

**HAWAIIAN SHORES COMMUNITY ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING  
APRIL 28, 2011**

A special meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held on April 28, 2011 at its recreational facilities.

Directors present were: Eileen O'Hara, President; David Johnson, Vice-President; Kevin Wibberley, Treasurer; Solveig Lamberg, Assistant Treasurer; Caroline Weber, Secretary; Leon "Pat" Kellogg; Hiroshi Yanagihara, Tony Thomas

Absent: Royden Pilapil

Also in attendance: Candace Martin, Director of Operations and Management (DoOM); Denise Warner, Recording Secretary of the Minutes; and 15 guests

A quorum was established and the meeting was called to order at 6:00 pm.

**ANNOUNCEMENTS**

- a) Welcome to new members of the Board – Mr. Tony Thomas and Mr. Hiroshi Yanagihara were welcomed as new Board members.
- b) May 14th Meeting Schedule – It was reported that the schedule is posted on the website.

**OWNERS' COMMENTS**

Craig Thomson, Dick Munday and Mark Mallory raised concern over the complexity of the affidavit protocol created for those requesting to see the recall petitions.

**OLD BUSINESS**

- a) Stable Termite Bids– Kevin Wibberley – Kevin Wibberley reported on three bids to eliminate drywood termites: Hilo Termite and Pest Control \$5,468.72, Terminex \$6,666.66, and Bowman \$6,280.00.

*Solveig Lamberg made the motion to postpone the motion for 60 days until a responsible fiscal plan is in place. Caroline Weber seconded the motion. Discussion ensued. Vote in favor: Solveig Lamberg, Pat Kellogg, Tony Thomas, Kevin Wibberley, Hiroshi Yanagihara, Caroline Weber. Opposed: David Johnson. Motion carried.*

- b) Comparison of CU and Hawaii National Bank for Checking and Savings Accounts - Kevin Wibberley – The Board discussed the possibility of moving the operating funds to another institution, and the need for a debit card account.

*Kevin Wibberley made the motion to move \$3,000 from the checking account to CU Hawaii to be used as a debit card account. Caroline Weber seconded. Discussion ensued. Unanimous approval. Motion carried.*

*Tony Thomas made the motion that the DoOM, the Treasurer, the Executive Assistant and one Utility Maintenance Worker be on the account. Kevin Wibberley seconded the motion. Discussion ensued. Unanimous approval. Motion carried.*

It was agreed by general consent that this account would constitute the Petty Cash Fund which would be replenished as needed.

- c) Affidavit protocols – Eileen O’Hara – The Board discussed the changes found in the revised document.

*David Johnson made the motion to take the recall petition for the removal of Suzan Thompson Forrest and Toni Robert and send it back to the petitioner. Pat Kellogg seconded the motion. Vote in favor: David Johnson, Solveig Lamberg, Caroline Weber, Pat Kellogg, Hiroshi Yanagihara, Kevin Wibberley. Tony Thomas abstained. Motion carried.*

- d) Scheduled Water Board meetings – Tentative RFP meeting May 9th w/ RCAC -Eileen/Candace – It was reported that the meeting is set to discuss revisions to the RFP and to acquire new bids.

#### **NEW BUSINESS**

- a) Board Meeting Recordation Contract Extension – *Solveig Lamberg made the motion to enter into a contract with Aloha Administrative Assistance for 12 months. Pat Kellogg seconded the motion. Discussion ensued. Vote in favor: David Johnson, Caroline Weber, Solveig Lamberg, Hiroshi Yanagihara, Kevin Wibberley, Pat Kellogg. Tony Thomas abstained. Motion carried.*

- b) Recommendations from the Human Resources Committee – The following recommendations were considered:

*Move that the pool summer hours begin each Memorial Day and end each Labor Day. Discussion ensued. Unanimous approval. Motion carried.*

*Move that the HSCA be open to members on Tuesdays and Saturdays from 8:00 am to 12:00 pm. Discussion ensued. Vote in favor: Pat Kellogg, Caroline Weber, Solveig Lamberg, Hiroshi Yanagihara, David Johnson. Opposed: Kevin Wibberley, Tony Thomas. Motion carried.*

Move that all HSCA employees with less than two years service be given 12 months to obtain their certifications; and, for employees with over two years service, six months to obtain their certifications. Discussion ensued.

*David Johnson made the motion that on the job description for the existing maintenance employees under ‘Job Qualifications’ that the word “desired” be changed to “required” and that all employees be given 13 months to complete all certifications. Caroline Weber seconded the motion. Discussion ensued. Vote in favor: Caroline Weber, David Johnson, Kevin Wibberley, Hiroshi Yanagihara, Solveig Lamberg, Pat Kellogg, Solveig Lamberg. Tony Thomas abstained. Motion carried.*

Move to eliminate the temporary position in the office effective June 1, 2011. Candace Martin reported that this action was already taken.

