

# Orchidland Community Association Board of Directors

## Minutes of July 15th, 2025, Meeting

**Call to Order:** President Tara Brandon presiding. This is the OLCA Board of Directors meeting of July 15th, 2025, via Zoom online conferencing, with a start time of 6:41 pm.

**Present:** Tara Brandon (President), Juanita Ray (Vice President) joined meeting in progress, Sarah Garcia (Treasurer), Reed Becker (Road Maintenance Chair), Jason Tice, Lisa Cabral, Mitchel Tresslar, and David Miller joined meeting in progress.

**Motion 07152025-1:** To approve the Agenda for the OLCA Board of Directors meeting of July 15th, 2025, as distributed via pdf. **Motion passed 6 of 6.**

**Motion 07152025-2:** To approve the Minutes for the OLCA Board of Directors meeting of June 17th, 2025, as distributed via pdf. **Motion passed 6 of 6.**

### **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 have listed a couple of items under New Business that will need to be discussed with some added motions at the end of our meeting.

### **Sarah Garcia – Treasurer:**

OLCA Treasurer Report for July 15, 2025, Board of Directors Meeting. The following information has been provided by the OLCA Bookkeeper, JB Services, Hilo, HI. and Sarah Garcia, 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 June 2025:

#### Administrative Expenses:

1. JB services, monthly accounting services, June 2024 = \$3,141.36
2. JB Services, credit card processing fees, ballots, postage = \$678.11
3. Hawaii Accounts Processing, June 2025 Liens Processing = \$2,650.00
4. Landa Web Services = \$414.66
5. Honeybee Farm- Agenda and minutes for website = \$83.20

**Total Administrative Expenses paid in June 2025 =\$6,967.33**

Road Maintenance Expenses:

1. Charlie's Roofing Solutions - trash removal = \$5695.25
2. AT&H - Roadside mowing = \$5445.02
3. Watkins - flail mower and road grading = \$19,116.49
4. Mana Construction - sign installation = \$22,830.00

**Total Road Maintenance Expenses paid in June 2025 = \$53,086.76**

Paving Fund Expenses:

1. Yamada and Sons - cold mix = \$473.27

**Total Paving Fund Expenses paid in June 2025 =\$473.27**

**Total Expenses paid in June 2025 = \$60,527.36**

July meeting: 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.

**Motion 07152025-3:** To approve payment to JB Services, bookkeeping services for the June 2025 invoice #1648, in the amount of \$3,141.36. This is a monthly reoccurring billing.

**Motion passed 6 of 6.**

**Motion 07152025-4:** To approve payment to JB Services, annual billing prep and supplies, invoice #1649, in the amount of \$2,173.08. **Motion passed 6 of 6.**

**Motion 07152025-5:** To approve payment to HAP, invoice # ORLD-07-2025, in the amount of \$2,650.00. This is a monthly reoccurring billing. **Motion passed 6 of 6.**

**Motion 07152025-6:** To approve payment to Landa, webmaster, Invoice #3051 in the amount of \$99.48. **Motion passed 6 of 6.**

**Motion 07152025-7:** To approve payment to U.S. Postal Service for the annual PO Box fee amount of \$226.00. **Motion passed 6 of 6.**

**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 was completed under budget on March 31, 2025. In June 2025 OLCA approved up to \$30,000 to complete re-grading of all gravel roads in OLE. Project should be complete at time of this meeting and under budget. We will continue attempting to collect other bids (Watkins has submitted, waiting on Hokori, no others yet) for the future gravel spreading

rotations next fiscal year. We are continuing to develop specs for board approved project at 41st & Auli'i in May 2025. Lastly, 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 2024 in known problematic areas with mostly positive responses already from the community. Backhoe work will resume when heavy rains begin again.

[Juanita Ray joined meeting.]

**Motion 07152025-8:** Approve Watkins Paving Invoice #634353 for labor and tax in the amount of \$20,824.59 for regrading of OLE gravel roads. **Motion passed 7 of 7.**

**Motion 07152025-9:** Approve Watkins Paving to continue regrading program with most problematic roads (37th and others) @\$185/hr up to the approved \$30,000 budget. **Motion passed 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). Currently, we will continue filling on an as needed basis only. We have been averaging around \$3200/month for last six months because of the success of this program. Two days of pothole filling were completed July 7-8.

[David Miller joined meeting.]

