

**Orchidland Community Association
Board of Directors Meeting Minutes
August 20, 2024**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of August 20, 2024, via Zoom online conferencing, with a proposed start time of 6:43 pm.

Present: Tara Brandon (Pres), Hershel Hood (Treasurer), Reed Becker (RMC), Sarah Garcia, Lisa Cabral, Kekoa Cambra, Mitchel Tresslar, Community Committee Chair Camren Cambra.

Motion 08202024-1: To approve Agenda for the OLCA Board of Directors meeting of August 20, 2024, as distributed by OLCA Secretary (via pdf) for later revision. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Motion 08202024-2 : To approve the Minutes for the OLCA Board of Directors meeting of July 16, 2024, as distributed by Secretary (via pdf). **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

President, Tara Brandon:

Motion 08202024-3: Approve 5.5% convenience fee for all MRMA credit card/debit card payments by phone or on website. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Motion 08202024-4: Approve JB Services to continue charging OLCA a \$2.00 fee per credit card/ debit card for all MRMA payments made by phone or website to record the payments paid into OLCA Quick-book accounting. The fees will charged on a monthly basis. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Treasurer's Report, Hershel Hood

OLCA Treasurer report for August 20, 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.

Financials. The following is a summary of the expenses paid by OLCA in the month of July 2024:

Administrative expenses:

1. JB services, monthly accounting services, May 2024 =\$3,141.36.
2. JB Service, June MRMA billing, materials only=\$2,686.97.
3. Hawaii Accounts Processing, July 2024 liens processing =\$2,650.00.
4. Landa web services, \$78.54.
5. Reimbursement to treasurer Hershel Hood, \$43.89.
6. U.S. Postal Service =\$216.00.
7. Carbonaro CPAs=\$9,101.39.

Total administrative expenses paid in July 2024 =\$17,918.15.

Road maintenance expenses:

1. PunaRock, materials =\$901.90.
2. Watkins Paving, materials =\$1,301.30.

Paving fund expenses:

1. Yamada and Sons, asphalt materials, =\$1,592.10.
2. Watkins Paving, pothole filling, labor =\$5,026.17.

Total road maintenance expenses =\$8,821.47.

Total expenses paid in July 2024= \$26,739.62.

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 08202024-5: Approve payment to JBS, bookkeeping services for July 2024 invoice #1419 in the amount of \$3,141.36. This is a monthly reoccurring billing. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 6 of 6**

Motion 08202024-6: Approve payment to JB Services, Invoice #1420 in the amount of \$1,367.32. (Lisa Cabral joined meeting) **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

Motion 08202024-7: Approve payment to HAP, invoice # ORLD-8-2024 in the amount of \$3,043.00. August 2024 lien processing. This is a monthly reoccurring billing. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

Motion 08202024-8: Approve payment to Carbonaro CPAs, invoices #7158268 and #7158429 in the amount of \$3,013.56 and \$2,839.06. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

Comments

1. The OLCA treasurer paid the community lot property taxes, for the next 6 months, using the OLCA debit card. The due date is the 8-20-24. Tara Brandon approved making payment prior to due date. Amount due for 6 months is \$375.90 including service fees.
2. The treasurer made a deposit of \$382.00 into the OLCA Community lot fund. This money was received from Community lot chairperson Camren Cambra and is going towards the OLCA Mailbox fund.
3. The annual renewal of the OLCA General Liability Insurance, as provided by B&B, was successfully completed.
4. The treasurer is going to submit the June 18, 2024 OLCA minutes to CU Hawaii in order to request that Juanita Ray be added as an approved signatory. Also, to remove Mopua Cann as an approved signatory.

Motion 08202024-9: Approve Kekoa Cambra and Sarah Garcia as signatories on all OLCA accounts held at CU Hawaii. **Second**_____ **Discussion**_____ **CALL TO VOTE**_____ **Approved 7 of 7**

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. As of August 16th, 39 loads of gravel (using both 1 ½" & 2 ½") have been spread on 37th in its entirety, as well as 8 total loads on 35th & 36th, for a total cost of approximately \$30,000 thus far. Also, 7.5 hrs. emergency grading were done on 37th on July 1, 2024, as Watkin's truck was being repaired. We are now awaiting monthly statements to pay for gravel from Puna Rock to avoid billing confusion.

