

Orchidland Community Association
Board of Directors Meeting Minutes
June 17, 2025

Call to Order: President Tara Brandon presiding. This is the **OLCA Board of Directors** meeting for June 17, 2025, via Zoom online conferencing, with a start time of 6:34PM.

Attendance: Tara Brandon (Pres), Juanita Ray (Vice Pres), Hershel Hood (Treasurer), Reed Becker (RM Chair), Sarah Garcia, Kekoia Cambra, Mitchel Tresslar, Pat Murakami (Secretary).

Absent: David Miller. Jason Tice, Lisa Cabral, Camren Cambra (Community Chair).

Motion 06172025-1: Approve the Agenda for the OLCA Board of Directors meeting of June 17, 2025, as distributed (via pdf) for later revisions.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-2: Approve the Minutes for the OLCA Board of Directors meeting of May 20, 2025, as distributed (via pdf).

CALL TO VOTE: 8 of 8 approved

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 would like to extend special thanks to our Treasurer, Hershel Hood, for his dedication to our community for the last 6 years. Hershel has played a vital role in implementing many new policies and procedures, creating transparency, for all OLCA Board Directors and our Community members.

Hershel has been a positive influence on me personally because of his continued support. Hershel will be deeply missed by our Orchidland Community, and many others throughout the entire island.

Mahalo,
Tara Brandon, OLCA President

Hershel Hood – Treasurer Report

OLCA Treasurer report for June 17, 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 May 2025:

Administrative expenses:

1. JB services, monthly accounting services, April 2024 =\$3,141.36.
2. JB Services, credit card fees =\$31.41.
3. JB Services, postage =\$8.76.
4. Hawaii Accounts Processing, May 2025 liens processing =\$2,650.00.
5. Honeybee Farm =\$228.80.
6. Carbonaro CPAs =\$2,068.06.
7. Tara Brandon, reimbursement for OLCA expenses paid by her =\$1,229.87.

Total administrative expenses paid in May 2025 =\$9,358.26.

Road maintenance expenses:

1. AT&H =\$1,370.68.

Paving fund expenses

1. Watkins Paving, pothole filling =\$2,513.08.
2. Yamada and Sons, materials =\$675.82.
3. Total Paving fund expenses paid in May 2025 =\$3,188.90.

Total expenses paid in May 2025 = \$13,917.16.

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 06172025-3: Approve payment to JB Services, bookkeeping services for the May 2025 invoice #1628, in the amount of \$3,141.36. This is a monthly reoccurring billing.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-4: Approve payment to JB Services, ballot tabulation and report. Credit card fees, postage. invoice #1629, in the amount of \$678.11.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-5: Approve payment to HAP, invoice # ORLD-06-2025 in the amount of \$2,650.00. This is a monthly reoccurring billing.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-6: Approve payment to Honeybee Farm, invoice #339 in the amount of \$83.20 for formatting Board Agenda and Minutes.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-7: Approve payment to Landa, webmaster, Invoice #3044 in the amount of \$414.66 for 6 months service through December 2025.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-8: Approve the transfer of \$150,000.00 from the OLCA General fund into the OLCA Roads maintenance fund. These accounts are held at CU Hawai'i Federal Credit Union, Keaau, Hi. This transfer is to cover the upcoming costs of proposed road maintenance, roadside mowing, trash removal and new stop signs and installation.

This is also to pay for the June 2025 road maintenance costs and administration costs.

Please refer to the OLCA banking financial reports and roads report.

CALL TO VOTE: 8 of 8 approved

COMMENTS:

This is my last Zoom meeting as an OLCA board member and Treasurer. Sarah Garcia takes over as the OLCA Treasurer effective July 1, 2025.

It has been my pleasure getting to know all of you folks. I am grateful for being able to contribute to the continued success of OLCA. I would like to thank Tara for her diligent efforts to improve OLCA and her patience when working with me.

Please don't take it for granted that someone else will step up to get things done. Make the initiative to take action. It takes all of you contributing to keep the OLCA ball rolling. I wish you all the best that life has to offer.

Peace.
Hershel.

Road and Maintenance Report – Reed Becker

Unpaved/ Gravel Road Maintenance:

The second board approved gravel 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) was completed under budget on March 31, 2025. Final cost will be calculated after receiving the final Puna Rock invoice (sorry, missing invoice and minutes).

