

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

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of October 17, 2023, via Zoom online conferencing the time is 630pm.

Present: Tara Brandon (Pres), Jon Erickson (VP), Mōpua Cann (RMC), Dr. Mike Colson (Sec), Reed Becker, Abe Cigna, Juanita Rey. Treasurer Hershel Hood sent in his full report.

Motion 10172023-1: To approve the Agenda for the OLCA Board of Directors meeting of October 17, 2023, as distributed by OLCA Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Motion 10172023-2 : To approve the Minutes for the OLCA Board of Directors meeting of September 19, 2023, as distributed by Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Monthly Reports and Motions:

President, Tara Brandon:

At this meeting we will need to (1) decide on the Newsletter content and end October deadline. (2) Discuss the Association / Member meeting in November at the Community Lot, and (3) decide on best procedure for ROW Letters send out.

Thank you for your volunteering for serving on the board and welcome.

Treasurer's Report, Hershel Hood (Read by Pres Tara Brandon)

This is the OLCA Treasurer report for October 2023 Board of Directors meeting. I am sending it to you now because we will be traveling for the next 2 days to get to where the Buffalo roam is. The farmlands up north. The Internet is not reliable out there. I will not be attending the Zoom BOD meeting.

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 September 2023.

Administrative expenses:

1. JB services, monthly accounting services, August 2023 =\$3,141.36.
 2. JB services, Credit Card processing =\$387.46.
 3. Hawaii Accounts Processing, August, lien processing =\$2,650.00.
 4. B&B Pacific, OLCA Bond renewal =\$533.00.
 5. OfficeMax, OLCA postcards printing =\$447.51.
- Total administrative expenses =\$7,159.33.

Roads expenses:

1. Yamada & Sons, Paving fund materials =\$3,814.15.
 2. Watkins Paving, labor and equipment only =\$11,711.77.
 3. Watkins Paving, Paving fund, pothole filling, =\$4,869.10.
 4. Island Boundary, roadside mowing, =\$3,500.00.
- Total road expenses =\$26,895.02.
- Total September 2023 monthly expenses paid=\$34,054.35.

Motions

Motion 10172023-3: Approve payment to JBS, bookkeeping services for September invoice #1169 in the amount of \$3,141.36. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Motion 10172023- 4: Approve payment to JBS, for OLCA membership meeting announcement postcards; labor, postage and supplies. Invoice #1170, in the amount of \$3,288.14. **Second** _____ **Discussion** _____ **CALL TO VOTE** **7 of 7 approve**

Motion 10172023- 5: Approve payment to HAP, invoice # ORLD-10-2023, in the amount of \$2,650.00. October liens processing and Letter of Demand/Letter of Intent to Lien processing.
Second _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Comments

The treasurer used an OLCA debit card and paid \$447.51 to OfficeMax for OLCA postcard printing. The postcards will be mailed out to all landowners in Orchidland before the end of October 2023 by JB Services, OLCA Bookkeeper.

The treasurer has signed an Engagement letter with Carbonaro CPAs to begin the process of filing OLCA tax returns for the fiscal year ending June 2023. The treasurer will be the point of contact with Carbonaro CPAs. Estimated costs are \$1,800.00.

The treasurer has made contact with and will be the point of contact with Carbonaro CPAs, Hilo Hawaii, regarding the OLCA Audit for fiscal year of 2021-22. We are on the list to have it done. Further contact with Carbonaro CPAs has been revealed that they are too busy with doing 2023 Audits to take on any new work. No time frame has been established as to when they could do the OLCA Audit.

I would like to suggest that the BOD consider doing the OLCA audit for the past fiscal year ending of 2023. This is past every 3 years it is supposed to be done but we may not be able to have the older date (fiscal year ending of 2022) for the audit being done anytime soon if at all. Carbonaro CPAs exhibit reluctance to do it at all for that older date.

We may have no other choice. If anyone has any ideas for resolution, please discuss. It is in the bylaws. Please review for clarity. Sawadee kup. H.

Road and Maintenance Report – Mōpua Cann

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 and hauling materials. To date, 89 loads of materials are on the ground, spread with a 12' grader. An invoice total (to date) \$59,547.86 for labor, hauling and materials. There are two outstanding loads of materials (not yet received) with an overall estimated total of \$60,027.86.

These invoices include 34th-38th Ave along with Kiele and Melia. Road work is currently on 39th Ave to continue through 42nd, the side roads on 40th including Mapuana, Napua, Oliana, Pikake, and Pualani. Finishing with the connecting roads from 37th-39th, Kehaulani, Melekule.

MOTION :

Motion 10172023- 6: Approve Invoices from **Watkins Paving** - for labor, hauling and equipment. (1) **#733707** in the amount of **\$9,109.15** (21 loads) (2) **#733708** in the amount of **\$10,844.23** (25 loads)(3) **#733709** in the amount of **\$6,628.00** (16 loads) . **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Motion 10172023-7: Approve invoices from (1) **Puna Rock** - for 2 1/2" materials **#2023554** in the amount of **\$1,315.20** (5 loads) (2) **#2023624** in the amount of **\$7,166.42** (28 loads). **Second** _____ **Discussion** _____ **CALL TO VOTE** **7 of 7 approve**

Motion 10172023-8: MOTION: Approve Invoice from **Sanford's Service Center** - for 2 1/2" materials #09302023 in the amount of \$12,772.86 (54 loads). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

ROW Mowing:

Motion 10172023-9: Approve AT&H to mow the Community Lot in preparation for the Community Meeting in November. This will be paid by the General Road Fund to use the property for OLCA's Community Meeting.

Second _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

Motion 10172023-10: Motion to approve Landa Services invoice for \$37.97 for edits on the website and to approve that future invoices can be paid as necessary that do not exceed \$100 on a monthly basis. This is to create an efficient way to have edits updated in a timely fashion. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **7 of 7 approve**

New Business:

(1) Decide on the Newsletter content and end October deadline. Secretary to receive input and complete newsletter by October 30, 2023, pending approvals. Then submit to Landa Services for posting on to website.

(2) Discuss the Association / Member meeting in November at the Community Lot. This was tabled to next BOD

(3) ACC request for additional presentation to BOD per email from ACC Board. **Discussion:** The BOD felt generally they had been given enough information about the ACC goals and direction and did not require an additional brief at this time. A suggestion to have a fuller discussion and vote as to how to proceed regarding the ACC after the November Community Meeting was brought forward. The BOD agreed unanimously to review ACC request after Dec 2023.

(4) Decide on best procedure for ROW Letters send out. Discussion about the five types of ROW violation letters as drafted by OLCA attorney, led to a decision to begin formulating a process to serve these letters on various ROW violators. These included homeowners with materials/etc. in ROW, unkept or over planted ROW areas, and new construction primarily associated with driveway installation. A Builders Packet was suggested to be reviewed and sent to builder's groups – and – posted on website. Where possible the BOD wishes to be fair and equitable with violators but prefers to get information to the relevant persons ahead of projects. Rubbish and especially junk cars continue to be an issue. Pres Tara will send out full ROW info pack to all BOD for review.

(5) Secretary will work to get website edits and uploads completed as information is sent to him.

Meeting Adjournment:

That concludes the OLCA BOD meeting for October 17, 2023, motion to adjourn, call to vote, the time is 7:54 pm.