

**Orchidland Community Association
Board of Directors Meeting Minutes
July 16, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of July 16, 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, Lisa Cabral, Kekoa Cambra, Mitchel Tessler (will edit as needed).

Motion 07162024-1: To approve the Agenda for the OLCA Board of Directors meeting of July 16, 2024, as distributed by OLCA Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 9 of 10**

Motion 07162024-2 : To approve the Minutes for the OLCA Board of Directors meeting of June 18, 2024, as distributed by Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

Monthly Reports and Motions:

President, Tara Brandon:

Aloha Orchidland Directors and Guests,

I would like to thank everyone for attending the meeting this evening. I appreciate all of you volunteering your time for our community. We are just starting the new fiscal year 2024-25 as of July 1st.

There are a few things that our Treasurer and Bookkeeper have been involved with this last month. Along with the current audit being done for the fiscal year 2021-2022, we have the annual renewal of our Liability Insurance, (Hershel will explain more during his report) and also the annual DCCA report to file. This is for the State Department of Commerce & Consumer Affairs. This is a fairly simple report as long as our Bookeeper has all of the information.

I am asking for every Board Directors to send me an email with this following information: Legal Full Name, Physical address, Mailing address, E-mail address, and phone number. I do have some of this information, however, to make it simple, please send me an email with all the information so I can copy and paste it into one document. Please do this as soon as possible for JB Services to file this document with the state.

Motion 07162024-3: Approve 2.2% "convenience fee" for using a credit/debit card to pay for Annual MRMA's on-line or by phone to JB Services. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

Treasurer's Report, Hershel Hood

OLCA Treasurer report for July 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 June 2024:

Administrative expenses:

1. JB services, monthly accounting services, May 2024 =\$3,141.36.
 2. JB Services invoice #1370 =\$269.56.
 3. Hawaii Accounts Processing, June 2024 liens processing =\$2,650.00.
 4. Landa web services, invoice #2925 =\$414.66.
- Total administrative expenses =\$6,475.58.

Road maintenance expenses:

1. PunaRock, materials =\$1,065.51.

Paving fund expenses:

1. Yamada and Sons, asphalt materials, =\$1,058.22.

2. Watkins Paving, asphalt pothole filling, labor, =\$5,026.17

3. Watkins Paving, finish Illima Rd. paving project =\$ 60,000.00

Total road maintenance expenses =\$67,149.90.

Total expenses paid in June 2024=\$73,625.48.

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 are just that. Discussion can be had as requested.

Motion 07162024-4: Motion to Approve payment to JBS, bookkeeping services for June 2024 invoice #1389 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 10 of 10**

Motion 07162024-5: Motion to approve payment to JB Services, Invoice #1390 in the amount of \$2686.97.
Second _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 10 of 10**

Motion 07162024-6: Motion to approve payment to HAP, invoice # ORLD-7-2024 in the amount of \$2,650.00. July 2024 lien processing. This is a monthly reoccurring billing. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 10 of 10**

Motion 07162024-7: Motion to approve the Commercial General Liability insurance coverage proposal, as provided by Brown & Brown Insurance. This is the annual policy renewal. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____
Approved 10 of 10

Discussion to be had at BOD meeting. Please review policy provided to board members, by OLCA Treasurer, for explicit details of requirements for binding of coverage. Due date is 7-29-2024 for coverage until 7-29-2025.

Motion 07162024-8: Motion to approve payment to Brown & Brown Insurance in the amount of \$21,682.69. Payment will be made by OLCA Treasurer utilizing Epay online payment services and OLCA debit card.
Second _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 10 of 10**

Motion 07162024-9: Motion to approve payment to Carbonaro CPAs. Invoice dated June 15-2024.
Progress bill #1 for audit of June 30, 2022 financial statements. Amount =\$4,179.37.
Second _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 10 of 10**

Motion 07162024-10: Motion to approve payment to Carbonaro CPAs . Progress bill #2. Invoice date June 30, 2024.
For audit of June 30, 2022 financial statements. Amount=\$ 4,922.02. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____
Approved 10 of 10

Comments

The treasurer is still providing required information to Carbonaro CPAs in order to complete the requested OLCA Audit. Waiting for copies of cancelled checks from banks. I believe that's everything from me. Any questions, please ask. H.

Road and Maintenance Report – Reed Becker

Unpaved/ Gravel Road Maintenance:

On May 21, 2024, OLCA BOD approved a third rotation of gravel spreading for 2023-24 fiscal year on all gravel roads. The budget was approved in the amount of \$125,000. Watkins Paving began the new gravel rotation on June 24, 2024. Loads were spread on 35th Ave. from Pohaku Dr. going towards Laniuma St.

Motion 07162024-11 : Approve invoice # 2024393 from Puna Rock for gravel materials. Statement for 06/30/2024 in the amount of \$901.90 **Second**_____ **Discussion**: This is the first material invoice from the new gravel road maintenance rotation. **CALL TO VOTE**_____ **Approved 10 of 10**

Motion 07162024-12 : Approve Watkins Paving Invoice for equipment, hauling, labor, and tax. Invoice #733727 in the amount of \$1301.30 **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

Asphalt Pothole Repairs:

Two rounds of pothole filling have been completed on all paved roads between June 28 and July 8, 2024. Beginning August 2024, Watkins Paving will operate with a newly approved budget of \$5500/month (labor and materials combined) for next three months, after which the Board can reassess needs.

Motion 07162024-13 : Approve Yamada invoices for asphalt cold mix materials Invoice #159546 for \$158.82, Invoice #159815 for \$361.67, Invoice #159854 for \$317.66, and Invoice #159832, and invoice #159924 for \$346.36 for \$407.59 totaling \$1592.10. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

Motion 07162024-14 : Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole repairs. #733726 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. On June 7, 2024, the Ilima paving project was completed. Now that last paving plan has been completed, R&M Committee will be discussing a potential new paving plan for future Board discussion.

Mowing and ROW Maintenance:

On June 18, 2024, OLCA board approved \$10,000.00 for next rotation of mowing. I will be initiating contact with Ashley at AT&H this coming week. Committee is recommending trash removal in coordination with next mowing rotation. Chair will be contacting Dez at D&L Services to check availability.

Motion 07162024-15 : OLCA Board to approve next rotation of trash removal with D&L Services in the amount up to \$10,000.00. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

OLCA Road & Maintenance Committee would like to begin meeting via Zoom at 6:30pm on the second Tuesday of each month. All interested members need to contact Reed Becker this coming week.

Email: dakinedrywallguy@hotmail.com Phone: (808) 936-7254

Motion 07162024-16 : Approve Reed to host monthly R&M meetings using OLCA Zoom account in order to go longer than 40 mins (limit on personal accounts). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 10 of 10**

New Business

1. ROW Violation update for the Orchidland Drive Intersection. Tabled for later problem solving.
2. Volunteer Fire Department for Orchidland was introduced and will be discussed in future meetings.

OLD Business:

1. Blocked off road located at the end of 40th Ave.

Visitors Introduced and Welcomed

Meeting Adjournment: That concludes the OLCA BOD meeting for July 16, 2024, motion to adjourn, call to vote, the time is 8:05 pm.