

**Orchidland Community Association
Board of Directors Meeting Minutes
January 16, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of January 16, 2024, via Zoom online conferencing the time is 630pm.

Present: Tara Brandon (Pres), John Erickson (VP), Hershel Hood (Treasurer), Dr. Mike Colson, Mōpua Cann, Jason Tice, Reed Becker, Juanita Ray, with Roger Sakowski.

Motion 01162024-1: To approve the Agenda for the OLCA Board of Directors meeting of January 16, 2024, as distributed by OLCA Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 8 of 8**

Motion 01162024--2 : To approve the Minutes for the OLCA Board of Directors meeting of December 18, 2023, as distributed by Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 8 of 8**

Monthly Reports and Motions:

President, Tara Brandon:

I want to welcome all that are in attendance this evening. There is going to be a presentation from a Special Guest that I will be introducing after Orchidland business is completed. Camren Cambra has contacted me with interest involving the new Community Committee that was approved during last month's Board Meeting. I am looking forward to new ideas from our members and supporting their involvement.

Tara – OLCA President

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for January 2024 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 also be found on the Orchidland.org website, Financials.

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

Administrative expenses:

1. JB services, monthly accounting services, December 2023 =\$3,141.36.
 2. JB services, postage =\$24.42.
 3. Carbonaro CPAs, fiscal tax returns 2022 form 990, =\$2,277.49.
 4. Hawaii Accounts Processing December liens processing =\$2,650.00.
 5. Landa web services, =\$192.42.
- Total administrative expenses =\$8,285.69.

Legal fund, Big Island Lawyer, Retainer payment, =\$8,000.00.
Paid from OLCA Legal fund. Tara Brandon is point of contact for OLCA.

Roads expenses:

1. Yamada and Sons, asphalt materials, =\$1,167.30.
2. D&L Services, rubbish removal and ,hauling,=\$11,041.70.
3. Puna Rock, materials rock, =\$4,404.87.

Total roads expenses =\$15,446.57.
Total expenses paid in December 2023, not including legal fund, =\$23,732.26.

Motions

Motion 01162024-3: Approve payment to JBS, bookkeeping services for December 2023. invoice #1235 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Passed 8 of 8**

Motion 01162024-4: Approve payment to JBS, January 2024 MRMA reminder billing. postage, envelopes and billing supplies. Invoice #1235 in the amount of \$4,328.40. **Passed 8 of 8**

Motion 01162024-5: Approve payment to HAP, invoice # ORLD-1-2024 in the amount of \$2,650.00. January 2024 lien processing. This is a monthly reoccurring billing. **Passed 8 of 8**

Motion 01162024-6: Approve payment to Landa, web services for the next 6 months of monthly website stats and monthly PDF uploads. 1/2024 to 6/2024. Invoice #2868 in the amount of \$414.66. **Passed 8 of 8**

Motion 01162024-7: Approve payment to Mike Colson, OLCA Secretary, for reimbursement of payments made by him for annual subscription's (year of 2024) to Microsoft and Adobe Inc. These subscriptions are used by the Secretary for OLCA business. Amount totals =\$419.80. **Passed 8 of 8**

Motion 01162024-8: Approve Carbonaro CPAs to do the OLCA Audit. Year to be audited is for the fiscal year ending June 2022. The process will begin upon approval by the OLCA BOD. Tara Brandon will be the point of contact representing OLCA with Carbonaro CPAs. **Passed 8 of 8**

Additionally, charges to OLCA will be made by JB services for their providing of bookkeeping information and other pertinent requests made by Carbonaro for the audit.

Comments

1. The OLCA taxes have been completed and filed for fiscal year of 2022-2023.
2. A deposit of \$44,000.00 has been made into the OLCA Paving fund at CU Hawaii. No bank accounts have been closed as of yet.
3. The January 2024 MRMA reminder billing has been sent out by JB Services. There were 1,049 accounts with outstanding balances due. Late fees are added to delinquent accounts balances at the BOD approved 10%, \$25.00 for this year.

That's it from me. Any questions, please ask. Hershel Hood, your OLCA Treasurer.

Road and Maintenance Report – Mōpua Cann

ROAD REPORT

Unpaved/ Gravel Road Maintenance:

On December 19th, OLCA BOD approved the second 2023-24 fiscal year rotation of all gravel roads with a budget in the amount of \$100,000. On December 27th Watkins Paving started hauling and grading materials. To date 34th and 35th Ave have been completed. Watkins will continue Makai to Mauka throughout the Association. This will be the first time two entire rounds of gravel road maintenance has been approved, with funds that has now become available for Orchidland. In the past funding was restricted to one entire round of maintenance and the second round was "as needed" on the most traveled gravel roads.

MOTION 01162024-9 : Approve invoice from Watkins Paving for labor, equipment, hauling, and grading.
#733715 in the amount of **\$8,675.38** (20 loads) **Passed 8 of 8**

MOTION 01162024-10 : Approve invoice from Puna Rock for 2 1/2" materials.
#2023830 in the amount of **\$3,230.58**. (12 loads) **Passed 8 of 8**

ROW Mowing:

MOTION 01162024-11 : Approve invoice from AT&H for Association Mowing
#10874 in the amount of **\$10,837.69** **Passed 8 of 8**

New Business

Nomination of Roger Sackowski as Interim Director to be voted on at next month's meeting as per OLCA Bylaws.

Visitors Introduced and Welcomed:

1. Discussion from one of the visitors with promises by BOD to look into the owners concerns about roads in a specific area. Owner was a former board member with ideas on how to approach the road and maintenance issues/challenges.

New Business:

1. Presentation from Camren Cambra. Very thorough layout of future plans for the community lot with a view to including residents in a variety of agricultural and entertainment opportunities over the next year. Favorably received by board members.

MOTION 01162024-12: Approve Camren Cambra as Community Committee Chairperson. **Passed 7 of 8 (1 abstention)**

2. Inclusion of OLCA attorney presentation for Feb 20, 2024 brought forward with full BOD support.

Meeting Adjournment: That concludes the OLCA BOD meeting for January 16, 2024, motion to adjourn, call to vote, the time is 8:43 pm.