Orchidland Community Association
Board of Directors Meeting Minutes
January 21, 2025

Call to Order: This is the OLCA Board of Directors meeting of January 21, 2025, via Zoom online conferencing, with a start time of **6:41 PM.**

Present: Tara Brandon (Pres), Hershel Hood (Treasurer), Dr. Mike Colson, Reed Becker, Juanita Ray, Sarah Garcia, Kekoa Cambra

Motion 01212025-1: To approve Working Agenda for the OLCA Board of Directors meeting of January 21, 2025, as distributed by OLCA Secretary (via pdf) for later revision. **7 of 7**

Motion 01212025 -2 : To approve the Minutes for the OLCA Board of Directors meeting of December 17, 2024, as distributed by Secretary (via pdf). **7 of 7**

OLCA 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. I have introduced three motions to be found both New and Old Business. These are all issues previously discussed by the BOD and require our attention.

OLCA Treasurer's Report, Hershel Hood
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 and other financial information 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 December 2024:

Administrative expenses:
1. JB services, monthly accounting services, December 2024 =$3,141.36.
2. JB Service, C.card processing, supplies, =$52.12.
3. Hawaii Accounts Processing, December 2024 liens processing =$2,650.00.
4. Land, web services =$414.66.
5. Mike Colson, secretary reimbursement =$611.88.

Total administrative expenses paid in December 2024=$6,870.04.

Road maintenance expenses:
1. Watkins Paving =$18,441.87.
2. Puna Rock =$10,593.52.
Total Roads maintenance and materials paid in December 2024 =$29,035.39.
Paving fund expenses:
1. Watkins Paving, labor =$1,256.54.
Total asphalt roads maintenance expenses paid in December 2024= $1,256.54.
Total expenses paid in December 2024 =$37,161.97.
Details for the individual administrative invoices submitted for payment approval can be read from the actual invoice as
provided to each BOD member via email. Motions are just that. Discussion can be had as requested.

Motion 01212025-3: Motion to Approve payment to JBS, bookkeeping services for 2025 invoice #1528, in the amount of
$3,141.36. This is a monthly reoccurring billing. **7 of 7**

Motion 01212025-4: Motion to approve payment to JB Services, Invoice # 1530, in the amount of $3,730.34. **7 of 7**

Motion 01212025-5: Motion to approve payment to JB Services, invoice #1529, in the amount of $13.68. **7 of 7**

Motion 01212025-6: Motion to approve payment to HAP, invoice # ORLD-01-2025 in the amount of $2,650.00. This is a monthly reoccurring billing. **7 of 7**

Motion 01212025-7: Motion to approve the closing of all accounts at HFSFCU. **7 of 7**

The treasurer will close the accounts asap upon BOD approval and move the funds into the appropriate CU Hawaii
accounts.
1.Board Administrative fund. Balance =$0.0.
2. Community lot fund. Balance =$100.35.
3. Capital fund. (For legal fund) =$30,717.94.

Motion 01212025-8: Motion to approve the transfer of $57,034.06 from the OLCA General fund, at CU Hawaii, to the OLCA Paving fund at CU Hawaii. **7 of 7**
The OLCA financial budget for the fiscal year 2024-25 has been met, thanks to the additional income received from previous
years of MRMA payments (liens processing). There are sufficient funds available now to complete the 20% of the budget
allocated to the Paving fund. After subtracting the amount of money spent already this fiscal year, on pothole filling, the
balance to be transferred is $57,034.00.

Motion 01212025-9: Motion to approve the OLCA Fiscal calendar and to have it posted on the OLCA website by the secretary and Landa web services. **7 of 7**
A new and updated version of the OLCA Fiscal Calendar has been created by the treasurer. The president and secretary have reviewed it. The calendar has been distributed to all the BODs for their review. This information should be known and
understood. Any questions or concerns? Comments

A special announcement from Hershel Hood, OLCA Treasurer…
Hershel Hood will be resigning from OLCA BOD at the end of this fiscal year on June 30, 2025. Hershel has volunteered for over 5 years as OLCA Treasurer. He has been a great asset to OLCA Board and our community. We wish him all the best in his future endeavors! Thank you Hershel for volunteering many years for the betterment of Orchidland! You will truly be missed both professionally and personally.

