

Orchidland Community Association, Inc.
Approved Minutes of the Board of Directors Meeting
June 25, 2007

Call to Order: The meeting was called to order at 6:41 p.m. by Steve Starnes, President.

Members Present: Steve Starnes, President; Lisa Tostenson, Secretary; Yen Chin, Treasurer; Andrew Coyne, Road Chair; Dawn Spurrell-Robinson, Roger Hawney and Dean Monroe.

Guests: David Aasve.

Owner Input: David Aasve said the Kea`au Postmaster has been trying to contact the Board about the mailboxes on Orchidland Dr. He added that he has been on a waiting list for a mailbox for almost two years.

Approval of Minutes: The minutes of the Board of Directors meeting of April 23, 2007, were approved by acclamation by the members who were present. Yen Chin moved to approve the minutes of the Board meeting of May 28, 2007, as written. Andrew Coyne seconded; the motion passed unanimously.

Officer's Reports

President's Report: Steve reported that most of the information for the audit has been given to Ann Fukuhara. Yen said she also needs a QuickBooks file from Lisa Johnson.

Treasurer's Report: Yen reported that the inflow of money has slowed down. A new billing will be sent at the end of the week. Two letters were passed on to him; one asked if escrow would cover unpaid road fees, and the other asked for a discount because the lot owner is temporarily disabled. Lisa said the Bylaws should provide guidelines for such questions, such as whether the owner was paying his fees before becoming disabled and level of income. She said perhaps in some circumstances if an owner is temporarily disabled, interest or late fees could be waived. However, if an owner owns several lots and does not live here, s/he could sell a lot. Lisa said OLCA's guidelines must follow federal guidelines.

Steve said once written, an attorney should look at the Association's guidelines.

Dean suggested that the Board draft a Fiscal Policy and Procedures and ask an attorney to review it.

Yen said he will be gone for most of July, but will provide an end of the year fiscal report in August. Also, Glenn and Steve will need to sign off on the signature cards after tonight's election of officers.

Secretary's Report: Lisa said the only correspondence she received were the two letters Yen discussed. She said that she did not resend the letter to Carl Okuyama. Roger said the offered space is approximately 600 square feet and would be available for ten years. Yen said the lot files are currently housed in inappropriate containers. Steve said that may be a factor in the increase in the Records Keepers wages. Filing was done voluntarily by the secretary until last fiscal year.

Committee Reports

Road Maintenance: Andrew said that nothing has happened on the roads because he has had no crew this month. He had three calls on the roads phone. One was about mailboxes, and one reported that a flatbed truck filled with scrap metal was dumped on 36th. He called for quotes to remove the vehicle, but his calls have not been returned. The third call was a request to grade 40th. Wes said the potholes on 40th are getting really big.

Dean said Kathleen Furtado stopped to tell him that Auli`i's hill is so bad that people are going up Orchidland and across 40th instead. Auli`i is next on the paving schedule.

Bylaws: Roger said there has been little response to his emails from the other committee members. He may call a committee meeting at the Ainaloa Longhouse for the third Monday in July.

Old Business

Community Lot: Roger said it would nice to have the lot mowed. The last event was small, perhaps because there was no shelter available. Someone has offered to donate numerous 11-foot lengths of roofing tin; Roger suggested that the tin could be screwed onto a metal frame to provide a temporary structure for under \$1000. The posts would be cemented in. He suggested that the Board could meet on the lot once a shelter is built.

Yen Chin moved to approve up to \$1000 for a temporary shelter on the Community Lot. Lisa Tostenson seconded; the motion passed unanimously.

The Board discussed the possibility of installing a composting toilet. Steve said the Health Department would have to approve the plan. Roger said the toilet would be temporary until the planned septic can be installed.

Roger said July's Burgers and Bluegrass will be small, but perhaps the shelter could be built in time for the August event. He said Orchidland General Store has been very generous in donating burgers and buns, and their vendors have donated soft drinks. He sent them a thank you note, but would like to send letters to the store and the vendors on the Orchidland letterhead. Lisa agreed to email Roger the letterhead for this purpose.

Road Manager: The Road Manager must be able to drive the equipment. Steve said the position needs to be advertised in the newspaper. Wes said the position can also be posted on the website. Andrew offered to write the ad. Lisa asked that he email the text to the Board for comments. The ad will run for either 2 or 4 consecutive Sundays, depending on the cost.

Collections Policy and Procedures: Dean distributed copies of the draft he obtained from Jerry Gardner. Kirstie said the minutes reflect that the draft was not approved during the previous fiscal year because Barbara Arthur's requested additions were never incorporated into the draft. She will ask Barbara to email her corrections.

Dean said he researched other homeowners association's collections policies. Roger said OLCA's policy may depend on the lawsuit.

Contractor Labor Policy: Steve said he wrote contractors' policy and procedures earlier in the year. Ted Coombs fleshed it out, but the document has never been approved by the Board. He said he will email the draft to the Board.

39th & Pohaku: Yen said he spoke to several County offices about closing the intersection; the Engineering Department told him to ask a lawyer about the legal issues. Dean suggested checking if the road qualifies as a “Road in Limbo.” Yen said the engineering department is currently making determinations of who will take responsibility for those roads.

New Business

Liability Insurance: Steve said he will get quotes for event insurance.

Mailboxes: Wes spoke to the Postmaster about replacing the existing mailboxes on Orchidland Dr., which have been vandalized. The new boxes are bigger and too heavy for the foundation; the Postmaster is asking the Association to provide a new slab. He suggested that the slab be moved further back from the road.

Wes said they only plan to replace existing boxes, not provide any new mailboxes. Wes asked about pouring additional slabs for when more boxes are available; the Postmaster said this would be a good idea. Wes suggested moving the boxes to the easement adjacent to the Community Lot to get them away from the highway and commercial area. The Board agreed that Wes should notify the Postmaster that we want the boxes moved up to the Community Lot.

Voicemail: Dawn said she received a call that a lot owner on 37th has scraped basecourse off the road to use for his driveway pad, which has not been poured yet. Dean suggested a drive-by to confirm the report before contacting the police. Yen said he would go by and take a picture. Wes suggested that two Board members go with a policeman to confront the owner. Andrew said a load of basecourse costs \$400, plus labor and equipment costs.

Another caller from another Association had questions about road fees. Dawn was instructed to ask her to write a letter with her questions for the Board to answer.

Lick ‘n Stick: David Aasve offered to host the Lick ‘n Stick at his home on Friday, beginning at 10 a.m.

Adjournment: The meeting was adjourned at 8:10 p.m.

Respectfully submitted by:

Kirstie Goin, Recording Secretary

Lisa Tostenson, Corporate Secretary

Motions Log 6-25-07

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