

HAWAIIAN SHORES COMMUNITY ASSOCIATION DRAFT MINUTES OF THE BOARD OF DIRECTORS MEETING November 18, 2020

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held via GoToMeeting. A quorum was established. Eileen O’Hara, President, presided.

The meeting was called to order at 6:02 pm.

Directors present: Eileen O’Hara, President; Rex Riley, Vice President; Jefe Kraybill, Treasurer; Suzan Thompson Forest, Secretary; Tom Cumming, Steve Bailey, Maile Agena, and Craig Hart.

Directors absent: Caroline Weber

Members present: Unknown caller 1 (Suzan gave GoToMeeting information to Edley Rondinone upon request, claimed they wanted to attend zoom meeting)

Other attendees: Barbara Lively, applicant, Recording Secretary position.

ANNOUNCEMENTS

Recording Secretary Contract

In October 2019 the board hired a recording secretary, the position is currently open and needs to be filled. Template (of contract) available for use includes monthly Hawaiian Shores Community Association Board meeting minutes, monthly Enforcement Review Committee meeting minutes, and the annual General Membership meeting minutes. Eileen asked the board to consider hiring Barbara Lively for the position.

Steve Bailey moved to authorize the president to enter into a Recording Secretary agreement with Barbara Lively as stipulated in the agreement before us and Suzan Thompson Forrest seconded the motion. The motion passed unanimously.

COMMENTS ON AGENDA BY HSCA MEMBERS

None

MINUTES

October 21, 2020 Meeting of the Board of Directors – *Steve Bailey moved to accept the October 21, 2020 minutes; Tom Cumming seconded.* The motion passed unanimously.

COMMUNICATIONS

Barbara Felt – communication re: restroom use at park – Ms. Felt is concerned that her down-syndrome daughter can't access the restroom at the park that has been closed since the covid lockdown. Barbara Barr commented that the restrooms are open upon request for emergencies and that no one has never been denied access. After a brief discussion on the safe reopening of the restroom the board agreed it was best to research CDC guidelines for public restroom use, cleaning requirements before reopening with new policies/procedures. A sign posted on the door stating that the restroom would be available upon request (ask attendant) could be a temporary solution.

Rex Riley moved to have the board conduct more research on guidelines for restroom use. Steve Bailey seconded. The motion passed unanimously.

REPORTS

General Manager Report - Barbara Barr reported that fumigation of the Stables is scheduled to begin on January 29, 2021 therefore the facility will be closed on the 29th and 30th. An effective pool reservation schedule is being implemented to accommodate 10 people, the maximum allowed, with 5 lanes open and up to (2) related persons per lane at a time. The office will send out assessments by November 23, 2021, and Barbara will solicit help from board members if necessary. The Newsletter is ready for review and is up on the website. Barbara is preparing for 2020 audit and hopes to have everything ready prior to her vacation December 3 thru December 14. Staff continues keeping up with CC&R violations and letters will continue to be written and mailed out.

Maintenance Foreman Report - Barbara Barr reported that Tim Manning has completed the mandatory monthly water quality sampling and did the meter readings. The handheld unit is in and we replaced 4 broken meters, and 2 new connections were able to be done. Waiting for more meters from supplier because 3 more meters went down recently. Mowing has been cut back to Thursdays and Fridays.

Action item: Grasshopper needs repairs, an Allied quote of \$5859.01 was received. The cost for a new one is estimated to be \$22,000 to \$24,000 and may be less without the deck. Board must decide to pay for repairs or replace with a new one and approve the expenditure. Steve Bailey will investigate further which may lead to a vote by email.

Project Manager Report – Steve Bailey reported:

Water System Improvements: We are waiting for Big Island Mechanical to mobilize on the water project, estimated 2 days to complete. USDA requires the project be completed by February 2021. Need to spend down remaining grant funds.

USDA Loan for Repaving Project: Road shoulder dressing will continue on Thursday and Friday and that will complete the road project.

State DOH Revolving Loan Application: Four projects being considered are: Generator purchase, Fire hydrant replacements, Radio transmitter replacements, and increasing main line size and lateral valve replacement.

Traffic Study Ballots: only 10 of 22 ballots mailed were returned; there were not enough votes to meet the 75% requirement for approval. We continue working with the county to address traffic issues and have a meeting with Councilmember Kierkiewicz on Monday, November 23, 2020.

Accounting Associate Report – Barbara Barr reported that assessments and water income are all up to date, no fluctuations, escrow fees are up, and assessment invoices will go out on November 23, 2020.

