

**Orchidland Community Association
Board of Directors Meeting Minutes
March 18, 2025**

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of March 18th 2025, via Zoom online conferencing, with a start time of 6:35.

Present: Tara Brandon (Pres), Juanita Ray (Vice Pres), Hershel Hood (Treasurer), Reed Becker (RM Chair), Jason Tice, Sarah Garcia, Kekoa Cambra, Mitchel Tresslar, Pat Murakami, and David Miller. Not present Lisa Cabral.

Motion 03182025-1: To approve the Agenda for the OLCA Board of Directors meeting of March 18, 2025, as distributed (via pdf) for later revision.

Second_____Discussion_____ CALL TO VOTE 8 of 8

Motion 03182025 -2 : To approve the Minutes for the OLCA Board of Directors meeting of February, 18, 2025, as distributed (via pdf).

Second_____Discussion_____ CALL TO VOTE 8 of 8

Message from 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 want to remind every one about our Semi-Annual Community Meeting coming up on April 26th. The Director candidates on the ballot this year are Sarah Garcia, Lisa Cabral, Kekoa Cambra, and Mitchel Tresslar. I'm asking for all of you to create a candidate statements and please e-mail them to me by mid next week. The candidate statements will be placed the Semi-Annual Newsletter.

The Newsletter must be available to our members and posted on our website by April 1st. We will have one more Board Meeting on April 15th prior to our Semi-Annual Meeting for preparation. Our Treasurer, Hershel Hood, will not be available for the month of April. Sarah has volunteered to fill in as Treasurer, until Hershel is available. Thank you Sarah and Hershel for your time with all the preparations it takes to fill this vital OLCA position.

Mahalo,

Tara Brandon, OLCA President

Motion 03182025 -3 Elect Pat Murakami as an interim OLCA Board Director.
Second_____Discussion_____CALL TO VOTE 8 of 8

Motion 03182025 -4 Elect David Miller as an interim OLCA Board Director.
Second_____Discussion_____CALL TO VOTE 9 of 9

Motion 03182025 -5 Hire HoneyBee Farm to create OLCA documents at the rate of \$40/hour plus tax.
Second_____Discussion_____CALL TO VOTE 10 of 10

Motion 03182025 -6 Change the MRMA fee schedule to \$5000 annually on all large commercial and heavy equipment businesses by allowing the community to vote by placing on the March 2025 ballot.
Second_____Discussion_____CALL TO VOTE 9 of 10 w/1 abstention

Motion 03182025 -7 Increase the residential and small business MRMA fee schedule by 10% this coming fiscal year 2025/26.
Second_____Discussion_____CALL TO VOTE 10 of 10

OLCA Treasurer's Report - Hershel Hood

OLCA Treasurer report for March 18, 2025, 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 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 February 2025:

Administrative expenses:

1. JB services, monthly accounting services, December 2024 =\$3,141.36.
2. JB Services, C.card process,1099s, postage=\$284.24
3. Hawaii Accounts Processing, January 2025 liens processing =\$2,650.00.
4. Reimbursement to treasurer, Hershel Hood, office supplies =\$39.62.
5. Hawaii Director of Finance, =\$365.12.

Total administrative expenses paid in February 2025 =\$6,482.34.

Road maintenance expenses:

1. Watkins Paving = \$17,405.49.
2. PunaRock =\$7,797.48.

Total Roads maintenance and materials paid in February 2025 =\$25,202.97.

Paving fund expenses:

1. Yamada & Sons, materials =\$832.42

Total asphalt roads maintenance expenses paid in February 2025 =\$832.42.

Total expenses paid in February 2025 =\$32,517.73.

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 03182025 -8 to Approve payment to JB Services, bookkeeping services for the 2025 invoice #1559, in the amount of \$3,141.36. This is a monthly reoccurring billing.

Second_____Discussion_____CALL TO VOTE 10 of 10

Motion 03182025 -9 to approve payment to HAP, invoice # ORLD-03-2025 in the amount of \$2,650.00. This is a monthly reoccurring billing.

Second_____Discussion_____CALL TO VOTE 10 of 10

Motion 03182025 -10 to approve payment to Landa, invoice #3013 in the amount of \$263.25.

Second_____Discussion_____CALL TO VOTE 10 of 10

Motion 03182025 -11 to approve the treasurer to use the OLCA debit card to pay for the costs of the March 2025 mailed ballots.

Second_____Discussion_____CALL TO VOTE 10 of 10

There will be 2,404 mailed ballots sent to all property owners in Orchidland as required by the OLCA articles of Incorporation. This mailed ballot is done only once per year and is also the invitation to the OLCA Semi Annual outdoor meeting held the last Saturday in April at the community lot.

