

**Orchidland Community Association
Board of Directors Meeting Minutes
February 20, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of February 20, 2024, via Zoom online conferencing, with a proposed start time of 630pm.

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

Motion 02202024-1: To approve the Agenda for the OLCA Board of Directors meeting of February 20, 2024, as distributed by OLCA Secretary (via pdf). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 02202024--2 : To approve the Minutes for the OLCA Board of Directors meeting of January 16, 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. We have a special guest, Mr. Kai McGuire that is joining us. After the Treasurer and Road Report, we will be going into Executive Session, which was approved last month, with Mr. McGuire.

The Community Committee has scheduled their first community cleanup day for Monday, February 26th at 2:00. Anyone that would like to volunteer by cleaning up rubbish, mowing, weed cutting, or would like to bring anything for a potluck after, please join them at the community lot. I appreciate their efforts with community involvement. The volunteer lot cleanup will save OLCA thousands of dollars that is currently being spent for maintenance.

Motion 02202024—3: Approve Roger Sackowski as interim director. Roger was nominated during last month's OLCA BOD meeting held on January 16th, 2024. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 8 of 8**

Mahalo, Tara – OLCA President

Treasurer's Report, Hershel Hood

OLCA Treasurer report for February 20, 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 have been 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 January 2024:

Administrative expenses:

1. JB services, monthly accounting services, January 2024 =\$3,141.36.
 2. JB services, OLCA reminder billing, labor, materials and postage =\$4,328.40.
 3. Hawaii Accounts Processing, January 2024 liens processing =\$2,650.00.
 4. Mike Colson, reimbursement =\$419.80.
 5. Landa web services =\$414.66.
 6. Hershel Hood, reimburse for treasurer supplies =\$48.02.
 7. Mōpua Cann, reimburse for paint for roads =\$22.95.
- Total administrative expenses =\$11,025.19.

Road maintenance expenses

1. AT& H, roadside mowing =\$10,837.69.
 2. Watkins paving, labor and equipment =\$8,675.38.
 3. Puna Rock, materials =\$3,230.58.
- Total road maintenance expenses =\$22,743.65.
Total expenses paid in January 2024 =\$33,768.84.

Motion 02202024-4: Motion to Approve payment to JBS, bookkeeping services for February 2024 invoice #1280 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second _____ Discussion _____ CALL TO VOTE _____ Passed 9 of 9**

Motion 02202024-5: Motion to approve payment to JB Services, invoice #1281 in the amount of \$539.69. PayPal, 12 vendor tax forms 1099. **Second _____ Discussion _____ CALL TO VOTE _____ Passed 9 of 9**

Motion 02202024-6: Motion to Approve payment to HAP, invoice # ORLD-2-2024 in the amount of \$2,650.00. February 2024 lien processing. This is a monthly reoccurring billing. **Second _____ Discussion _____ CALL TO VOTE _____ Passed 9 of 9**

Motion 02202024-7: Motion to approve payment to County of Hawaii Real property tax bill. Amount is \$365.12. This is for the OLCA Community lot. The due date is February 20,2024 . The treasurer is also requesting permission to make this payment online using the OLCA debit card. **Second __ Discussion _ CALL TO VOTE __ Passed 9 of 9**

Comments

1. The OLCA Treasurer closed the OLCA Paving fund's checking and savings accounts at HFS FCU. The total amount received from both accounts is =\$4,468.21. This total amount was deposited into the OLCA Paving Fund at CU Hawaii.
2. There are still 2 remaining open accounts at HFS FCU:
 1. Capital Fund, used for the Legal fund =\$30,685.68.
 2. Community lot fund =\$102.00.

I would like to suggest that in the near future these 2 accounts be closed, and monies be re-deposited into the appropriate CU Hawaii FCU accounts. This action will enable OLCA to use just one bank, CU Hawaii, for all of our banking needs. This will simplify the Bookkeeper and treasurer jobs significantly.

3. A reminder of the upcoming March 2024 mailed newsletter with ballots and invite to the April 2024 OLCA SEMIANNUAL outdoor meeting at the OLCA community lot.

