

**Orchidland Community Association
Board of Directors Meeting Minutes
March 19, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of March 19, 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, Reed Becker, Juanita Ray, Roger Sackowski.

Motion 03192024-1: To approve the Agenda for the OLCA Board of Directors meeting of March 19, 2024, as distributed by OLCA Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 8 of 8**

Motion 03192024-2 : To approve the Minutes for the OLCA Board of Directors meeting of February 20,2024, as distributed by Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 8 of 8**

Monthly Reports and Motions:

President, Tara Brandon:

I will welcome everyone in attendance and the only issues I need to discuss are the Newsletter and Membership meeting. We are still awaiting a briefing from our attorney. That information will be provided as soon as I receive it.

Mahalo, Tara – OLCA President

Treasurer's Report, Hershel Hood

OLCA Treasurer report for March 19, 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 February 2024:

Administrative expenses:

1. JB services, monthly accounting services, February 2024 =\$3,141.36.
2. JB services, PayPal, (12) 1099s=\$575.70.
3. Hawaii Accounts Processing, February 2024 liens processing =\$2,650.00.
4. Mopua Cann, reimburse for paint for roads =\$22.95.
5. Landa web services =\$25.33.
6. Community lot property taxes =\$365.12.

Total administrative expenses =\$6,780.66.

Road maintenance expenses

1. Watkins Paving, labor and equipment =\$30,797.62.
2. Watkins paving, asphalt pothole filing, labor =\$3,769.63.
3. Puna Rock, materials =\$14,210.49.
4. Yamada & Sons, asphalt materials =\$1,222.80.

Total road maintenance expenses =\$45,008.11.
Total expenses paid in February 2024 =\$51,788.77.

Motion 03192024-3: Motion to Approve payment to JBS, bookkeeping services for March 2024 invoice #1303 in the amount of \$3,141.36. This is a monthly reoccurring billing. Second _____ Discussion _____ CALL TO VOTE ___ **Approved 8 of 8**

Motion 03192024-4: Motion to approve payment to JB Services, invoice #1304 in the amount of \$126.84. This is for documents provided to Carbonaro CPAs- Audit information, PayPal and postages. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 8 of 8**

Motion 03192024-5: Motion to Approve payment to HAP, invoice # ORLD-3-2024 in the amount of \$2,650.00. March 2024 lien processing. This is a monthly reoccurring billing. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 8 of 8**

Motion 03192024-6: Motion to approve payment to Landa web services, invoice #2891 in the amount of \$308.48. This is for General Hosting website, 4-17-24 to 4-16-25. Also includes Domain Name renewal 2 years. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 8 of 8**

Comments

1. The treasurer used the OLCA debit card to pay for the March 2024 mailed Ballot. The cost for printing 2200 copies at OfficeMax was \$428.60. Approximately the same cost as last time.
2. There will be additional expenses for postage and labor from JB Services for this mailing project.
3. How many copies of the OLCA ONLINE NEWSLETTER would the BOD like to have made for the April Semi Annually outdoor meeting?
This will be paid for by the Treasurer using the OLCA debit card.

That's all from me. Any questions, please ask. Thank you. **H.**

Road and Maintenance Report – Mōpua Cann

ROAD REPORT

Unpaved/ Gravel Road Maintenance:

On December 19th, 2023, OLCA BOD approved the second 2023-24 fiscal year rotation of all gravel roads. The budget was in the amount of \$100,000. Watkins Paving started work on December 27, 2024. To date 125 loads of materials have been hauled and graded.

Motion 03192024-7: Approve invoices from Watkins Paving for labor, equipment, hauling, grading, and tax. Invoice # 733720 in the amount of \$14,748.26 (34 loads). Second _____ Discussion _____ CALL TO VOTE ___ **Approved 8 of 8**

Motion 03192024-8: Approve invoice from Puna Rock for 2 1/2" and 1 1/2" materials. Invoice # 02/29/2025 in the amount of \$13,271.61. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 8 of 8**

Asphalt Pothole Repairs

We are nearing the end of the fiscal year and OLCA has budgeted/paid for two large paving projects this fiscal year. Watkins Paving has been given a restricted budget of \$3,000.00 (including labor, equipment, and materials) for the monthly paved road maintenance, until more funding becomes available.

Motion 03192024-9: Approve Yamada invoices for asphalt cold mix materials #157999 in the amount of \$403.76, #158016 in the amount of \$191.36 #158149 in the amount of \$12.23. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 8 of 8**

Motion 03192024-10: Approve Watkins paving invoice including hauling, equipment, labor, and tax for paved road pothole repairs. #733719 in the amount of \$2,356.02. Second_____Discussion____ CALL TO VOTE_____ **Approved 8 of 8**

Mowing and ROW maintenance

Our last full round of ROW mowing and corner clearing began in November 2023 and was completed in January 2024 at a cost of \$10, 837.69. We have been given an estimate of about \$350 less for our next round and our vendor has agreed to honor this estimate now before the grass grows higher and the job becomes more time-consuming and therefore more costly.

Motion 03192024-11: Approve AT&H to complete the next round of ROW mowing and corner clearing at the estimated cost of \$10,471.20. Vote____ **Approved 8 of 8**

Asphalt Pothole Repairs:

Motion 03192024-12: Approve an increased monthly budget of \$7,000 for asphalt pothole repair by Watkins Paving in maintenance of OLCA paved roads (including labor, equipment and materials). Discussion by BOD emphasized the need to keep Orchidland and other paved roads safe. **Vote____Approved 8 of 8**

Motion 03192024-13: Approve \$6000 for a complete roadside cleanup by D&L Services prior to the next round of ROW mowing. Discussion by BOD centered on regular roadside clean-up with a budget that allows contractor to keep ahead of the people who frequently use OLCA road areas for illegal dumping. **Approved 8 of 8**

Road and Maintenance Chair – Mōpua **Cann**

New Business

1. Discussion of asphalt pothole filling on Orchidland drive (Hershel Hood)
2. Reminder on timeline for March Newsletter and create ballot information.
3. Any further March newsletter and ballot discussions.

Visitors Introduced and Welcomed

Meeting Adjournment: That concludes the OLCA BOD meeting for March 19, 2024, motion to adjourn, call to vote, the time is 7:55_pm.