

# HAWAIIAN SHORES COMMUNITY ASSOCIATION

## MINUTES OF THE BOARD OF DIRECTORS MEETING

### October 19, 2022

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at the Stables. A quorum was established. Eileen O'Hara, President, presided. The meeting was called to order at 6:00 PM.

Directors present: Eileen O'Hara, Jeffrey Kraybill, Dawn Hurwitz, Tom Cumming, Peter Quigley, Kathy Klawitter, Kathy Morgan, Jeff Sargent and Jenny Smith attended via Zoom. Also in attendance S'mon Gago, Office manager, Barbara Barr, Accounting Associate and Tim Manning, Maintenance Foreman.

#### **ANNOUNCEMENTS** None

#### **Approval of Minutes – September 21, 2022**

*Tom Cumming made a motion to approve the September 21, 2022 meeting minutes. Dawn Hurwitz seconded the motion. The motion passed unanimously.*

#### **COMMUNICATIONS**

a) Taste of Puna

There was a presentation by Kathleen Weber about the Taste of Puna event at the Stables on October 25, 2022. The board asked for assurances that she would be able to provide: Security, parking (safe and in pre-approved areas only), clean up (completely to include removing all trash) and signage (appropriate sizes and placement). Proposed signs and live music requires board approval.

*Kathy Morgan moved to approve the proposed signage and live musicians for the Taste of Puna event. Jeff Sargent seconded the motion. The motion passed unanimously.*

#### **Statements or Concerns from Directors**

Dawn Hurwitz suggested that the office improve the messaging to inform members about pool closures, information relating to the nature and duration of the closure should be included.

#### **Reports**

Office Manager Report – S'mon Gago reported the pool closure is planned the November 14 – December 9, notices will be on the next water bill, HSCA website, Facebook, Nextdoor and an email blast through Mailchimp, she will be taking the DSO exam on Tuesday and has prep classes all week, working with Pool Operation Management to get Park Attendants and new hire in

CPO classes, pavilions are booked for every weekend in October, Good Neighbor of the Month is Aloha Ilio Rescue & Pet Fix Spay & Neuter.

Maintenance Foreman Report – Tim Manning reported there were deficiencies on the contamination survey that needs to be addressed, a cross connection survey of pipes in the subdivision and an asbestos survey needs to be done as well. All equipment is running and being maintained. The tractor blew a 4-way valve and was down for several days until the part came in. We have replaced the valve and the tractor is up and running. In addition to the general maintenance, work crew has begun cutbacks and road scraping to expose lot numbers and make our easements more appealing. Several lot numbers have faded and as time permits, the work crew will begin repainting them. There is a request to close the pool from November 14 through December 6, which is on a Tuesday. A request to change that to December 9 which is a Friday has been made. During this closure the work crew intends to complete the following:

Replace the broken and missing tiles on the sides of the pool.

Repair the cracks in the pool deck.

Rebuild the pump room.

Refinishing the pool walls and floor.

*Dawn Hurwitz moved to accept the quote from Sider Crete of \$7341.31 and approves a cost not to exceed \$15,000 including rental of tent to cover pool for the project. Peter Quigley seconded the motion. The motion passed unanimously.*

Accounting Associate Report - Barbara Barr reported assessments are still coming in, properties continue to sell, water bills were mailed out on October 3, 2022, there were 10 pavilion bookings in September, 2023 Annual Assessments will be mailed out on November 18, the past due rate for assessments are at 13%, there were 4 property sales recorded in September and 23 properties are in escrow.

Financial Report - Jeffrey Kraybill reported Cash is \$357,031.76, Investments are \$977,117.89, Long term Liability \$2.5 Million. Assessment collection is above budget by 5% and up 9% from last year, water is above by 2%, 13% from last year, new water connects are up 280%, Escrow fees and Infrastructure Impact fees remain above budget this fiscal year with increases of 178% and 420%, guest fees are above budget by 195% for the year but are still below pre-COVID levels by 47%, total income was above budget by 10% and is up 10% from the previous year, payroll is below budget by 3% and is up by 3% from the previous year, the budget expense categories showing the largest increases are Repair & Maintenance, Office Expenses, Board Committee Expenses and Training Expenses. While some of these increases are due to unexpected expenses like new computers, computer programs and CPO and DSO training, the current inflation trend has had a measurable impact on expenses like fuel and electricity. However, with total expense year to date above budget by 7% and 5% from the previous year,

we are still within our projected range for total expense, net Income is above budget by 20 % year to date and is 29% above last year's net income.

DRC Report - Tom Cumming reported there were 5 submittals; 3 for step 1, and 2 for the second step.

CEAC Report - Dawn Hurwitz reported Bingo went well, hoping to get more people, working on advertising, the committee is recommending changes to the rules and regulations and the application itself to streamline the process of using HSCA facilities, the Swap Meet is up and running again, the puzzle exchange was well received, discussed other ideas for activities, would like to have a Tea Hour to welcome new members which would provide an opportunity to recruit for the board and committee memberships. No action has been taken regarding Swim Classes for children at the HSCA pool, recommends the Pahoia Pool, YMCA and/or Red Cross.

ITOP– Tom Cumming reported that the committee interviewed one candidate and talked to two others. Next step is to come up with a clear definition of what is needed. Barbara Barr will provide a "Statement of Work" document for the committee to consider.

**Action item:** Committee members will come up with Statement of Work and have it signed by the chosen candidate.

Park & Facilities – Steve Bailey reported the committee recommends the board get one more quotes to cut the palm trees at Papio Park. One bid was received from Back Yard Monkeys. The committee recommends the board approve the quote submitted by Gab's Doors to replace the doors at the Honu Park Warehouse.

**Action item:** Office staff will set up a meeting with Lucas to get a quote to remove palm trees at Papio Park.

ERC – Steve Bailey reported the ERC will be recommending the BOD get quotes to remove dangerous Albiza on Lot #1032 Malolo St., to use proceeds from fines collected and consider the possibility of imposing a Special Assessment on the lot.

**Action item:** Office staff to get quotes for tree removal of Lot #1032.

FACC – Eileen O'Hara reported the grant award announcement was to be on October 14, however at the time of this meeting, the announcement had not been made.

NHW – Peter Quigley reported he is continuing his work on the criminal activities spreadsheet and mapping project, working off Puna Police data which is missing detailed information making it difficult to identify exact locations. The next NHW meeting is tomorrow night: October 20, 2022, at 6PM.

## Old Business

### a) Approve Budget

Barbara Barr explained changes in the budget that reflect increases in assessments.

*Kathy Morgan moved to approve the FY2023 Operating Budget as amended. Dawn Hurwitz seconded the motion. The motion passed unanimously.*

*Kathy Morgan moved to approve the FY2023 Capital Improvements Program Budget as amended. Kathy Klawitter seconded the motion. The motion passed unanimously.*

**Action item:** Barbara Barr will make the approved changes to the CIP budget relating to Signs and Park Plans.

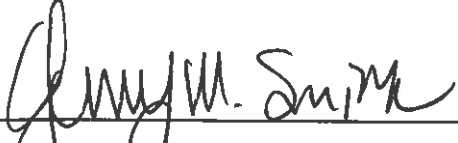
## New Business


### a) Quote for new Warehouse Doors

*Jeff Sargent moved to approve a quote from Gab's Doors in the amount of \$8,422.25, to replace the garage doors on the warehouse at Honu St. Kathy Morgan seconded the motion. The motion passed unanimously.*

b) Renewal of Association Insurance – no quote available.

**Adjournment** – 8 P.M.

  
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Jenny Smith, Secretary

  
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Date