*Move to have a committee look into having at least two subcontractors give us bids on installing the rest of the water meters. Eileen O'Hara moved to have a sub committee formed consisting of Candace Martin, Pat Kellogg, David Johnson and Tony Thomas. Unanimous approval. Motion carried.*

*Move to have at least two QuickBooks Pro experts provide bids on preparing our water and annual assessment billings such that the prepared files can be shipped to Intuit who can conduct the mailings for ~\$0.80/customer. Discussion ensued. Vote in favor: David Johnson, Caroline Weber, Solveig Lamberg, Pat Kellogg, Hiroshi Yanagihara, Kevin Wibberley. Tony Thomas abstained. Motion carried.*

*Move to change the monthly water billing to every other month and bill half the customers one month and the other half the second month. Discussion ensued. Vote in favor: David Johnson, Caroline Weber, Solveig Lamberg, Pat Kellogg, Hiroshi Yanagihara, Kevin Wibberley. Tony Thomas abstained. Motion carried.*

*Move that a "No Smoking" policy be in existence for all HSCA parks, and users must not smoke within 20' of park entrances. Discussion ensued. Vote in favor: Kevin Wibberley, David Johnson, Caroline Weber, Solveig Lamberg, Hiroshi Yanagihara, Pat Kellogg. Tony Thomas abstained. Motion carried.*

*Move that the corporation convert the paid "vacation time and sick leave" into one category of paid "personal leave" time. Discussion ensued.*

*Caroline Weber moved to postpone the remaining motions until the Board Meeting in June. Pat Kellogg seconded the motion. Unanimous approval. Motion carried.*

*It was decided by general consent that the Human Resources Committee will meet the second Thursday of the month at 6:00 pm. Tony Thomas asked to be on the Committee.*

c) Recommendations from the Finance Committee –

*Move to have work on the water system be broken out from work on other maintenance on HSCA time sheets for the third financial quarter (May 1, 2011 thru July 31, 2011). Discussion ensued. Unanimous approval. Motion carried.*

*Move to engage Carbonaro to do the current year audit and the taxes. Discussion ensued. Vote in favor: Solveig Lamberg, Caroline Weber, Pat Kellogg, Hiroshi Yanagihara, Kevin Wibberley, Tony Thomas. Opposed: David Johnson. Motion carried.*

*Move to change the fiscal year period. Discussion ensued. Tony Thomas moved to refer this motion to the Bylaws Committee. Caroline Weber seconded the motion. Unanimous approval. Motion carried.*

*It was reported that the deed for the property on Nenu Street was still in the previous owner's name, although the property had been awarded to HSCA in June 2008. The copy of the Commissioner's Deed was given to the Attorney to create a 'wet ink' copy to submit to the Bureau of Conveyances for recordation. Additionally, property taxes and penalties and an IRS lien must be*

dealt with from 2008. *Tony Thomas made the motion to table this issue until the Attorney gets back to us. Kevin Wibberley seconded the motion. Unanimous approval. Motion carried.*

The Board agreed that Hiroshi Yanagihara should do a market evaluation on the property.

Pacific Solar Products was investigated to ascertain whether the pool pump could be powered by solar energy. It was noted that the grant for solar power conversion closes June 15, 2011. The Board requested that Kevin Wibberley report with more details at the next meeting.

*Move to replace the refrigerator in the office and remove the water cooler/fountain in order to reduce electric costs. Discussion ensued. Pat Kellogg moved to replace the refrigerator and get rid of the water cooler. Tony Thomas seconded the motion. Unanimous approval. Motion carried.*

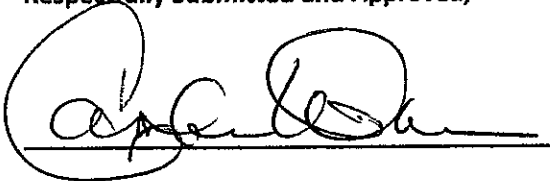
Candace Martin offered to put the water cooler on Craigslist. Kevin Wibberley offered to find an energy-efficient refrigerator. The Board agreed by general consent.

Capital Improvement Budget – *Eileen O'Hara made the motion to refer the Capital Improvement Budget to the Infrastructure Committee. Solveig Lamberg seconded the motion. Discussion ensued. Vote in favor: Solveig Lamberg, David Johnson, Caroline Weber, Hiroshi Yanagihara, Kevin Wibberley, Pat Kellogg. Tony Thomas was absent. Motion carried.*

#### **ADJOURNMENT**

Meeting adjourned at 8:55 pm by general consent and the Board convened in Executive Session.

**Respectfully Submitted and Approved,**



**Caroline Weber, Secretary**

Date: 5/19/2012