Approximate cost for printing 1 page both sides, folding and including recipient addresses =\$960.00. Done by OfficeMax Hilo.

Postage approximately \$1,755.00. @.74 per ballot!

Mailing seals approximately \$100.00. @ 4804 seals.

Hand application of adding 2 mailing seals per ballot 4808 total approximately = \$350.00.**Total cost approximately \$3,200.00.**

This is slightly less than last year.

Increase in postage negated cost savings in printing.

Motion 03182025 -12 to approve having the OLCA debit card, at CU Hawaii, cancelled prior to June 30, 2025 as used by the named OLCA treasurer Hershel Hood.

Second_____Discussion_____CALL TO VOTE 10 of 10

Motion 03182025 -13 to approve having a new OLCA debit card, at CU Hawaii, obtained prior to June 30, 2025 for usage and name on card to be OLCA President Tara Brandon.

Second_____Discussion_____CALL TO VOTE 10 of 10

Comments

1. The treasurer Hershel Hood will be unavailable for the month of April 2025. Sarah Garcia has agreed to fulfill the responsibilities of treasurer in his absence. Thank you Sarah.
2. I Hershel Hood, have been the person responsible for monitoring and responding to emails received at Orchidlandcommunityassociation@gmail. This is the “contact us” stated in the Orchidland.org website. This is the vital point of contact for communications received from the Orchidland community and other important entities.

As my term comes to a close, a replacement will be needed to fulfill this important duty. I am hopeful that one of the OLCA board members will accept this responsibility. Please step up and volunteer, it’s not complicated but is essential to the continuing success of OLCA.

I happily will assist in the peaceful transfer of this power. Thank you.

That’s all from me. Any questions? Please ask.

Hershel.

Road and Maintenance Report – Reed Becker

Unpaved/ Gravel Road Maintenance:

In October 2024 OLCA approved the first rotation for the current fiscal year in the amount of \$125,000, which translates to approximately 160-170 loads of material, depending on amount of regrading. To date, 153 loads have been placed/spread, so this rotation should be completed next week, as there is around \$10,000 remaining in this budget. 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 first week of November in known problematic areas with mostly positive responses already from the community. Backhoe work will resume when heavy rains begin again.

Motion 03182025- 14 : Approve invoice #1462 from Puna Rock for gravel materials, fuel charges, and tax, statement ending 02/28/2025 in the amount of \$11,142.64

Second_____ Discussion_____ CALL TO VOTE 10 of 10

Motion 03182025- 15 : Approve Watkins Paving Invoice # 733747 in the amount of \$14,512.29 for equipment, hauling, labor, and tax associated with gravel spreading.

Second_____ Discussion_____ CALL TO VOTE 10 of 10

Asphalt Pothole Repairs:

Beginning August 2024, Watkins Paving is operating with a newly approved budget of up to \$5500/month (labor and materials combined). 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 on March 7&11, 2025.

Motion 03182025-16 : Approve Watkins Paving Invoice # 733746 in the amount of \$2,513.08 for hauling, equipment, labor, and tax for paved road pothole repairs.

Second_____ Discussion_____ CALL TO VOTE 10 of 10

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 January 2025 OLCA increased the available funds up to \$35,000.00 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. Also in January, \$40,000.00 for stop sign replace/repair were approved using Mana Construction. After discussion, board is seeking new bid to eliminate street signs but add replacement of missing entry way sign groups. RMC was unable to meet in March and will continue to work at finalizing project/ contract for board approval.OLCA Road & Maintenance Committee will meet via Zoom at 6:30pm on the second Tuesday of each month. Next meeting will be April 8, 2025. 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 given by Kekoa Cambra. This report is on the March Newsletter posted on Orchidland.org website.

New Business

- 1)** Discussion email from P. Kai McGuire from Big Island Lawyer.

- 2)** Schedule mowing and Hawaii Johns for the Community Lot. Preparation for the upcoming Semi-Annual meeting and the community Spring Celebration.

Old Business- Discuss the new proposal from Watkins Paving for ROW clearing.

Motion 03182025-17 Accept the new proposal from Watkins Paving for ROW clearing of \$40,000 to start end of March 2025. This includes 1/2 down 1st payment of \$20,000 and \$20,000 upon completion.

Second _____ Discussion _____ CALL TO VOTE 9 of 9

Visitors Introduced and Welcomed

Adjournment:

Motion 03182025-18 Motion to adjourn meeting at **8:38PM**

Second _____ Discussion _____ CALL TO VOTE 9 of 9