Orchidland Community Association

Board of Directors Meeting Minutes
November 18, 2025

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting for November 18, 2025, via Zoom online conferencing, start time of 6:38 pm.

Present: Tara Brandon (Pres), Juanita Ray (Vice Pres), Sarah Garcia (Treasurer), Reed Becker (RM Chair), Jason Tice, Lisa Cabral, Mitchel Tresslar, Pat Murakami, David Miller
Absent: Kekoa Cambra and Camren Cambra (Community Chair)

Motion 11182025-1: To approve the Agenda for the OLCA Board of Directors meeting of November 18, 2025, as distributed (via pdf) for later revisions**.**
Motion Passed 8 of 8

Lisa Cabral joined the meeting

Motion 11182025-2 : To approve the Minutes for the OLCA Board of Directors meeting of October 21, 2025, as distributed (via pdf).
Motion Passed 9 of 9

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 a couple of motions and updates for our community. Some motions may be added at the end to keep the number sequence for the recorded Minutes.

Mahalo,
Tara Brandon, OLCA President

Motion 11182025-3 Approve the usage of OLCA Debit Card for Google Workspace with the newly secured e-mail, automatic billed monthly. This was created by Landa Web & Graphic Design on November 6th. The billing will be approximately $8-15/ monthly. The OLCA Debit card pre-approved usage is up to $300. This Motion is for permanent record.
Motion Passed 8 of 8

Motion 11182025-4 Approve the use of OLCA Debit Card an extra $200 for a possible extra security person at the semi-annual membership meeting, this Saturday November 22nd.
Motion Passed 8 of 8

Sarah Garcia - Treasurer Report

OLCA Treasurer report for November 18, 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 October 2025:

Administrative expenses:
1. JB services, monthly accounting services,
   October 2025 = $3,141.36.
2. JB Services, processing fees for cc and online payments = $102.62
3. JB Services, postage reimbursement = $40.56
4. Hawaii Accounts Processing, October 2025 liens processing = $2,650.00
5. Brown & Brown, crime bond renewal = $533.00

Total administrative expenses paid in October 2025 =$6,467.54.

Road maintenance expenses:
1. AT&H - Roadside mowing, tire disposal, large item disposal = $1,767.02
2. Charlie's Roofing Solutions, rubbish clearing = $3,874.34

Total Road Maintenance Expenses October 2025 = $5,641.36
Total expenses paid in October 2025 = $12,108.90

November 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 11182025-5 Approve payment to JB Services, bookkeeping services for the October 2025 invoice #1745, in the amount of $3,141.36. This is a monthly reoccurring billing.
Motion Passed 8 of 8

Motion 11182025-6 Approve payment to JB Services for invoice #1747, for special jobs, customer list compilation, tax document compilation, and cc processing fees, in the amount of $585.86.
Motion Passed 8 of 8

Motion 11182025-7 Approve payment to JB Services, Invoice #1746, for postage reimbursement, in the amount of $69.42.
Motion Passed 7 of 7

Motion 11182025-8 Approve payment to HAP, invoice # ORLD-11-2025 in the amount of $2,650.00. This is a monthly reoccurring billing.
Motion Passed 7 of 7

Motion 11182025-9 Approve payment to Honeybee Farm, invoice #440, for postcard formatting and ROW letters, in the amount of $83.20
Motion Passed 7 of 7

Motion 11182025-10 Approve payment to Baha'i Faith of Puna, a refund for online overpayment, in the amount of $825.00.
Motion Passed 7 of 7

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. In October 2025, OLCA approved a budget of $100,000 for gravel hauling, spreading, and grading using Watkins Paving. Work is expected to commence at end of the month, as they finish up prior commitments. The project at 41st & Auli'I approved in May 2025 has been on hold awaiting the completion of ROW clearing. We will be revisiting the project with AT&H after.

As a reminder, 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:
Since August 2024, Watkins Paving is operating with an approved budget of up to $5500/month (labor and materials combined) for pothole filling. Currently, we will continue filling on an as needed basis only.

Prior to November, there has been no pothole filling for the past three (3) months, due to program success and dry conditions. With the return of winter rains, it was necessary for three (3) days filling November 4-6 and are expecting ongoing filling throughout the next several months.

Motion 11182025-11 Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole repairs Invoice #634356 in the amount of $3769.63.
Motion Passed 7 of 7

Motion 11182025-12 Approve Yamada Invoices #166401, 16642, & 166438 1for asphalt cold mix materials for$308.73, $393.82, & $296.85 respectively, totaling $999.40
Motion Passed 7 of 7

Paving Projects:
There currently are no new paving projects scheduled, as former plan was completed on June 7, 2024. OLC Aapproved up to $70,000 in July for installation of speed bumps on Pohaku Dr. and paved 40th Ave. In August OLCA approved the proposal from Hokori Construction in the amount of $44,229.09 for installation of eighteen (18) speed bumps, including signage and painting. Speed bump project is underway, proposed placements have been marked and inspected, and signage installation began this week, with ongoing progress.
Project should be completed by the end of the month, weather pending.

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 and the work is said to be complete. 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 20th just under budget (excluding tax).

Community Committee Report – Camren Cambra

Verbal Report pending

New Business-

1. Insurance Policy O&D Brown & Brown payment is due on 11/30. A lengthy financial statement was submitted with the help of JB Services for numbers. There were also two separate phone interviews for inspection audit that was completed.
2. Reminder for Semi-Annual Membership Meeting. Who will be in attendance and help setting up prior to meeting. Extra postcards that may be used for comment cards and/or prize drawing. Add possible Motion.

Old Business-

1. Postcard Invitation expenses for the Semi-Annual Membership Meeting. Office Max printing $513.24. USPS postage $1,491.19. The debit card was approved last month for payments. Total of 2,404 cards. Add possible Motion per bylaws.
2. OLCA Certified Letters: Update
3. Update from Mitchel: Hawaii County's request for statement about 130 Holdings modified expired permits. Add possible Motion.

Visitors Introduced and Welcomed-

Added Motions-

Motion 11182025-13 Approve Mitchel Tresslar as OLCA Secretary.
Motion Passed 7 of 7

Motion 11182025-14 Remove Kekoa Cambra as OLCA Director. Remove Kekoa Cambra from all OLCA bank accounts as signatory.
Motion Passed 7 of 7

Motion 11182025-15 Approve payment to Brown & Brown for Director and Officer Insurance renewal. The deadline is November 30th, however the billing has not been received as of yet.
Motion Passed 7 of 7

Motion 11182025-16 Approve up to $300 for member gifts, during our Semi-Annual Meeting on November 22, 2025.
Motion Passed 7 of 7

Adjournment:

Motion 11182025-17 Motion to adjourn meeting 8:41PM
Motion Passed 7 of 7