

**Orchidland Community Association**  
**Board of Directors Meeting Minutes**  
**September 16, 2025**

**Call to Order: Vice President Juanita Ray** presiding. This is the **OLCA Board of Directors** meeting for September 16, 2025, via Zoom online conferencing, with a start time of 6:37PM.

**Attendance:**

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

**Motion 09162025-1:** Approve the Agenda for the OLCA Board of Directors meeting of September 16, 2025, as distributed (via pdf) for later revisions.

**Motion passed 7 of 8.**

**Motion 09162025-2:** Approve the Minutes for the OLCA Board of Directors meeting of August 19, 2025 as distributed (via pdf).

**Motion passed 7 of 8.**

**Message from OLCA President - Tara Brandon:**

There is no message from Tara this month due to a family emergency.

**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 August 2025:

**Administrative Expenses:**

1. JB services, monthly accounting services, August 2025 = \$3,141.36
2. JB Services, printing and processing fees = \$10.47
3. Hawaii Accounts Processing, August 2025 liens processing = \$2,650.00
4. Honeybee Farm, website formatting = \$208.00
5. Director of Finance, semi-annual property tax = \$474.52

**Total Administrative Expenses** paid in August 2025 = \$6,484.35

### **Road Maintenance Expenses:**

1. Watkins - gravel road grading = \$9,007.84
2. AT&H - Roadside mowing = \$10,762.30
3. Charlie's Roofing Solutions - rubbish removal = \$4,083.77
4. Mana Construction, necessary labor and materials = \$28,901.00
5. Hokori, speed bump contract deposit = \$16,645.02

**Total Road Maintenance Expenses August 2025 = \$63,399.93**

### **Paving Fund Expenses:**

1. Yamada and Sons - pothole repair supplies = \$880.31

**Total Paving Fund Expenses paid in August 2025 = \$880.31.**

**Total Expenses paid in August 2025 = \$76,764.59**

### **September 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 09162025-3:** Approve payment to JB Services, bookkeeping services for the August 2025 invoice #1693, in the amount of \$3,141.36. This is a monthly reoccurring billing.

**Motion passed 8 of 8.**

**Motion 09162025-4:** Approve payment to JB Services, special jobs, 73 hours of research and cross-referencing OLCA customer lists and property tax lists to properly designate small businesses and commercial properties, as well as processing fees for cc payments, invoice #1694, in the amount of \$2,842.93

**Motion passed 8 of 8.**

**Motion 09162025-5:** Approve payment to JB Services, postage reimbursement. invoice #1695, in the amount of \$37.44.

**Motion passed 8 of 8.**

**Motion 09162025-6:** Approve payment to HAP, invoice # ORLD-09-2025 in the amount of \$2,650.00. This is a monthly reoccurring billing.

**Motion passed 8 of 8.**

**Motion 09162025-7:** Approve payment to Honeybee Farms, Invoice #428 in the amount of \$83.20.

**Motion passed 8 of 8.**

**Motion 09162025-8:** Approve payment to Brown & Brown, general liability insurance payment, invoice #21445260, in the amount of \$21,811.00

**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 are attempting to collect bids (Watkins has submitted, waiting on Hokori and Civil) for the future gravel spreading rotations next fiscal year and we will make a decision in October. The project at 41<sup>st</sup> & 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.

### **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. No pothole filling was necessary this past month.

### **Paving Projects:**

There currently are no new paving projects scheduled, as former plan was completed on June 7, 2024. OLCA approved up to \$70,000 in July for installation of speed bumps on Pohaku Dr. and paved 40<sup>th</sup> Ave. We also have two donor commitments for \$5000 each. In August OLCA approved the proposal from Hokori Construction in the amount of \$44,229.09 for installation of sixteen (16) speed bumps, including signage and painting.

**Motion 09162025-9:** Approve deposit payment to Hokori Construction in the amount of \$5,469.52 for future speed bump installation on Pohaku Dr. and paved 40<sup>th</sup> Ave.

**Motion passed 8 of 8.**

### **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 09162025-10:** Approve AT&H Invoice #13704 in the amount \$6,308.90 for ROW clearing utilizing three different machines at unique hourly rates including tax.

**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) Phone (808) 936-7254

### **Community Committee Report – Camren Cambra**

Camren did not attend the meeting.

### **New Business**

**Motion 09162025-11:** Motion to hold executive session at next Board of Directors meeting.

**Motion passed 8 of 8.**

### **Visitors Introduced and Welcomed**

#### **Adjournment:**

**Motion 09162025-12:** Motion to adjourn meeting at 7:4PM

**Motion passed 8 of 8.**

