

**Orchidland Community Association
Board of Directors Meeting Agenda
May 21, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of May 21, 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, Jason Tice, Reed Becker, Juanita Ray, Roger Sackowski.

Motion 05212024-1: To approve the Agenda for the OLCA Board of Directors meeting of May 21, 2024, as distributed by OLCA Secretary (via pdf). **Second_____Discussion_____CALL TO VOTE_____ Approved 7 of 7**

Motion 05212024-2 : To approve the Minutes for the OLCA Board of Directors meeting of April 19, 2024, as distributed by Secretary (via pdf). **Second_____Discussion_____CALL TO VOTE_____ Approved 7 of 7**

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. I am nominating two new members as Interim positions on the Board. I would like to introduce Lisa Cabral and Sarah Garcia.

Lisa Cabral: (introduction)

Sarah Garcia: (introduction)

We need two Directors to volunteer for the open Officer positions. Vice President and Road Chair that need to be filled by June. Any volunteers? (Motions to elect)

Special Motion 05212024-SP1: Approve Sarah Garcia as an interim board member beginning with tonight's meeting.
Approved 7 of 7

Treasurer's Report, Hershel Hood

This is the OLCA Treasurer report for May 21, 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 April 2024:

Administrative expenses:

1. JB services, monthly accounting services, March 2024 =\$3,141.36.
2. Hawaii Accounts Processing, March 2024 liens processing =\$2,650.00.
3. OfficeMax, March 2024 printed newsletter for meeting =\$25.34. 55 copies.
4. Walmart, (2) printer ink used by treasurer =\$37.53.
5. Tara Brandon, reimbursement for chain used at community lot =\$175.50.
6. Tara Brandon, reimbursement for office supplies used by president =\$115.37.

Total administrative expenses =\$6,145.10.

Road maintenance expenses:

1. Watkins Paving, road maintenance, labor, and equipment =\$8,675.38.
2. AT&H, roadside mowing, partial payment, project not completed at this time =\$1,193.72.

- 3. D&L services, trash pickup =\$9,419.69.
- 4. Watkins Paving, asphalt pothole filling, =\$5,026.17.

Total road maintenance expenses =\$24,314.96.

Road maintenance materials -

- 1. Yamada & Sons, asphalt =\$1,286.95.
- 2. Puna Rock, rock, =\$3,429.92.

Total expenses paid in April 2024 =\$35,176.93.

Motion 05212024-3: Approve payment to JBS, bookkeeping services for April, 2024 invoice #1348 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second _____ Discussion _____ CALL TO VOTE _____ Approved 8 of 8**

Motion 05212024-4: Approve payment to JB Services, special projects, Invoice #1318 in the amount of \$3,127.83.

Discussion: This special project involved the mailing of the OLCA ballots and meeting announcement. This year’s billing for labor is 44.5 hours. Total labor is \$1,557.50. Postage and other supplies are included in this total invoice amount. Last year’s billing for labor was 52.0 hours. Total labor was \$1,700.00. **Second __ Discussion __ CALL TO VOTE __ Approved 8 of 8**

Motion 05212024-5: Approve payment to JB Services, special projects, Invoice #1349 in the amount of \$415.68. This special project involves the receiving and tabulation of the March 2024 OLCA mailed ballots. Labor so far is 5.75 hours, \$200.10. This project has not been completed. Last year’s total billing was \$600.00.

Second _____ Discussion _____ CALL TO VOTE _____ Approved 8 of 8

**This invoice also includes PayPal charges, postage, and the attendance by JBS, Brandee, at the OLCA semiannual meeting to receive MRMA payments and receive ballots submitted at the meeting.

Motion 05212024-6: Approve payment to HAP, invoice # ORLD-5-2024 in the amount of \$2,650.00. May, 2024 lien processing. This is a monthly reoccurring billing. **Second _____ Discussion _____ CALL TO VOTE _____ Approved 8 of 8**

Motion 05212024-7: Approve the OLCA treasurer, Hershel Hood, to represent OLCA in matters regarding the renewal of the General Liability insurance policy with B&B Pacific. The renewal date is July 2024.

*Approximate cost is \$20,000.00. Is there anyone else who wants to be involved in this process?

Second _____ Discussion _____ CALL TO VOTE _____ Approved 8 of 8

Comments

I would once again strongly suggest that all accounts at HFS FCU be closed as soon as possible. This will simplify the bookkeeping and need for an approved signatory at this institution.

The OLCA corporation will need to add an approved signatory at CU Hawaii and remove Mopua Cann as an approved signatory as soon as possible. We need to have three approved signatories.

