

**Orchidland Community Association
Board of Directors Meeting Minutes
June 18, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of June 18, 2024, via Zoom online conferencing, with a proposed start time of 630pm.

Present: Tara Brandon (Pres), Hershel Hood (Treasurer), Dr. Mike Colson, Jason Tice, Reed Becker, Juanita Ray, Sarah Garcia, with Lisa Cabral, Kekoa Cambra, Mitchel Tessler

Motion 06182024-1: To approve the Agenda for the OLCA Board of Directors meeting of June 18, 2024, as distributed by OLCA Secretary (via pdf). **Second**____**Discussion**____ **CALL TO VOTE**____ **Approved 7 of 7**

Motion 06182024-2 : To approve the Minutes for the OLCA Board of Directors meeting of May 21, 2024, as distributed by Secretary (via pdf). **Second**____**Discussion**____ **CALL TO VOTE**____ **Approved 7 of 7**

Monthly Reports and Motions:

President, Tara Brandon:

Aloha Orchidland Board Directors and Interim Director Nominees. I would like to thank everyone for your attendance this evening. I appreciate all of you, for volunteering your time. This is an exciting meeting for me. We will hopefully have a full, voting Board of 11, if/when all Interim Directors are approved this evening. This will be the first time for me, that all 11 seats are able to be filled.

Motion 06182024-3: Approve Kekoa Cambra as Interim Director
Second____Discussion____ CALL TO VOTE____ **Approved 7 of 7**

Motion 06182024-4: Approve Lisa Cabral as Interim Director
Second____Discussion____ CALL TO VOTE____ Tabled for later meeting

Motion 06182024-5: Approve Mitchel Tresslar as Interim Director
Second____Discussion____ CALL TO VOTE____ **Approved 8 of 8**

Motion 06182024-6: Approve JoAnne Archibald as Interim Director
Second____Discussion____ CALL TO VOTE____ Removed from list

Motion 06182024-7: Approve Juanita Ray as Vice President commencing on July 1st 2024, for the new fiscal year and approve as signatory for OLCA bank accounts held at CU Hawaii.
Second____Discussion____ CALL TO VOTE____ **Approved 9 of 9**

Motion 06182024-8: Approve Reed Becker as Road Maintenance Chair (RMC).
Second____Discussion____ CALL TO VOTE____ **Approved 10 of 10**

Treasurer's Report, Hershel Hood

Here is my treasurer report for June 2024. If there are any questions or concerns, please let me know. Thank you for your efforts. Have a great day. H.

OLCA Treasurer report for June 18, 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 May 2024:

Administrative expenses:

1. JB services, monthly accounting services,
May 2024 =\$3,141.36.
 2. JB Services, special project, March newsletter =\$3,127.83.
 3. JB Services, special project, March ballot reconciliation =\$415.68.
 3. Hawaii Accounts Processing, May 2024 liens processing =\$2,650.00.
 4. Landa web services, upload March newsletter =\$26.18.
- Total administrative expenses =\$9,361.05.

Road maintenance expenses:

1. Puna Rock, materials =\$2,739.95.
 2. Sanford's Service Center, materials and delivery =\$515.22.
 3. Yamada and Sons, asphalt, Paving Fund =\$2,542.02.
 4. Watkins Paving, asphalt pothole filling,=\$5,697.35.
 5. AT&H, roadside mowing, \$7,530.00.
- Total road maintenance expenses =\$19,025.43.

Total expenses paid in May 2024=\$28,386.48.

Details for the individual administrative invoices submitted for payment approval can be read from the actual invoice as provided to each BOD member by the president, via email. Motion is just that. Discussion can be had as requested.

Motion 06182024-9: Motion to Approve payment to JBS, bookkeeping services for May, 2024 invoice #1369 in the amount of \$3,141.36. This is a monthly reoccurring billing. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

Motion 06182024-10: Motion to approve payment to JB Services, special projects, Invoice #1370 in the amount of \$269.56. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

Motion 06182024-11: Motion to Approve payment to HAP, invoice # ORLD-6-2024 in the amount of \$2,650.00. June 2024 lien processing. This is a monthly reoccurring billing. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

Motion 06182024-12: Motion to approve payment to Landa web services, invoice #2925 in the amount of \$414.66. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

Motion 06182024-13: Motion to remove Mopua Cann as an approved signatory on all OLCA accounts at CU Hawaii, Hilo Hi. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

Motion 06182024-14: Motion to approve the transfer of \$155k from the General fund, into the OLCA General Road maintenance fund. Both are at CU Hawaii. Plus approve a transfer of \$50,000 into the paving fund. Second _____ Discussion _____ CALL TO VOTE _____ **Approved 10 of 10**

This fund is used to make payments for all services rendered, invoices. Does not include Asphalt /Paving invoices. This transfer is for future payments to Road maintenance projects, \$125k. B&B Pacific for General Liability Insurance renewal \$20k and administrative invoices \$10k.