**Motion 07152025-10:** Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole repairs, Invoice #634354 in the amount of \$2513.08. **Motion passed 8 of 8.**

#### **Paving Projects:**

There currently are no new paving projects scheduled, as former plan was completed on June 7, 2024, at top of Ilima. We are beginning to explore the costs for adding speed humps (bumps, tables?) to paved 40th and Pohaku Dr. We have two donor commitments for \$5000 each and want to begin researching this project again.

**Motion 07152025-11:** OLCA Board to approve up to \$70,000 for speed deterrents (?) installation, including signage and necessary paint on paved 40th Avenue and Pohaku Drive using OLCA approved contractor TBD. **Motion passed 8 of 8.**

**Motion 07152025-12:** OLCA Board to determine whether to install speed bumps (5-10mph) or speed humps (<25mph) as speed deterrents on 40th Avenue and Pohaku Drive. **Motion was tabled** until next month to allow time for additional requested information about

Speed and Traffic control. Contractor will be asked for his suggestions and a proposal for Motion next month.

**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. To date, the project is around 25% done. We will be looking to establish a long-term maintenance contract with one of 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 was issued, materials were ordered, and groundwork/pole prep is completed. Installation work to begin by end of July after ROW clearing is completed.

[Lisa Cabral left meeting early.]

**Motion 07152025-13:** Approve AT&H Invoice #13414 in the amount \$ 14,253.92 for ROW clearing utilizing three different machines at unique hourly rates including tax. **Motion passed 7 of 7.**

**Motion 07152025-14:** Approve Charlie’s Roofing Solutions & Home Repairs Invoice #257 for \$9842.93 for twelve (12) days rubbish collection/removal, including labor, hauling, and tipping fees. **Motion passed 7 of 7.**

OLCA Road & Maintenance Committee would like to have a meeting outside of regular OLCA Board meeting “soon” to develop a list of objectives and times for our next fiscal year based on a projected budget for planning purposes, not necessarily commitments. Please let me know your availability. Thank you for allowing me to serve in this capacity. 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:**

1. Discussion of a request for payment of 10 invoices from Carrie Walters as former OLCA legal assistant. In her words on voice mail left on July 13, 2025, invoices were from “back in the day”. Ms. Walters also sent a certified letter mailed July 14, 2025, which included copies of invoices from February 2019 through May 2020. OLCA paid all invoices received from Ms. Walters through August 13, 2020, which is the last date any invoices were received prior to Ms. Walters’ recent communication. Tara Brandon is searching through hardcopy payment records for proof of prior payment.

**Motion 07152025-15:** Approve OLCA Secretary to send a letter to Carrie Walters regarding her delinquent invoices, explaining the Board cannot approve for payment any invoices which may have been previously paid. We require time to search our hard copy payment records. Additionally, OLCA will not be paying any invoices that are 6 or more years old as they have exceeded the statute of limitations in Hawaii for bill collection. **Motion passed 7 of 7.**

2. Discussion of information missing from April 16, 2024, BOD Minutes. This meeting was recorded, and a specific Motion was added, pertaining to OLCA Transfer Fees located under New Business item number 2. Current Board of Directors members present at that meeting were: Tara Brandon, Juanita Ray, Jason Tice, and Reed Becker.

**Motion 07152025-16:** Add Missing Motion 04162024-12 with information at the end of April 16, 2024, Minutes under New Business Item #2. "OLCA Transfer fees are raised to \$500 with a 60/40 split. \$300 to OLCA and \$200 to JB Services. Association Transfer fees are to cover administrative costs, document preparation, updating records, and changing access permissions when a property changes ownership." All Motions were voted 7 of 7 approved during the April 16, 2024, Board Meeting. **Motion approved 7 of 7.**

3. Request letter from approved Motion 09172024-13 dated September 17th, 2024, per OLCA Minutes be sent to our attorney Kai McQuire. This approved letter was not sent by previous secretary. Letter will request return of OLCA \$8,000 retainer minus invoice in the amount of \$460.73. The remaining retainer amount requested for return is \$7,539.27 from Big Island Lawyer, Kai McQuire located at 116 Hualalai St #202 Hilo, Hawaii 96720

**Motion 07152025-17:** Approve OLCA Secretary Pat Murakami to create and send the request letter to Big Island Attorney as approved on September 17, 2024. Also to correct the mis-numbered motions on the Minutes from Sept 17, 2024. As follows 09172024-1, 2, 3, 4, 5, 6, 7, 13, 8, 9, 10, 11, 12, 13. No changes to Motions, only correction of numbers. **Motion passed 7 of 7.**

**Adjournment:**

**Motion 04152025-18:** Motion to adjourn meeting at 9:10PM. **Motion passed 7 of 7.**