That's it from me, any questions? Please ask.
Your OLCA treasurer Hershel Hood

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 of \$100,000. On December 27th Watkins Paving started hauling and grading materials. To date 91 loads of materials have been hauled in and graded on OLCA roads. This will be the first time two entire rounds of gravel road maintenance have been approved with funds that have now become available for Orchidland. In the past funding was restricted to one entire round of maintenance and the second round was applied "as needed" on the most traveled gravel roads.

Motion 02202024-8: Approve invoices from Watkins Paving for labor, equipment, hauling, and grading. #733716 in the amount of \$19,519.62 (45 loads) #733717 in the amount of \$11,278.00 (26 loads)Puna Rock has increased materials prices by one dollar per ton. OLCA prices were \$16.25/ton, and as of this second fiscal year rotation, the price per ton is \$17.25. **Second_____Discussion_____ CALL TO VOTE_____ Passed 9 of 9**

Motion 02202024-9: Approve invoice from Puna Rock for 2 1/2” materials. #01/31/2024 in the amount of \$14,210.49. (54 loads) **Second_____Discussion_____ – Increase of \$1 per load acknowledged CALL TO VOTE_____ Passed 9 of 9**

Asphalt Pothole Repairs

Watkins Paving completed an entire round of Pothole filling on OLCA paved roads. We are nearing the end of the fiscal year and have budgeted/paid for two large paving projects this year. Watkins Paving was given a restricted budget for the monthly maintenance until the new fiscal year starts. The allowed budget is lower than the previous monthly budget in the past. The paving fund is 20% of MRMA’s collected as approved by membership vote in 2023.

Motion 02202024-10: Approve Yamada invoices for asphalt cold mix material #157510 in the amount of \$419.08, #157554 in the amount of \$375.07 and #157529 in the amount of \$428.65. **Second_____Discussion_____ CALL TO VOTE_____ Passed 9 of 9**

Motion 02202024-11: Approve Watkins paving invoice including hauling, equipment, and labor for paved road pothole repairs on #733718 in the amount of \$3,769.63. **Second_____Discussion_____ CALL TO VOTE_____ Passed 9 of 9**

Mowing and ROW maintenance

Our last full round of ROW mowing and corner clearing began in November 2023 and was completed in January 2024.

Motion 02202024-12: Approve AT&H complete the next round of ROW mowing and corner clearing at the estimated cost of \$10,471.20. **Second_____Discussion_____ CALL TO VOTE_____ This Vote Tabled until Next Meeting**

Motion 02202024-13: Approve the newly formed OLCA Community Committee for operations on the OLCA Community Lot beginning with “Farmers Market” each Monday afternoon. **Second_____Discussion:** Good enthusiasm for the board as formed, the new members and volunteers, and the activities already in progress at the Farmers Market. Some discussion required about providing a load of rock for the lot to aid with parking of cars. **Vote_____ Passed 9 of 9**

New Business

1. Set timeline for March Newsletter and create ballot information. Discussion of June ballot results via USPS mailing. Ballot additions are M. Cann, R. Becker, J. Tice, and J. Ray for initial term(s). And T. Brandon and H. Hood for 3-year terms. Each to supply Secretary with statements for Newsletter by March 18.
2. March newsletter and ballot discussions. We need to get the newsletter put together, approved and mailed out 30 days in advance of the Semi-annual Membership Meeting on April 27th.
3. Semi-Annual Meeting to be held on April 27, 12-2PM at the Community Lot
4. OLCA Newsletter to be posted by April 9, 2024, once completed, and approved.

Visitors Introduced and Welcomed

Executive Session

Introduction of Kai McGuire, Esq as OLCA attorney and a presentation on current state of legal affairs with specific reference to the Agricultural Community Committee and OLCA roads ownership. Key topics included (1) OLCA Roads legal ownership. (2) OLCA status as a organization based on its non-profit status. (3) The option for OLCA applying to become a Community Association under the 421-J (414-D) which is an ‘enhanced’ version of its current 501-C 4 status. (4) Advise to cancel any/all lessor/lease relationships with the ACC with the attorney being tasked to call principles on behalf of OLCA.

Return to BOD Meeting:

Addition of any motions from New Business and/or Executive Session

Meeting Adjournment: That concludes the OLCA BOD meeting for February 20, 2024, motion to adjourn, call to vote, the time is 8:55 pm. **Passed 9 of 9.**