Additional motions are added at the end of these minutes for motion number order.

That is all from me. Thank you. Your lovely treasurer, Hershel.

<u>Road and Maintenance Report – Reed Becker</u>
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, and was completed November 15, 2024, at a total cost of $124,417.98 In October 2024 OLCA approved the first rotation for the current fiscal year in the amount of $125,000, which translates to approximately 160 loads of material, depending on amount of regrading. To

date, eighty-five loads have been placed/spread, primarily on 34th -37th and 40th Avenues. 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 that work has been completed during periods of heavy rain in the first week of November in
known problematic areas with mostly positive responses already from the community.

Motion 01212025-10 : Approve invoice #1319 from Puna Rock for gravel materials, fuel charges, and tax, statement ending
12/31/2024 in the amount of $12,743.46 **7 of 7**

Motion 01212025-11 : Approve Watkins Paving Invoices #733743 in the amount of $15,716.74 and #733744 in the amount of $10,027.22 for equipment, hauling, labor, and tax associated with gravel spreading. **7 of 7**

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 three-day rotation of pothole filling has been completed on all paved roads between January 10-14, 2025. Billing for materials from Yamada will be in February '25.

Motion 01212025-12 : Approve Yamada invoice for asphalt cold mix materials Invoice #161956 for $281.29 (for the one day in Dec '24) **7 of 7**

Motion 01212025-13 : Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole
repairs. #733742 in the amount of $3769.63 **7 of 7**

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, R&M Committee will be discussing a potential new paving plan for future Board discussion.

Mowing and ROW Maintenance:
In November 2024 OLCA approved $10,00.00 for trash pickup/removal and are waiting to coordinate that work when we begin our next "mowing" rotation. In December 2024 OLCA increased the available funds up to $30,000.00 for more intensive mowing/cut back of our right of ways utilizing

either a masticator or flail arm mower, although this will not likely be enough funds to complete this massive undertaking. We are actively seeking an available contractor(s) for the task. After the committee met, with our treasurer's approval, we are seeking additional funds. Also, we are recommending contracting with AT&H to begin mowing/clearing the most problematic areas until a contractor for the other work can be found. Likewise, per our treasurer's approval, we are seeking additional money to move forward with replacing/repairing stop,
street, and entry signs.

Motion 01212025-14: OLCA board to increase approved amount for right of way clearing from $30,000 to $35,000.00 **7 of 7**

Motion 01212025-15: OLCA Board to approve an additional $30,000.00 (total $40,000) for labor and commercial grade materials to replace or repair missing and damaged OLCA stop signs and install Orchidland Community entrance signs at
Pohaku, Orchidland, and Aulii Drive(s) per specified installation code and regulations using Mana Construction. **Contractor agrees to order and install at a discounted rate street sign should the board decide at a future date to proceed. Street signs would be attached to newly installed signposts. **4 of 6**
OLCA Road & Maintenance Committee will meet via Zoom at 6:30pm on the second Tuesday of each month. Next meeting will be February 4, 2025, as I am unable to meet the following week. 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
Verbal Report pending

New Business
OLCA Secretary Dr. Mike Colson left the Zoom Meeting and resigned from OLCA BOD via email during the last Motion.

MOTION 01212025-16: Change MRMA billing from residential to commercial. TMK 10-083 owned by 130 Holdings. Approve OLCA Secretary to create a letter to be sent property owner. **6 of 6**

MOTION 01212025-17: Small Claims Court for MRMA billing on three properties, one owner. TMK 12-027, 12-028, 12-029 **Motion Tabled**

OLD Business:

Update on property located at 16-1860 40th Ave TMK 06-066 flooding. Neighboring property TMK 06-067 starting to flood from current/on going ripping of lot.

MOTION 01212025-18 : Approve OLCA Secretary to send out two separate ROW Letters to each property owner. **6 of 6**

MOTION 01212025-19 : Approve Sarah Garcia as Interim Treasurer starting on July 1st, 2025 and Approve Kekoa Cambra as a back-up Treasurer. **6 of 6**

Adjournment :

MOTION 01212025-20: Motion to adjourn meeting at **8:18 PM.**