

**Orchidland Community Association
Board of Directors Meeting Minutes
November 21, 2023**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of November 21, 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, Hershel Hood (Treasurer).

Motion 11212023-1: To approve the Agenda for the OLCA Board of Directors meeting of November 21, 2023, as distributed by OLCA Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Motion 11212023-2 : To approve the Minutes for the OLCA Board of Directors meeting of October 17, 2023, as distributed by Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Monthly Reports and Motions:

President, Tara Brandon:

I'm sending out the current road invoices for information. If directors would like to start receiving the invoices, I will make sure they are sent monthly. I want to keep all Officers in the loop of current breakdowns for invoice charges.

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

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for the November 2023 Board of Directors 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 will be sent to each board member and can be found on the Orchidland.org - Financials.

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

Administrative expenses:

1. JB services, monthly accounting services, September 2023 =\$3,141.36.
2. JB services, OLCA October postcard processing, supplies =\$3,288.14.
3. Hawaii Accounts Processing, October lien processing =\$2,650.00.
4. JB services, 2022-23 tax preparation for Carbonaro CPAs =\$183.25
5. Landa Web Design, add Zoom inks to OLCA website =\$37.97

Total administrative expenses =\$9,300.72

Roads expenses:

1. Watkins Paving, labor and equipment only =\$26,893.69.
2. Sanfords, materials only =\$12,772.86.
3. PunaRock, materials only =\$8,481.62.

Total roads expenses =\$48,148.17.

Total October 2023 expenses =\$57,448.89.

Motions

Motion 11212023-3: Approve payment to JBS, bookkeeping services for October 2023. invoice #1193, in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 7 of 7**

Motion 11212023-4: Approve payment to JBS, for meeting with Tara to discuss insurance documents and go to CU Hawaii to resolve statement issues. Invoice #1194. in the amount of \$168.81.

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

Motion 11212023-5: Approve payment to HAP, invoice # ORLD-11-2023, in the amount of \$2,650.00. November lien processing. This is a monthly reoccurring billing.

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

Motion 11212023-6: Motion to allow OLCA Secretary to review additional CPA/Accounting firm options whi might be readily available to conduct mandatory OLCA financial Audit for the Fiscal year ending June 2023.

Second _____ **Discussion** _____ BOD thanked Treasurer Hershel Hood for his work in coordinating the audit. BOD recommended – with the Treasurer’s permission – to explore other accounting firms who might be able to handle the OLCA audit. Secretary is to report back at Dec BOD. Motion was altered to allow for this short delay.

CALL TO VOTE _____ **Approved 7 of 7**

Motion 11212023-7: Approve the renewal of the OLCA 2023-24 D&O insurance policy, through B&B Pacific. We are waiting for the cost information but this must be paid promptly upon receipt of the invoice. The Treasurer may be required to use an ACH payment method. Last years cost was approximately \$18,000.00.

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

Comments

Signatory Change Notice – The OLCA Secretary requested that he be removed as an approved signatory for all OLCA banking accounts at CU Hawaii. This was approved by the Officers of the Board and done via an email letter produced by the Secretary. It was submitted to CU Hawaii on 11-06-20. Dr. Colson’s request was made because of previously unknown complications caused when an OLCA approved signatory has their own private account at the bank. This has been completed as requested.

Ken Ahlo was removed as “ Information User” from all accounts at CU Hawaii. This was requested by CU Hawaii. This was approved by OLCA Board officer’s and submitted via email letter on 11-07-2023. This has been completed as requested.

The process of opening a new OLCA Paving account at CU Hawaii is ongoing. This should be completed very soon.

BOD Question: How did the October 2023 newsletter become the November 2023 newsletter? All the correspondence and documentation I have refers to the former. The OLCA postcards mailed to property owners also refers to an October 2023 newsletter. Please help me to understand what changed. Thank you.

That completes the OLCA Treasurer report. Hershel Hood.

Road and Maintenance Report – Mōpua Cann

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. August 30th Watkins Paving started hauling and grading materials. On November 7th the entire gravel road rotation was completed. There are 145 loads of materials, hauled in, and graded on OLCA roads. All invoices are accounted except 17 loads of materials that will be billed out next month from Puna Rock.

The breakdown of the entire gravel road rotation:

- Sanfords Service Center total \$18,767.25 for 79 loads of 2 1/2" gravel.
- Puna Rock total \$17,391.52 for 66 loads of 2 1/2" gravel. This includes 17 outstanding loads that are estimated.
- Watkins Paving total \$62,585.03 for all 145 loads this includes labor, equipment, hauling, and grading.

The overall completion was under budget at \$98,743.80.

Motion 11212023-8: Approve Invoices from Watkins Paving for labor, equipment, hauling, and grading. #733710 in the amount of \$11,278.00 (26 loads) #733711 in the amount of \$13,013.08 (30 loads).

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

Motion 11212023-9: Approve Invoice from Sanford's Service Center for 2 1/2" materials. #10312023 in the amount of \$5,994.39. (25 loads). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 7 of 7**

Motion 11212023-10: Approve invoice from Puna Rock for 2 1/2" materials. #2023695 in the amount of \$4,304.90. (16 loads). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 7 of 7**

Asphalt Pothole Repairs

Motion 11212023-11: Approve invoice from Watkins Paving for monthly pot hole repairs. Invoice includes, labor, equipment, and hauling. #733713 in the amount of \$3,769.63.

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

Community Lot Mowing

Motion 11212023-12: Approve invoice from Watkins Paving for Community Lot mowing. #733714 in the amount of \$900.00. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 7 of 7**

ROW Mowing:

-Updates on Association mowing-

New Business:

1. Community Meeting Planning and Preparation
2. Website Update
3. ACC Request and rationale for amending time for review based on request from ACC Board member.

Meeting Adjournment:

That concludes the OLCA BOD meeting for November 21, 2023, motion to adjourn, call to vote, the time is 8:36 pm.