

**Orchidland Community Association
Board of Directors Meeting Agenda
April 16, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of April 16, 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.

Motion 04162024-1: To approve the Agenda for the OLCA Board of Directors meeting of April 16, 2024, as distributed by OLCA Secretary (via pdf). **Second_____Discussion_____ CALL TO VOTE_____ Passed 8 of 8**

Motion 04162024-2 : To approve the Minutes for the OLCA Board of Directors meeting of March 19,2024, as distributed by Secretary (via pdf). **Second_____Discussion_____ CALL TO VOTE_____ Passed 8 of 8**

Monthly Reports and Motions:

President, Tara Brandon:

Aloha Directors. I would like to thank everyone for your attendance this evening. I appreciate all of you, for volunteering your time. This last month has been busy for all OLCA Officers. We have some issues that need to be discussed after the monthly reports have been given. I want to remind everyone about the Semi-Annual Membership Meeting on the 27th of this month. We need at least six people to help set up the tent, tables, and chairs at 11:00am. The meeting will start at 2:00 with introduction of all Directors. We have two Officer positions that will need to be filled.

Mahalo, Tara – OLCA President

Treasurer's Report, Hershel Hood

OLCA Treasurer report for April 16, 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 March 2024:

Administrative expenses:

1. JB services, monthly accounting services, March 2024 =\$3,141.36.
2. JB services, PayPal, Audit information =\$126.84.
3. Hawaii Accounts Processing, March 2024 liens processing =\$2,650.00.
4. Landa web services =\$308.48.
5. OfficeMax, March 2024 mailed ballot printing =\$428.60.
6. Camren Cambra, reimbursement for Hawaii John's portable toilet for Community lot. Paid from Community lot fund. \$201.58.

Total administrative expenses =\$6,856.86.

Road maintenance expenses:

1. Watkins Paving, labor, and equipment =\$14,748.16.
2. Watkins paving, asphalt pothole filing, labor =\$2,356.02.
3. Puna Rock, materials =\$13,271.61.
4. Yamada & Sons, asphalt materials =\$607.35.

Total road maintenance expenses =\$30,983.14.

Total expenses paid in March 2024 =\$37,840.00.

Motion 04162024-3: Approve payment to JBS, bookkeeping services for April 2024 invoice #1317 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 04162024-4: Approve payment to JB Services, invoice #1318 in the amount of \$3,277.04. March 2024 OLCA mailed ballots. Labor, postage, and PayPal charges. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 04162024-5: Approve payment to HAP, invoice # ORLD-4-2024 in the amount of \$2,650.00. April 2024 lien processing. This is a monthly reoccurring billing. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Comments

1. BOD members need to get more involved and participate in the operations of the Corporation. There is more to being a BOD than just raising your hand. Take pride in everything that you do. Read the OLCA bylaws. H.

Road and Maintenance Report – Mōpua Cann (Report read by Secretary)

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 145 loads of materials have been hauled and graded for a running total of \$98,711. There are a couple of outstanding material invoices from Puna Rock expected next month.

Motion 04162024-6: Approve invoices from Watkins Paving for labor, equipment, hauling, grading, and tax. Invoice #733721 in the amount of \$8,675.38. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 04162024-7: Approve invoice from Puna Rock for gravel materials. Invoice # 2024194 in the amount of \$3,429.92. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 04162024-8: Approve invoice from D&L for rubbish removal and hauling. Invoice #1004 in the amount of \$9,419.69. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Asphalt Pothole Repairs

Two rounds of pothole filling have been completed on all paved roads. Watkins will continue to do the pothole filling with the budget of \$7000/per month.

Motion 04162024-9: Approve Yamada invoices for asphalt cold mix materials #158490 in the amount of \$375.33 and #158418 in the amount of \$371.23 and #158384 in the amount of \$528.16 (Yamada total \$1,274.72). **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Motion 04162024-10: Approve Watkins paving invoice including hauling, equipment, labor, and tax for paved road pothole repairs #733722 in the amount of \$5026.17. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Passed 7 of 7**

Mowing and ROW maintenance

Motion 04162024-11: Approve AT&H invoice for mowing and corner clearing which began on April 3, 2024 and is estimated to be complete the first week of May weather permitting Invoice #11442 in the amount of \$1,193.72.

Second _____ Discussion _____ CALL TO VOTE _____ Passed 7 of 7

This is my final road report. Please accept this as my resignation as interim Road Chairperson and my withdrawal from the current election. I have come to realize that my family and work commitments are incompatible with the requirements of this position.

Mōpua Cann

New Business Recap

1. Discussion of JB Service’s Contract (Tara Brandon) – President and Treasurer to meet JBS services this week on a variety of bookkeeping issues included hourly wage for special projects, supplemental cost approvals, and overall review of current JBS contract.
2. Discussion of Title Transfer Fees, Resolution (Tara Brandon) – Report due on agreement with JBS Services after BOD discussed amount of transfer (\$3-400) and costs to JBS Services for collection.
3. MRMA Billing re envelopes and motion (Tara Brandon) – Board agreed to send out all correspondence without expensive return envelopes which is a change in the billing SOP. This will start with July, 2024 billing.
4. Kaleo’s ROW Violation Letter - Secretary to send a letter with picture verification of violations by Kaleo’s patrons

Visitors Introduced and Welcomed

Meeting Adjournment: That concludes the OLCA BOD meeting for April 16, 2024, motion to adjourn, call to vote, the time is **_8:37__pm. Passed 7 of 7**