Orchidland Community Association
Board of Directors Meeting Minutes
November 19, 2024

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of November 19, 2024, via Zoom online conferencing, with a proposed start time of 633pm.

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

Motion 11192024-1: To approve Working Agenda for the OLCA Board of Directors meeting of November 19, 2024, as distributed by OLCA Secretary (via pdf) for later revisikon. **Second_____Discussion____ CALL TO VOTE_____ 9 of 9**

Motion 11192024-2 : To approve the Minutes for the OLCA Board of Directors meeting of October 15, 2024, as distributed by Secretary (via pdf). **Second_____Discussion_____CALL TO VOTE_____ 9 of 9**

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 also want to take this time to apologize to ALL Board Directors, because I was unable to attend last month's meeting, with only a few hours' notice. I have many family issues that has been on-going for the last couple of months.

I do appreciate everyone's patience. We are all volunteers for the betterment of our community. There should be NO pressure or timelines other than what is written in OLCA bylaws for ANY of us as volunteers. Life may and can change at any moment, as Directors OR Officers, we need to be prepared to adapt. Last month was my first meeting since a funeral 4 years ago that I was unable to attend as a director.

As soon as I knew I was unable to start or host the Zoom meeting, I sent a text message to our Road Chair Reed Becker. Reed has the information for OLCA Zoom account to run the RMC meetings and is familiar with hosting Zoom meetings. With only a few hour's notice, He replied and was able to open the Zoom meeting with no questions asked.

I then messaged OLCA Community Chair Camren Cambra. Camren also responded immediately and volunteered, with the help of Kekoa to assist with meeting. Camren and Kekoa have been my "go-to" for assisting with any computer tech issues I have had. Both of them are very educated about technology. I am not since I only have the use of an iPad with no internet service to my home.

I am sincerely sorry, to our Vice President Juanita. I did not contact Juanita that day and feel horrible that she was put in the situation of hosting a meeting for which she was not prepared. I did not think at the time that Jaunita would be the one in the position to host the meeting. Jaunita, you did an amazing job without any preparation! With all my love and Mahalo Nui Loa to Juanita, Reed, Camren , and Kekoa!

11192024-3: Approve Tara Brandon as President and one other BOD to sign off on the final audit report from Carbonaro CPA's & Management Group. Discussion: The draft audit paperwork has be sent out via email to all Directors before this meeting for review. Once approved for completion, I will sign the final audit along with one other BOD. .
Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9

11192024-4: Approve Executive Session during next month's OLCA BOD meeting on December 17th, 2024 to discuss the finalized OLCA Audit and concerns, with Carbonaro suggestions for the Association. . **Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9**

Treasurer's Report, Hershel Hood

OLCA Treasurer report for November 19, 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 October 2024:

Administrative expenses:
1. JB services, monthly accounting services,
August 2024 =$3,141.36.
2. JB Service, postcard assistance, supplies, =$224.70.
3. Hawaii Accounts Processing, October 2024 liens processing =$2,650.00.
4. Carbonaro CPAs, final payment Audit, =$3,325.99.
5. H.Hood reimbursement =$57.07.
6. B&B Insurance, 2024 General liability premium =$1,673.83.
Total administrative expenses paid in October 2024 =$11,072.95.

Road maintenance expenses:
1. Watkins Paving =$12,591.87.
2. PunaRock =$4,015.31.
Total =$16,607.18.

Paving fund expenses:
1. Yamada& Sons, asphalt materials =$686.98.
2. Watkins Paving, pothole filling =$2,513.08.
Total asphalt roads maintenance expenses paid in October
2024= $3,200.06.

Total expenses paid in October 2024=$30,880.19.

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.

11192024-5: Approve payment to JBS, bookkeeping services for October 2024 invoice #1487 in the amount of $3,141.36. This is a monthly reoccurring billing. . **Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9**

11192024-6: Motion to approve payment to JB Services, Invoice
#1488 in the amount of $86.73. . **Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9**

11192024-7: Motion to approve payment to HAP, invoice # ORLD-11-2024 in the amount of $2,650.00. This is a monthly reoccurring billing. . **Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9**

11192024-8: Motion to approve the OLCA Treasurer Hershel Hood to use the OLCA debit card to pay for the annual B&B, Directors, and Officers Liability insurance policy renewal. This is for years 2024-25, in the amount of $17,960.00. .
Second_____Discussion____ CALL TO VOTE_____ Passed 9 of 9

This insurance document has previously been approved and signed, as required by B&B Insurance, by the OLCA President Tara Brandon.

Comments:

1. The OLCA Treasurer used the OLCA debit card, as previously approved by the BOD, to pay for the costs of printing and postage for the creation and mailing of the October 2024 postcards. Approximately 2,400 postcards were mailed. Postage =$1,373.55 and printing =$381.60.