Financial Report – Jeffery reported as of October 2020, there was \$486,713.57 in cash, \$766,454.75 in Investments, \$2.73 million in long term investments. \$64,642.33 USDA funds have been spent to date. Assessments and water income are above budget for FY 2020, up 16% up from last year.

Expenses: Payroll above budget by 2% in Fiscal Year 2020, 1% up from previous year; utilities, repair expenses and legal fees are down; credit card fees, office expenses and loan interests were up. Total expenses just 3% above budget for the year and up 5% from previous year. Net income up 21% for the year and 16% from the previous year. Debt service is \$99,523, \$22,000 under projections. Adjusted Net Income for Fiscal Year 2020 is \$68,675.10.

DRC Report – Tom Cumming reported that 2 plans have been submitted for step 1. Both submittals have issues with outdoor lighting. Added a conditional for step 2: For both step 1 and step 2.

2 new members have agreed to be on the DRC.

Tom Cumming moved to have Gordon Smith and Dennis Wood appointed to the DRC. Suzan Thompson Forrest seconded. The motion passed unanimously.

ERC Report – Steve Bailey reported that the letter to Japanese lot owner was going for translation but still needs to be written. Eileen offered to draft the letter. Hearing notices did go out.

- Receiving and applying fine payments

The question of what to do with money collected from fines was discussed and now, posed to the board for its consideration.

Action item: Need to research county laws regarding tree removal.

- Special Assessments for tree work

The committee is looking at how Special Assessments were done in the past.

HSCA by-laws allow for Special Individual Assessments and the imposition of liens on properties for tree removal costs.

Steve Bailey moved to have a separate accounting code for fine collection set up and to authorize the Enforcement Review Committee to make recommendations to the board on how to expend those funds and pay \$1099.48 to Long Limbs to deal with violation on a lot where owner paid the maximum fine. Jefe seconded. The motion passed unanimously.

CEAC Report – Suzan reported that a month long toy drive for November was underway and that she had already collected \$200.00 in donations. Tom Cummings donated \$100.00 bring the total to \$300.00. The board wants to ensure toys will go to kids in the neighborhood and are looking at options for their safe distribution.

OLD BUSINESS

Park Fund Use Options – Steve Bailey reported the sale price for the playground equipment under consideration by the board is only good until the end of the calendar year.

Action item: Steve Bailey will look into the cost of materials only and possible installation being done in house, and make recommendations to the (recommended) combined CEAC/Park Facilities and Infrastructure Committee.

Traffic Issues on CPPwy – Steve Bailey reported there will be a ZOOM meeting with Councilmember Kierkiewicz on Monday and he will be following up with CPO Officer Cardines relating to traffic concerns and Neighborhood Watch.

Action item: Steve Bailey to arrange meeting with Officer Cardines regarding a Neighborhood Watch program.

Volunteer Policy & Insurance Estimate – Barbara Barr reported that she got the old information on the current insurance coverage of \$50,000 per incident at a cost of \$240 per year from Business Services Insurance Incorporated. Barbara left a message with them to enquire about increasing the per incident coverage amount.

Resuming Exercise Classes

- Revision of Exercise Class Payment Policy – CEAC committee recommended continued use of the existing policy of 25% of instructors’ fees going to HSCA.

Eileen O’Hara retracted the motion that was tabled (at the last meeting).

NEW BUSINESS

Record Retention Policy – Eileen O’Hara stated that this had never been done before but is necessary. Steve Bailey reported that he had drafted a policy in the past that can be revised for the board to reconsider.

Cyber Insurance Policy – Barbara Barr reported that Michelle Clark, the HSCA insurance broker, recommends a Cyber policy that provides \$1 million per instance, (except funds transfer fraud and some types of service fraud), for breach response, crisis management and extortion. The North America Capacity Insurance Company will provide a policy at an estimated cost of \$1356.65 per year and includes staff training. Barbara reminded the board that 2 documents were sent out by her, the first being the policy itself and the second being information about the company.

Tom Cumming moved to purchase Cyber Insurance not to exceed \$1,400 per year; Rex Riley seconded. The motion passed unanimously.

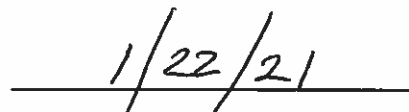
Law Ordinance Policy – Barbara Barr reported that this coverage was important to protect HSCA buildings and facilities that maybe damaged and need to be rebuilt to current code standards, while current insurance coverage may only cover rebuilding to original condition, this insurance would cover the difference in costs. The estimated cost is \$392.55.

Rex Riley moved to purchase a Law Ordinance Policy; Steve Bailey seconded. The motion passed unanimously.

ADJOURNMENT - 7:29 pm



Suzan Thompson Forrest, Secretary



Date