Orchidland Community Association

Board of Directors Meeting Minutes

January 20, 2026

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting for January 20, 2026, 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), Mitchel Tresslar (Secretary), Jason Tice, Lisa Cabral
Absent: Camren Cambra (Community Chair)

Motion 01202026-1: To approve the Agenda for the OLCA Board of Directors meeting of January 20, 2026 as distributed (via pdf) for later revisions**.**
Motion Passed 6 of 6

Motion 01202026-2: To approve the Minutes for the OLCA Board of Directors meeting of December 16, 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 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

Sarah Garcia - Treasurer Report

OLCA Treasurer report for January 20, 2026, 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 December 2025:

Administrative expenses:
1. JB services, monthly accounting services, December 2025 = $3,141.36.

2. JB Services, special jobs and cc fees = $102.62
3. JB Services, postage reimbursement = $12.06
4. Hawaii Accounts Processing, October 2025 liens processing = $4,540.00
5. Honeybee Farm, Community Newsletter, OLCA Meeting Agenda/Minutes = $124.80
6. Landa Web & Graphic Designs, 6 months of web service management = $439.79
7. Landa Web & Graphic Designs, setting up the OLCA Google Workspace = $157.07
8. Tara Brandon – Security Team for Semi-Annual Meeting = $200.00
Total administrative expenses paid in December 2025 =$8,717.70

Road maintenance expenses:
1. Watkins Paving, pothole repair = $2,513.08
2. AT&H, mowing/weed eating OLCA Community Lot = $497.38
3. AT&H, completion of ROW mowing = $7,793.19
4. AT&H, emergency removal of road-based hazards on 34th = $418.85
Total expenses paid in December 2025 = $11,222.50

January 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 01202026-3: Approve payment to JB Services, bookkeeping services for the December 2025 invoice #1791, in the amount of $3,141.36. This is a monthly reoccurring billing.
Motion Passed 6 of 6

Motion 01202026-4: approve payment to JB Services for invoice #1792, for special jobs, 1st class postage, and cc processing fees, in the amount of $42.49.
Motion Passed 6 of 6

Motion 01202026-5: Approve payment to JB Services, Invoice #1797, for OLCA 2nd Billing 2026, International Postage, OLCA 2nd Billing 2026 Supplies, in the amount of $3,577.40
Motion Passed 6 of 6

Motion 01202026-6: Approve payment to JB Services, Invoice #1798, for Preparation and filing of Federal & State 2025 Form 1099 & Form N-136 - Taxes in the amount of $565.44.
Motion Passed 6 of 6

Motion 01202026-7: Approve payment to Brown & Brown, Invoice #23198721, for Insurance Premium Audit, in the amount of $2,215.03
Motion Passed 6 of 6

Road and Maintenance Report – Reed Becker

Unpaved/ Gravel Road Maintenance:
In October 2025, OLCA approved a budget of $100,000 for gravel hauling, spreading, and grading using Watkins Paving. We have decided to first scarify and regrade all roads to recapture as much existing material as possible and cut/refill potholes before spreading any new gravel. Due to holiday schedule, followed by a period of rain, only seven (7) days have been completed on 37th & in progress on 36th, working his way down. Work will

continue this week. The project at 41st & Auli'I approved in May 2025 has been on hold awaiting the completion of ROW clearing. Now that the ROW mowing is complete, we will be revisiting the project with AT&H.

Jason Tice Jointed the Meeting

Motion 01202026-8: Approve Watkins Paving Invoice #634358 in the amount of $11,688.47for equipment, labor, and tax associated with road scarifying and regrading.
Motion Passed 7 of 7

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. We fill on an as needed basis only; however, with the return of regular rains and road decay, we have been filling on a regular monthly basis again. This month we did two (2) days of pothole filling on January 13-14 and are expecting ongoing filling throughout the next several months.

Motion 01202026-9: Approve Watkins Paving invoice for hauling, equipment, labor, and tax for paved road pothole repairs Invoice #634359 in the amount of $2513.08
Motion Passed 7 of 7

Motion 01202026-10: Approve Yamada Invoices #166910 & 166936 in the amounts of $205.82 & $195.92, respectively for asphalt cold mix materials.
Motion Passed 7 of 7

Paving Projects:
In August 2025, 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. Project is now complete. In December, OLCA Board approved funds to finish paving the top of Ilima St. We have one bid and are hoping to have at least one more by next month's meeting, so we can make a choice and commence with the project.

Motion 01202026-11: Approve Invoice #2182 from Hokori Construction in the amount of $12,617.16 for final payment of completed speed bump project.
Motion Passed 7 of 7

Mowing and ROW Maintenance:
In May 2025, OLCA approved AT&H to finish ROW clearing of "entire subdivision." Work began June 3, 2025, and the work is now said to be complete after last tractor mowing. We are looking to establish a long-term maintenance contract with one of several interested contractors once we complete this rotation.

Community Committee Report – Camren Cambra

Verbal Report pending

New Business-
1. N/A

Old Business-
1. N/A

Visitors Introduced and Welcomed-

Added Motions-

Lisa Cabral Left the Meeting

Motion 01202026-12: To approve removing Kekoa Cambra from the OLCA banking accounts held at CU Hawaii.
Motion Passed 6 of 6

Motion 01202026-13: To approve Mitchel Tresslar as a signatory for all OLCA banking accounts held at CU Hawaii
Motion Passed 6 of 6

Adjournment:
Motion 01202026-14: Motion to adjourn meeting 8:28 PM
Motion Passed 6 of 6