Orchidland Community Association

Board of Directors Meeting Minutes

September 22, 2026

Call to Order: President Tara Brandon presiding. This is the OLCA Board of Directors meeting for September 22, 2026, via Zoom online conferencing, start time of 6:30 pm

Present: Tara Brandon (Pres), Juanita Ray (Vice Pres), Sarah Garcia (Treasurer), Reed Becker (RM Chair), Jason Tice

Absent: Mitchel Tresslar (Secretary)

Meeting does not have a Qurom per OLCA By-Laws – No Current or New Business will be discussed – Only billings will be reviewed with approval to issue payments

Motion 09222026-1: To approve the Agenda for the OLCA Board of Directors meeting of September 22, 2026, as distributed (via pdf) for later revisions**.**
Motion Approved

Motion 09222026-2: To approve the Minutes for the OLCA Board of Directors meeting of August 25, 2026, as distributed (via pdf).
Motion Will be Review Next Meeting

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 September 22, 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 August 2026:

Administrative Expenses:

1. JB Services, monthly accounting services, August 2026 = $3,246.07.
2. JB Services, Setup of Private Maintenance Tax Credit Program = $5,235.60.
3. JB Services, special jobs, postage, and cc processing fees = $207.57.
4. Hawaii Accounts Processing, monthly lien mail outs and submission of liens = $2,650.00.
5. Accuity, retainer to generate OLCA annual tax documents = $750.00.

Total administrative expenses paid in August 2026 =$12,089.24

Road Maintenance Expenses:

1. Hokori Construction, Mowing and hauling gravel from quarry = $11,947.64
2. Standford's Service Center, 7 Invoices for basecourse materials, hauling and fees = $13,830.67.

Total Road Maintenance Expenses August 2026 = $25,778.31.

Paving Expenses:

1.

Total Paving Expenses August 2026 = $0.00.

Mowing and ROW Maintenance Expenses August 2026:

1.

Total Mowing and ROW Maintenance Expenses August 2026 = $0.00.

Total expenses paid in August 2026 = $37,867.55.

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 09222026-3: Motion to Approve payment to JB Services, bookkeeping services for the August 2026 invoice #1955, in the amount of $3,246.07. This is a monthly reoccurring billing.
Motion Approved

Motion 09222026-4: Motion to approve payment to JB Services for invoice #1957, for special jobs, postage and cc processing fees, in the amount of $273.39.
Motion Approved

Motion 09222026-5: Motion to approve payment to JB Services for invoice #1956, for private road exempt monthly fee, in the amount of $785.34.
Motion Approved

Motion 09222026-6: Motion to approve payment to JB Services for invoice #1958, for OLCA Lien program, in the amount of $2,168.68.
Motion Approved

Motion 09222026-7: Motion to approve payment to Landa Web & Graphic Design for invoice #3169, for updates to OLCA Website, in the amount of $167.54.

Motion Approved

OLCA Road Maintenance Chair - Reed Becker

OLCA Road and Maintenance Report for September 22, 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 June 25 th stock piling material on the community lot and Hokori installing temporary gates for security, which we also have access. Weather pending, the goal is to complete one mile of road/day. Progress is steady, yet hindered with many rainout days. Work is now complete from 35 th going up to 40 th between Aulii and Laniuma. Work is continuing between Auli’I and Ainaloa from the bottom up to 36 th . Weather pending, they should be starting on streets between Laniuma and Pohaku in a week, hopefully finishing near the end of the month. To date, we have spent $50,627.33 for gravel materials/hauling (including $14,000 +tax for mowing).

Motion 09222026-8: Approve payment for Hokori Construction Invoice #2213 in the amount of $7,150.63 for labor costs associated with mowing (31hrs.) and gravel hauling (7 loads) including fuel and taxes.
Motion Approved

Motion 09222026-9: Approve payment for August ’26 Statement from Sanford’s Service Center (4 invoices) in the amount of $7,714.74 for 1½” basecourse material, hauling, fuel, and taxes.
Motion Approved

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. Five (5) days of filling were completed since last billing (1 day interim, 4 days current cycle) between August 21- September 1. Lack of cold mix production coupled with poor weather delayed progress but are now finally “caught up.”

Motion 09222026-11: Approve payment for Watkins Paving Invoice #634366 in the amount of $6282.76 for hauling, equipment, labor, and tax for “paved” road pothole repairs.
Motion Approved

Motion 09222026-12: Approve payment for Yamada Invoice in the amounts of $624.71 for asphalt cold mix materials.
Motion Approved

Paving Projects:

Last year we were able to finally complete our past paving plan with paving the upper portion of Ilima St. We are currently seeking bids for future hammerhead pavements at

select intersections to eliminate ongoing pothole filling in those areas, but have not received any yet.

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. We have received proposals from both Mana Construction and AT&H, however are awaiting a potentially modified one from AT&H before deciding.

Mahalo for allowing me to serve in this capacity!

Community Committee Report – Vacant
OLCA Road Chair Report for September 22, 2026, Board of Directors Meeting

Verbal Report pending

New Business-

1. Enchanted Forest Event
2. 130 Holdings Guest Speaker – Greg Gadd – Did Not Attend Meeting

Old Business-

1. N/A

Visitors Introduced and Welcomed-

Added Motions-

Adjournment:

Motion 09222026-13: Motion to adjourn meeting at 7:10 PM
Motion Approved