Motion 08202024-10: Approve Watkins Paving Invoice #733728 in the amount of \$10,128.26 and Invoice#733730 in the amount of \$6940.31, both for equipment, hauling, labor, and tax for gravel roads. **Second**_____ **Discussion:** Large 4" and 6" rock on the road. Puna Rock's crusher was down and 2 1/2" material was inconsistent. Contractor will watch over the materials that is being hauled. **Vote**_____ **Approved 7 of 7**

Asphalt Pothole Repairs:

A new rotation of pothole filling was completed on all paved roads between August 9 and August 13, 2024. Beginning this month, Watkins Paving will operate with a newly approved budget of up to \$5500/month (labor and materials combined) for next three months, after which the Board can reassess needs. Also, beginning this month, because of great progress on pothole filling, we are doing a three-month trial including preventative maintenance patching as well. Likewise, we are waiting for monthly statements for cold mix materials from Yamada & Sons.

Motion 08202024-11: Approve Watkins Paving invoice #733729 for hauling, equipment, labor, and tax in the amount of \$3769.63 for pothole repairs and preventative maintenance on all roads. **Second**_____ **Discussion:** Watkins invoice for the third day billing was for "preventative maintenance" using cold mix to fill cracks on chip sealed roads. The board decided to keep the monthly budget amount and to send out the contractors "as needed" for pot hole repairs. OLCA directs all contractors "when needed" for road work. Any preventative maintenance other than pot-hole Asphalt filling will need prior BOD approval. **CALL TO VOTE**_____ **Approved 6 of 7 (1 No Vote)**

Paving Projects:

At the beginning last fiscal year, the paving project for Ilima from 35th Ave to 36th Ave was approved by OLCA BOD. 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. There are no new paving projects to date.

Mowing and ROW Maintenance:

On June 18, 2024, OLCA BOD approved \$10,000.00 for next rotation of mowing with AT&H. Mowing began on July 26, 2024, and is near completion. On July 16, 2024, OLCA BOD approved up to \$10,000.00 for rubbish removal throughout subdivision with D&L Services for more effective mowing of the right of ways. Rubbish removal began August 6, 2024, and is also near completion. D&L is picking up both before and after mowing is completed.

Motion 08202024-12: Approve AT&H Invoice #12064 for equipment and labor in the amount of \$8209.42 for right of way mowing. (Lisa Cabral unable to vote) **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 6 of 6**

Motion 08202024-13: Approve D&L Services Invoice # in the amount of \$6510.43 for rubbish removal. **Second** _____ **Discussion** _____ **CALL TO VOTE** _____ **Approved 6 of 6**

OLCA Road & Maintenance Committee (OLCARMC) will be meeting via Zoom at 6:30pm on the second Tuesday of each month, beginning October 8, 2024, as I will be travelling in September. I will be emailing a list of upcoming agenda/discussion points to all interested members and email Zoom invites prior to meeting.

Reed Becker

Community Committee Report – Camren Cambra

Aloha Kakou, Here is your August update on the activities of the Community Committee.

Finances: The Orchidland Sunset Market has \$253 in cash to cover running expenses and future community events. \$382.00, raised during the 4th of July event, was given to Treasurer Hershel Hood and deposited into the Community Lot fund.

Community Lot Events: Another community yard sale will be held the second week of September, organized by Lori Flemming. An Orchidland Community Trunk or Treat event will be held on October 31st from 5pm to 7pm. We are currently looking for volunteers to be part of the fun.

Maintenance: The riding mower previously volunteered to help maintain the lot is out of commission, and we have not been able to keep up with the mowing by hand. If we aren't able to get everything cleared by the end of the month we should consider bringing in a service to do a mow, and have volunteers just focus on the fence line and edges, so growth does not get out of hand. Dr. Colson offered mowing assistance to Committee Chair as soon as he is back on island.

Camren Cambra (he/they) - Orchidland Community Committee Chair

New Business

1. OLCA attorney and recent contact - Invoice for payment will be presented next month along with a written letter of suggestions for OLCA roads, ROW's and Community Lot.

Old Business (none)

Meeting Adjournment: That concludes the OLCA BOD meeting for August 20, 2024, motion to adjourn, call to vote, Approved 6 of . Adjournment at 8:16 pm.