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8 of 8**

MOTION 09192023-5: Approve OLCA ROW Violation Procedures. Updates, volunteers for information, letter correspondence, and timelines. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8 of 8**

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for September 2023.

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

A separate PDF document with the OLCA bank accounts balances has been sent to each board member.

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

Administrative expenses:

1. JB services, monthly accounting services, July 2023 =\$3,141.36.
2. JB services, C.card processing and postage =\$387.46.
3. Hawaii Accounts Processing, August, lien processing =\$2,650.00.
4. Director of finance, community lot property taxes =\$730.24.
5. H. Hood, reimbursement for supplies =\$24.39.
6. Landa, webmaster services, =\$306.28.

Total administrative expenses =\$7,239.73.

Roads expenses:

1. Watkins Paving, paid from Paving fund, =\$5,026.17.
2. Yamada, asphalt materials only,=\$956.80.

Total roads expense (paving fund only) =\$5,982.97.

Total expenses paid in August 2023 =\$13,222.70

Motions

Motion 09192023-6: Approve payment to JBS August bookkeeping services, invoice #1149 in the amount of \$3,141.36. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-7: Approve payment to JBS, invoice #1150 in the amount of \$389.37. C.card processing, DCCA, HCE filing. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-8: Approve payment to HAP, invoice #ORLD-09-223 in the amount of \$2,650.00. September Lien processing. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-9: Approve payment to B&B Pacific Insurance, invoice #ORCHCOM-01 in the amount of \$533.00. Renewal of annual OLCA Crime Bond. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-10: Approve the Treasurer to use the OLCA debit card to pay for printing at OfficeMax for OLCA announcement postcards. The estimated cost is \$350.00. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-11: Approve opening a new Paving fund, checking and savings accounts at CU Hawaii Hilo, Hawaii in November 2023. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-12: Close the Paving fund, checking and savings accounts at HFS FCU Hilo, Hawaii. Account numbers #89159-8 and #89159-0. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-13: Remove funds from both HFS FCU paving accounts and deposit it all into the new CU Hawaii Paving funds. **Second _____ Discussion _____ CALL TO VOTE _____ 8 of 8**

Motion 09192023-14: Motion to deposit \$3000 into the HFS CU paving fund to account for the balance up to pay off all outstanding bills prior to closing the account. **SECOND _____ DISCUSSION _____ CALL TO VOTE _____ 8 OF 8**

Comments

Mopua Cann was successfully approved and added as a signatory for OLCA accounts at CU Hawaii. We were unsuccessful in having Mopua approved at HFS FCU.

That's all from the treasurer. H.

Road and Maintenance Report – Mopua Cann

Asphalt Paving and Pothole Repairs:

The monthly rotation of Asphalt Pothole Repairs was completed on August 18th.

MOTION 09192023-14 : Approve invoices for August Asphalt Pothole Repairs. Watkins Paving #733705 in the amount of \$4,869.10 for labor, hauling, and equipment. Yamada & Sons #08312023 in the amount of \$3,814.15 for cold mix materials. **Second _____ Discussion _____ CALL TO VOTE _____ 8 OF 8**

Unpaved/ Gravel Road Maintenance:

On August 15th, OLCA BOD approved the first 2023-24 fiscal year rotation of all gravel roads with a budget in the amount of \$100,000. On August 30th Bill Watkins Paving started grading, hauling, and spreading materials on 34th Ave. The following invoice is for 27 loads of 2 1/2" materials for 34th, 35th, and about 1/4 of 36th Ave. Invoices from Puna Rock or Sanfords quarries have not yet been received for this month.

MOTION 09192023-15 : Approve Invoice from Watkins Paving #733706 in the amount of \$11,711.77 for labor, hauling, and equipment of 27 loads of materials. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **8 OF 8**

ROW Mowing:

On June 20, 2023 OLCA BOD approved a \$14,000 budget for a complete mowing rotation. Island Boundary sent a private message with interest in the mowing project for Orchidland. They also sent a list of several different types of equipment, including a Reach Flail Arm Mower, to complete the mowing requirements. Island Boundary was then asked to produce a Certificate of Liability.

The COL was submitted on August 25th, placed on record with OLCA Treasurer Hershel Hood, RMC Mōpua Cann, and President Tara Brandon. On August 30th, mowing and ROW corner clearing began. The following invoice is for 1/4 of the Association to include corner clearing and mowing on 35th Ave with specifications of 6-8" of height and 4-5' off the edge of the road.

MOTION 09192023-16 : Approve Invoice from Island Boundary #08252023 in the amount of \$3,500.00.
Second _____ **Discussion** _____ **CALL TO VOTE** _____ **8 OF 8**

MOTION 09192023-17: Approve increase to current \$14000 contract to Island Boundaries to \$26,000 to accommodate a BOD change in contract requirements to include a "deep clear" for all OLCA roads and corners. **Second** _____
Discussion _____ **CALL TO VOTE** _____ **8 OF 8**

New Business:

1. **Presentation by Ric Wyrick Discussion** Questions/Answers. Very thorough report. There were questions regarding the initial forming of the ACC, who was paying for funding, the overall goals of the initiative, its value to the community, requests for support from federal agencies, building goals, with a plea for OLCA BOB membership on the ACC board.
2. **Mayors Meeting Update:** BOD Suggestions were tabled pending a review of the information on OLA Roads, businesses, and major development projects that OLCA BOD can coopt into the discussion. No date put forth pending research.

Executive Session:

Orchidland Agricultural Association Discussion...Recommendations (per the attachments sent to all Directors)

Discussion centered on the lease agreement between OLCA or ACC and its legality. Other points included actual ACC viability given the apparent lack of progress on the overall stated goals. BOD members expressed concerns in general with specific reference to members of the OLCA board being listed on official ACC documentation to State of Hawaii. Ideas on how to proceed included letter outlining BOD concerns, OLCA cancelling lease, and actioning a lawyer to explore an official response to these concerns.

Meeting Adjournment:

That concludes the OLCA BOD meeting for September 19, 2023, motion to adjourn, call to vote, all in favor was 8 of 8, the time is 8:47pm.