Comments

1. The treasurer has been in communication with B&B Pacific in order to make any necessary updates to the OLCA General Liability insurance renewal application. Renewal date is July 27,2024. The addition to the policy for the usage of the OLCA community lot for Monday's farmer's market and 12 special events per year is being discussed. There is no expected cost impact to the policy.
2. The present budget, for monthly asphalt pothole filling, was \$7k. This amount was budgeted for the remainder of this present fiscal year. I would like to get the opinion of the Road maintenance chair and the rest of the Board members as to what the new fiscal year monthly budget should be. I suggest returning to the \$4k per month.

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

Road and Maintenance Report – Reed Becker (Interim)

Unpaved/ Gravel Road Maintenance:

On May 21, 2024 OLCA BOD approved the third 2023-24 fiscal year rotation of all gravel roads. The budget was approved in the amount of \$125,000. Watkins Paving will start the new gravel rotation within the next week or two.

Motion 06182024-15: Approve invoice from Puna Rock for gravel materials. Statement for 5/31/2024 in the amount of \$1,065.51. Second____Discussion: This is the last material invoice from the previous gravel road maintenance.
CALL TO VOTE_____ **Approved 10 of 10**

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 until the Board decides to amend the monthly budget starting this new fiscal year. This month (with one "estimated" cold mix outstanding invoice) total for hauling, equipment, labor, materials, and tax is under \$6,500.00

Motion 06182024-16: Approve Yamada invoice for asphalt cold mix materials Invoice # 159364 for \$373.16, Invoice #159405 for \$340.62, and Invoice #159425 for \$344.44 totaling \$1,058.22
Second____Discussion_____ CALL TO VOTE_____ **Approved 10 of 10**

Motion 06182024-17: Approve Watkins Paving invoice including hauling, equipment, labor, and tax for paved road pothole repairs. #733724 in the amount of \$5,026.17
Second____Discussion_____ CALL TO VOTE_____ **Approved 10 of 10**

Paving Projects

At the beginning of this fiscal year, the paving project for Ilima from 35th Ave to 36th Ave was approved by the Board. Watkins Paving hauled in equipment and started grading materials for the preparation of Ilima. The following week, there were safety concerns with the Orchidland Drive intersection from the highway. The Board of Directors decided to pull off of the Ilima paving project and re-pave the entrance of Orchidland Drive for those safety concerns. The asphalt materials that were already on order for Ilima, was used for Orchidland Drive. On June 3rd, 2024 Watkins Paving hauled in equipment and started prepping Ilima again with more gravel materials. On June 7th, the Ilima paving project was completed. Both paving projects from Watkins Paving included all materials that were not separately charged to Orchidland quarry accounts.

Motion 06182024-18: Approve Watkins Paving invoice including equipment, labor, materials, hauling, and tax for the completion of Ilima paving. #733725 in the amount of \$60,000.00. Second____Discussion_____ CALL TO VOTE_____ **Approved 10 of 10**

Mowing and ROW maintenance

Motion 06182024-19: Approve a budget of up to \$10,000 to AT&H for another round of ROW mowing.

Second_____ Discussion: The mowing round from AT&H began on April 3, 2024. 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. The frequency of mowing the ROW's keeps the overall costs lower. CALL TO VOTE ___ **Approved 10 of 10**

Motion 06182024-20: Approve \$5500 per month until further notice for pothole filling, material, and labor.

Discussion___ Call to Vote___ **Approved 10 of 10**

New Business

1. Present Lien Proposal from HAP- Dr. Colson (Information provided by Hawaii Accounts Processing)

Hawaii Accounts Processing has recorded 115 liens. There are 331 owners who owe over a five-year period more than \$1300. The average debt amount for 238 of the 331 owners is \$1645. Eleven owners owe from \$3000 to \$6945. The total recoverable debt from the 331 owners is \$518,775. All the 331 owners who owe \$1300 or more have received two Intent to Lien Notices since June, 2023. The last notice went out June 1, 2024. JB Services can speak to the effectiveness of the notices. The board currently has requested 10 liens to be submitted per month. Adding 10 per month is available at \$100 per lien. The larger question is whether the threat of liens – and the Letters of Demand - working? If so, then is change required?

More info from HAP: There are an additional 353 owners who owe from \$100 to \$1300. The total possible recoverable debt is \$269,765.00. The contractor is on the second cycle of mailouts.

Total debt owed to association from both of the above owner debtor groups is \$788,540.00.

The mailings and return correspondence have also helped correct wrong addresses, identified the proper owners, and found past/new owners who through quit claim deeds circumvented OLCA debt. **Discussed and agreed to table the vote until later in year.**

OLD Business:

1. Blocked off road located at the end of 40th Ave. Presented by member Edwin Wayne Carey. **Discussed and agreed to place on later agenda.**

Visitors Introduced and Welcomed

Meeting Adjournment: That concludes the OLCA BOD meeting for June 18, 2024, motion to adjourn, call to vote, the time is 8pm.