We have been seeking proposals from Watkins Paving, Civil Construction, and Hokori Construction for regrading of remaining roads in OLE. To date, we have a proposal from Watkins, Hokori is unable for 2-3 months, and Civil has not responded after multiple attempts.

Roads are deteriorating quickly and cannot wait for the next gravel rotation in Aug/Sept, so I am recommending we authorize Watkins Paving to finish regrading ASAP. We will be attempting to collect other bids for the future gravel spreading rotations.

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 2024 in known problematic areas with mostly positive responses already from the community. Backhoe work will resume when heavy rains begin again.

Motion 06172025-9: Approve up to \$30,000.00 for regrading of all remaining gravel roads where possible (except 37th Avenue already completed) using Watkins Paving @\$185/hr.

CALL TO VOTE: 8 of 8 approved

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. No pothole filling occurred in the last month, as I determined it unneeded. I expect we will require 2-3 days next month.

Motion 06172025-10: Approve Yamada statement ending 05-31-2025 (Invoices #164058 & 164076) for asphalt cold mix materials totaling \$437.27. These invoices were for potholes filled in May.

CALL TO VOTE: 8 of 8 approved

Paving Projects:

There currently are no new paving projects scheduled, as the former plan was completed on June 7, 2024, at the top of Ilima. We are however beginning to explore the possibility of adding speed humps (bumps, tables?) to paved 40th and/or Pohaku Dr. We have one commitment for \$5,000 and are waiting to hear the status of another potential donor. More will be revealed soon, we hope!

Mowing and ROW Maintenance:

In April 2025 OLCA approved \$40,000.00 for more intensive mowing/cut back of our right of ways with Watkins Paving utilizing a flail arm mower. Project was completed May 27, 2025, with 159.9 metered hours used.

In May 2025 OLCA approved AT&H to finish ROW clearing of “entire subdivision.” Work began June 3, 2025. We will be looking to establish a long-term maintenance contract with one of now several interested contractors once we complete this rotation.

Also, in May 2025 OLCA approved up to \$50,000.00 for stop sign/entry sign replace/repair using Mana Construction. Contract was signed, deposit check will be issued, and materials will be ordered, with work to begin hopefully end of July after ROW clearing is completed.

Motion 06172025-11: Approve Watkins Invoice #634352 for \$19,116.49 for completion of approved ROW clearing (\$15,000.00) and emergency grading of 37th Avenue at \$185/hr + tax (\$4116.49).

CALL TO VOTE: 8 of 8 approved

Motion 06172025-12: Approve AT&H Invoice #13391 in the amount \$5,445.02 for ROW clearing utilizing three different machines at unique hourly rates including tax.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-13: Approve Charlie’s Roofing Solutions and Home Repairs, Invoice # 256, in the amount of \$5,695.25, for rubbish collection/removal.

CALL TO VOTE: 8 of 8 approved

Motion 06172025-14: Approve deposit (50% down) request from Mana Construction for necessary materials outlined in “Signage Installation Contract” in the amount of \$22,830.00.

CALL TO VOTE: 8 of 8 approved

The OLCA Road & Maintenance Committee has attempted to meet via Zoom at 6:30pm on the second Tuesday of each month. Because of schedule conflicts and limited interest, meetings will pause until needs/interest increase. 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

Old Business-

- 1. Farm to Table Cafe' and Community Bread Oven:** Presentation set for June 17th given by owners Wendy and Youssef Dakroub. / There will not be a presentation this evening. There has been no communication from Wendy since April.
- 2. Restorative Justice Program:** Presentation set for July 15th given by Lauren Sugai (Victims Assistance Unit) and Shannon Kagawa (Hawaii County Attorney) There is also a request for a community presentation at our next Semi-Annual meeting on November 29th.
- 3. Road Contract:** Hokori, Civil Construction, and Watkins Paving are submitting bid proposals for gravel road maintenance. During the next BOD meeting on June 17th, OLCA BOD will consider all contractor proposals, following with a motion to approve the gravel road contract for fiscal year 2025-26. The fiscal year starts July 1st, 2025. Any / all other contractors are welcome to submit a bid priced proposal before next month's meeting to be considered. /Update from Road Chair.

Added Motions

Visitors Introduced and Welcomed

Adjournment:

Motion 06172025-15: Motion to adjourn meeting at 7:56PM

CALL TO VOTE: 8 of 8 approved