Orchidland Community Association

Board of Directors Meeting Minutes

August 25, 2026

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting for August 25, 2026, via Zoom online conferencing, start time of 6:35 pm

Present: Tara Brandon (Pres), Juanita Ray (Vice Pres), Sarah Garcia (Treasurer), Reed Becker (RM Chair), Mitchel Tresslar (Secretary), T. Viliami Tukuafu

Absent: Jason Tice

Motion 08252026-1: To approve the Agenda for the OLCA Board of Directors meeting of August 25, 2026 as distributed (via pdf) for later revisions**.**
Motion Passed 6 of 6

Motion 08252026-2: To approve the Minutes for the OLCA Board of Directors meeting of July 28, 2026, 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

OLCA Treasurer - Sarah Garcia

OLCA Treasurer Report for August 25, 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 has been 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 2026:

Administrative Expenses:

1. JB services, monthly accounting services, July 2026 = $3,141.36.
2. JB Services, special jobs, postage, and cc processing fees = $568.80.
3. Hawaii Accounts Processing, monthly lien mail outs and submission of liens = $2,650.00

5. Brown and Brown Insurance Services, Inc, OLCA General Liability Policy premium = $21,686.00
6. USPS, 12-Month renewal of OLCA PO Box = $230.00
7. Director of Finance, Property tax for OLCA Community Lot at 16-1674 36th Ave = $427.30
8. Big Island Lawyer, LLLC, Trust Request (Retainer) = $8,000.00

Total administrative expenses paid in July 2026 =$36,703.46

Road Maintenance Expenses:

1. Hokori Construction, Mowing and hauling gravel from quarry = $3,335.08
2. Standford's Service Center, 4 Invoices for basecourse materials, hauling and fees = $5,915.59

Paving Expenses:

3. Watkins Paving, Paved road pothole filling = $3,769.63
4. Yamada, 6 Invoices for asphalt cold mix materials = $2,506.87

Total Road Maintenance Expenses July 2026 = $15,527.17.

Total expenses paid in July 2026 = $52,230.63.

August 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 08252026-3: Motion to Approve payment to JB Services, bookkeeping services for the August 2026 invoice #1946, in the amount of $3,246.07. This is a monthly reoccurring billing.
Motion Passed 6 of 6

Motion 08252026-4: Motion to approve payment to JB Services for invoice #1947, for Private Maintenance Tax Credit Program – Initial program implementation, in the amount of $5,235.60.
Motion Passed 6 of 6

Motion 08252026-5: Motion to approve payment to JB Services for invoice #1948, for special jobs, postage and cc processing fees, in the amount of $207.57.
Motion Passed 6 of 6

Motion 08252026-6: Motion to approve payment to Hawaii Accounts Processing for invoice ORLD-8-2026 for intent to lien letters and lien submissions in the amount of $2,650.
Motion Passed 6 of 6

Motion 08252026-7: Motion to approve payment to Accuity for retainer to generate the OLCA annual tax documents in the amount of $750.00
Motion Passed 6 of 6

OLCA Road Maintenance Chair - Reed Becker
OLCA Road and Maintenance Report for August 25, 2026, Board of Directors Meeting

Unpaved/ Gravel Road Maintenance:

In March 2026, OLCA approved a budget of $200,000 for soft surface road maintenance. Then in May ’26, we approved the Hokori Construction proposal for $120,000+tax to complete our next rotation of road maintenance on ALL gravel roads. OLCA will be responsible for material costs and hauling (up to approx. $75k). Work began on June 25 with the stock piling material on the community lot and Hokori installing temporary gates for security, which we also have access to. Weather pending, the goal is to complete one mile of road/day. Progress is steady yet hindered with many rainout days. To date, work is completed from 35th going up to 39th between Auli’i and Laniuma. Also, on Wednesday August 12, in preparation for Hurricane Lala, time was spent on 40th to make it drivable for evacuation/alternate route travel. To date, we have spent $35,761.96 for gravel materials/hauling (including $8575 + tax for mowing).

Motion 08252026-8: Approve payment for Hokori Construction Invoice #2209 in the amount of $11,947.64 for labor costs associated with mowing (34hrs.) and gravel hauling (26 loads) including fuel and taxes.
Motion Passed 6 of 6

Motion 08252026-9: Approve payment for July ’26 Statement from Sanford’s Service Center (7 invoices) in the amount of $13,830.67 for 1½” basecourse material, hauling, fuel, and taxes.
Motion Passed 6 of 6

Asphalt Pothole Repairs:
Currently, 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. With the return of regular rains and accelerated road decay, we have been filling on a regular monthly basis again. Only one day of filling happened last month July 21 (no invoice yet), due to bad weather days in conjunction with lack of cold mix production. Watkins is on standby for more material to complete all roads.

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. Sign project is complete. In March, OLCA accepted the proposal from Hokori Construction for the total amount of $201,650 + tax to complete the paving project on the top of Ilima. Weather and lack of availability of AC hindered progress; however, project was completed second week of June. Also, we are currently seeking bids for future hammerhead pavements at select intersections to eliminate ongoing pothole filling in those areas.

Mowing and ROW Maintenance:

After completing a full sweep of ROW cutback/maintenance in 2025, we are looking to establish a long-term maintenance contract with one of several interested contractors.

Last fiscal year, AT&H was deployed for storm damage/cleanup and trash removal in conjunction with Ilima paving project. Also, Mana Construction replaced/repaired the ten (10) missing/damaged stop signs as a “neighborly gesture” in late March, using leftover salvage materials deemed in usable condition.

Motion 08252026-10: Approve AT&H estimate #1359 hourly rates, up to $15,000.00 for tractor mowing, corner clearing, and rubbish removal along main “paved roads.”
Motion Passed 6 of 6

Mahalo for allowing me to serve in this capacity!

Community Committee Report – Vacant
OLCA Road Chair Report for August 25, 2026, Board of Directors Meeting

Verbal Report pending

New Business-

1. Amendments to the By-Laws – Proposed Wording
2. Short Form Master Contractor Agreement – Proposed Wording
3. Road Ownership - Allows automatic transfer of ownership of roads from contractor (Hilo Development Corp) to association (OLCA)
4. Contested Case Hearing - No Special Hearings Officer assigned for the hearing - 2-3 months
5. Judgment Filing - File collections for 130 Holdings
6. Tasks to complete - Collect estimate to repair the road and remove the water pipe placed without the permit - Bookkeeper to send past due MRMA statements to 130 Holdings.

Old Business-

1. N/A

Visitors Introduced and Welcomed-

Adjournment:

Motion 08252026-11: Motion to adjourn meeting at 9:01PM
Motion Passed 6 of 6