That is all from me. H.

Road and Maintenance Report – Reed Becker

Unpaved/ Gravel Road Maintenance:
In May 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. Weather pending, rotation will be completed this coming week, then immediately rolling into the first rotation for current fiscal year, approved in October 2024, also for $125,000, which translates to approximately 160 loads of material, depending on amount of regrading. In October, OLCA also approved $10,000.00 for backhoe work to address drainage issues and visibility problems within ROW's (right of ways). Nearly half of the work has been completed during periods of heavy rain first week of November in known problematic areas with positive responses already from the community.

Motion 11192024-9 : Approve invoice #1183 from Puna Rock for gravel materials, fuel charges, and tax, statement ending 10/31/2024 in the amount of $19,479.37. **Second_____ Discussion_____ CALL TO VOTE_____ Passed 9 of 9**

Motion 11192024-10 : Approve Watkins Paving Invoice for equipment, hauling, labor, and tax. Invoices #733735 in the amount of $20,488.21 and #733736 in the amount of $8,919.62 Second_____ Discussion_____ CALL TO VOTE_____ **Passed 9 of 9**

Motion 11192024-11 : Approve Watkins Paving Invoice #733737 for $3926.70 for backhoe labor and tax. Second_____ Discussion_____ CALL TO VOTE_____ **Passed 9 of 9**

Asphalt Pothole Repairs:
Beginning August 2024, Watkins Paving is operating 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. Currently, we will continue filling on an as needed basis only. A two day rotation of pothole filling has been completed on all paved roads between November 7-8, 2024.

Motion 11192024-12 : Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole repairs. #733738 in the amount of $2,513.08 Second_____ Discussion_____ CALL TO VOTE_____ **Passed 9 of 9**

Paving Projects:
At the beginning of the 2023-2024 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, RM Committee will be discussing a potential new paving plan for future Board discussion.

Mowing and ROW Maintenance:
Rotations for both mowing and rubbish removal in the amount of $10,000.00 each were approved in the summer and completed in August 2024. RMC is recommending we begin our next rotations. Also, our newest concern is missing/damaged stop signs at the major intersections and are in the process of developing a plan, once we have an accurate inventory of materials possessed/needed.

Motion 11192024-13 : OLCA Board to approve next mowing of ROW's and hand clearing intersections with Contractor to be determined in an amount up to $25,000.00. Second__Discussion___CALL TO VOTE__**Passed 8 of 8**

Motion 11192024-14- : OLCA Board to approve next rotation of trash removal with D&L Services in an amount up to $10,000.00. Second_____ Discussion_____ CALL TO VOTE_____ **Passed 9 of 9**

Motion 11192024-15_ OLCA Board to approve up to $10,000.00 for labor and materials to begin replacing/repairing stop signs beginning with busiest intersections. Contractor to be determined by OLCA RMC. Second_____ Discussion_____ CALL TO VOTE_____ **Passed 8 of 8**

11192024-16: Motion (Added in by Treasurer) to approve the treasurer to transfer funds of $256,600 from OLCA General Funds at CU Hawaii to the OLCA Roads Funds at CU Hawaii. **Second__ Discussion___CALL TO VOTE___Approved 9 of 9**

11192024-17: Motion to improve Inv #161681 in the amount pof $350.18 and Inv # 11659 in the amount of $313.83 for cold mix materials only. Second_____ Discussion_____ CALL TO VOTE_____ **Passed 8 of 8**

OLCA Road & Maintenance Committee will meet via Zoom at 6:30pm on the second Tuesday of each month. Next meeting will be December 10, 2024. Invites and agenda will be emailed to all OLCA Board Members the week before. Any road concerns prior, I can be reached at
Email: dakinedrywallguy@hotmail.com Phone: (808) 936-7254

Community Committee Report – Camren Cambra

In Person Report

Our market cash is at $425.00 which is not enough to buy a lawn mower. Trunk or Treat was better attended than expected. Rain did not seem to dampen the spirit of Halloween. Next planned event is in 2025 – Easter Egg Hunt – TBD. Due to pig damage the back border is becoming a serious problem. Ww might need to hire a contractor to cut that area and get it ready for regular maintenance. No progress yet on mailbox but we will keep trying. We are committed to getting information. The chain at the front gate was stolen and needs replacing. That concludes the report. Tara will purchase new chain and will be reimbursed. Secretary agreed to cut area for the meeting.

New Business

Updates on OLCA approved Big Island Attorney, including any correspondence and retainer fees.

OLD Business:

Visitors Introduced and Welcomed

0818 PM motion to Close Business. CALL TO VOTE_____ **Passed 8 of 8**