That is all from me, any questions please ask. H.

Road and Maintenance Report – Tara Brandon (Read by Reed Becker)

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 approved in the amount of \$100,000. Watkins Paving started work on December 27, 2023. Completing the rotation that included 145 loads of materials, hauled, and graded was finished on April 9th.

Motion 05212024-8: Approve invoice from Puna Rock for gravel materials. Statement for 4/30/2024 Invoice # 2024264 in the amount of \$2,739.95 **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 8 of 8**

Motion 05212024-9: Approve invoice from Sanford's Service Center for gravel materials and hauling. Invoice # 249892 in the amount of \$515.22 *This is for materials delivered to the Community Lot on April 26th, the day before our Semi-Annual Membership Meeting. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 8 of 8**

Motion 05212024-10: Approve another complete gravel rotation with the budget of \$125,000. After speaking with our Treasurer, there is more funding to spend on our roads. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7 (1 abstention)**

Asphalt Pothole Repairs

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

Motion 05212024-11: Approve Yamada invoice for asphalt cold mix materials Statement #04/30/2024 in the amount of \$2,542.02 *This includes a balance of \$1,222.80 outstanding from January. Payment with check #1002 from February was lost and has been canceled, with the balance added to last month's billing. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 8 of 8**

Motion 05212024-12: Approve Watkins paving invoice including hauling, equipment, labor, and tax for paved road pothole repairs. #733723 in the amount of \$5,697.35 *This invoice includes materials in the amount of \$640.98, due to the missing payment to Yamada. Watkins Paving charged the materials to their business account since OLCA's account was frozen until full payment is received. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

Mowing and ROW maintenance

AT&H started mowing and corner clearing which began on April 3, 2024 with estimated completion the first week of May. Mowing and Corner Clearing was completed on May 10th, 2024. The overall billing for the entire rotation was \$8,724.61. Comparing the first fiscal year mowing at \$10,837.69.

Motion 05212024-14: Approve the AT&H Invoice #11514 in the amount of \$7,530.89 for mowing. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

New Business

1. Request for the Community Committee to report at monthly BOD meetings Overview provided by Camren Cambra who summarized the report that was sent out to all directors. Committee requesting information about any alterations to area near community lot so that mailboxes could be set up – and – to get an idea of how many properties in Orchidland are occupied. This is critical as plans are made regarding the number of mailboxes required. Donations requested for a fundraiser the committee is putting together for July, 2024. Interested members are asked to contact Camren.
2. Updates from the meeting last month with JB Services discussed and procedures for billing clarified.
3. Contractor request to assist with gravel road. Willing to do test case for cost of materials only. (Dr Colson) A RMC committee could look at this in the future. Reed to follow up.
4. Blocked off road located at the end of 40th Ave. Presented by member Edwin Wayne Carey. (Tabled)
5. Mitchel Tessler was introduced as a possible director. Next month he will be placed on agenda to vote in as interim director.
6. Joanne Archibald introduced and expressed an interest to be a director. She too will be put forward for an interim board position in the next month agenda.

7. Kekoa Cambra introduced to the board and expressed interest in being a director. He agreed to accept an interim position and will be voted on at the next meeting.

OLD Business:

1. **Financial Audit update with Carbonaro approved on August 2023:** There has been some bookkeeping issues that has slowed down the audit process. The accounting issues have been found by Carbonaro but has not been completely resolved yet. Carbonaro can start the audit with the Engagement Letter that has been signed and sent back to them this last week. They have a projected a completion date of mid July for the 2021-2022 audit as per contract/ Engagement Letter. JB services will need to correct and re-enter Quick Books data along with all bank statements from December 2022 to current. JB Services is aware of these requests. With the dedication from our Bookkeeper to the Auditor's timeline, supplying information in a timely manner, we will get through the audit process with the cost quoted between \$17,250 to \$19,950. Any delays of information will cost OLCA more from Carbonara to complete. The first request from Carbonaro to OLCA has been completed due to our Secretary and his contact with Landa. Board Minutes must be available from July 2021 to current. With our new website, and Dr. Colson supplying the minutes, this is readily available to Carbonaro.
2. Updates on ROW letters to Kaleo's and Food Basket at LDS Church (Letter sent to Kaleo's on 3 May 24 – attached)
3. Voting for BOD results

Visitors Introduced and Welcomed

Meeting Adjournment: That concludes the OLCA BOD meeting for May 21, 2024, motion to adjourn, call to vote, the time is 8:28pm. **Approved 7 of 7**