

# Orchidland Community Association

## Board of Directors Meeting Minutes

August 19, 2025

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting of August 19th, 2025, via Zoom online conferencing, with a start time of 6:51PM.

Present: Tara Brandon (Pres), Juanita Ray (Vice Pres), Sarah Garcia (Treasurer), Reed Becker (RM Chair), Jason Tice, Mitchel Tresslar, Pat Murakami (Interim Secretary), and David Miller.

Motion 08192025-1: Approve the Agenda for the OLCA Board of Directors meeting of August 19th 2025, as distributed (via PDF) for later revision. Motion passed 8 of 8.

Motion 08192025-2: Approve the Minutes for the OLCA Board of Directors meeting of July 15th 2025, as distributed (via pdf). Motion passed 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.

Mahalo, Tara Brandon, OLCA President

Motion 08192025-3: Approve Hokori Construction proposal #1812 in the amount of \$33,290.04. This is for 15 mph bumps, with 8 on Pohaku and 8 on 40th Ave. Approximately 1000' apart. \*Advisement to add 9 bumps on each road, (2 extra) for the spacing to be equal. This proposal is compared to Mana Construction proposal of \$67,721 for 18 speed bumps on all 5 roads as follows: 4 on Pohaku, 3 on 40th, 3 on Laniuma, 4 on Orchidland, and 4 on Aulii. Motion passed 8 of 8.

Motion 08192025-4: Approve the removal of Douglas Anderson from OLCA PO Box located in Keaau. Also to have OLCA PO Box re-keyed and receive two mailbox keys for security. Currently we only have one mailbox key, the other key was not returned. Motion passed 8 of 8.

Sarah Garcia - OLCA Treasurer Report:

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 July 2025:

Administrative Expenses:

1. JB services, monthly accounting services, July 2024 = \$3,141.36
  2. JB Services, annual billing prep & supplies = \$2173.08
  3. Hawaii Accounts Processing, July 2025 liens processing = \$2,650.00
  4. Landa Web Services = \$99.48
  5. US Postal Service, annual PO Box fee = \$226.00
- Total Administrative Expenses paid in July 2025 = \$8,289.92

Road Maintenance Expenses:

1. Watkins - gravel road grading = \$20,824.59
  2. AT&H - Roadside mowing = \$14,253.92
  3. Charlie's Roofing Solutions - rubbish removal = \$9,842.93
- Total Road Maintenance Expenses paid in July 2025 = \$44,921.44

Paving Fund Expenses:

1. Watkins - paved road pothole repairs = \$2,513.08
- Total Paving Fund Expenses paid in July 2025 = \$2,513.08

Total Expenses paid in July 2025 = \$55,724.44

August meeting: Details for the individual administrative invoices submitted for payment approval can be read from the actual invoices as provided to each BOD member via email.

Motion 08192025-5: Approve payment to JB Services, bookkeeping services for the July 2025 invoice #1677, in the amount of \$3,141.36. This is a monthly reoccurring billing. Motion passed 8 of 8.

Motion 08192025-6: Approve payment to JB Services, special jobs - 10 pages printed for online processing fees. invoice #1678, in the amount of \$10.47. Motion passed 8 of 8.

Motion 08192025-7: Approve payment to Hawaii Accounts Processing, invoice # ORLD-08-2025 in the amount of \$2,650.00. This is a monthly reoccurring billing. Motion passed 8 of 8.

Motion 08192025-8: Approve payment to Honeybee Farm for agenda and special formatting for the website, Invoice #422 in the amount of \$208.00 Motion passed 8 of 8.

Motion 08192025-9: Approve payment to Director of Finance, property tax payment for OLCA community lot in the amount of \$474.52. Tara Brandon was authorized to pay via OLCA debit card as this payment is due tomorrow. Motion passed 8 of 8.

OLCA Road and Maintenance Report – Reed Becker:

Unpaved/ Gravel Road Maintenance: In June 2025 OLCA approved up to \$30,000 to complete regrading of all gravel roads in OLE. Project was completed August 11, under budget. We will continue attempting to collect other bids (Watkins has submitted, waiting on Hokoriand Civil) for the future gravel spreading rotations next fiscal year. Project at 41st & Auli'i approved in May 2025 is being developed and handled by Tara and AT&H. Lastly, in October 2024, OLCA also approved \$10,000.00 for backhoe work to address drainage issues and visibility problems within ROW's (right of ways). Over half of that budget is still available for work to resume when heavy rains begin again.

Motion 08192025-10: Approve Watkins Paving Invoice #634355 for labor and tax in the amount of \$9,007.84 for regrading of remaining OLE gravel roads, as well as revisiting problematic sections of certain roads. Motion passed 8 of 8.

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 the last six months because of the success of this program. No pothole filling was necessary this past month, in part because of the lack of rain.

Motion 08192025-11: Approve Yamada Invoices #164815 & 164833 for asphalt cold mix materials for \$428.47 & \$451.84, respectively, totaling \$880.31. Motion passed 8 of 8.

Paving Projects: There currently are no new paving projects scheduled, as the former plan was completed on June 7, 2024. Two community members have committed to donating \$5,000 each for the installation of speed humps (bumps, tables?) to paved 40th and Pohaku Dr. OLCA approved up to \$70,000 in July for the work. We Have two donor commitments for \$5000 each and several contractors preparing bids for the work.

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. 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 50% 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. Project was completed August 13, just under budget (excluding tax), except for some of the additional reflective signs, which will be installed this Wednesday (partial backorder).

Motion 08192025-12: Approve AT&H Invoice #13548 in the amount \$10,762.30 for ROW clearing utilizing three different machines at unique hourly rates including tax. Motion passed 8 of 8.

Motion 08192025-13: Approve Charlie's Roofing Solutions & Home Repairs Invoice #258 for \$4083.77 for seven (7) days rubbish collection/ removal, including labor, hauling, and tipping fees. Motion passed 8 of 8.

Motion 08192025-14: Approve "Final Invoice" payment to Mana Construction for necessary labor and materials outlined in "Signage Installation Contract" in the amount of \$28,901.00. Motion passed 8 of 8.

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](mailto:dakinedrywallguy@hotmail.com)

Community Committee Report – Camren Cambra Verbal Report pending.

New Business:

- 1) Unauthorized construction on Orchidland Drive.
- 2) DCCA was updated.
- 3) All updated billing is finalized.
- 4) Brown & Brown OLCA Liability Insurance questionnaire, forms, and acceptance letter was signed. Billing has not been received to date.

Visitors Introduced and Welcomed Added Motions: Cini Sathyavan discussed his road fees.

Adjournment:

Motion 08192025-15: Motion to adjourn meeting at 8:59 PM. Motion passed 8 of 8.