

**HAWAIIAN SHORES COMMUNITY ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
AUGUST 13, 2011**

A regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held on August 13, 2011 at its recreational facilities. A quorum was established and the meeting was called to order at 10:04 a.m.

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

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

ANNNOUCEMENTS

- a) The Ocean Park blessing was changed to Saturday, August 20, 2011 at 9:00 a.m.
- b) The park will be closed on Tuesday, August 23rd to allow HELCO to conduct repairs.
- c) Starting in September, the Office will be closed on the last Tuesday of every month to allow the staff to travel to Kona to purchase supplies from Costco.

OWNERS' COMMENTS

- a) No comments were made.

MINUTES

- a) July 9, 2011 Minutes – Pat Kellogg moved to approve the Minutes of the Meeting of the Board of Directors on July 9, 2011. Caroline Weber seconded the motion. Vote in favor: Unanimous approval. Tony Thomas abstained. Motion carried.

COMMUNICATIONS

- a) No communications were available.

REPORTS

Director of Operations and Management

Candace Martin reviewed the Operations and Management Report. The Report is also attached to the Minutes for members' review. This month, 126 water meters were installed. Several issues hindering the installation have arisen. It was noted that the Board is considering a policy to resolve the problem of lack of easement maintenance which obstructs installation. In areas where the land is not cleared and there is substantial tree growth, letters are being sent to the lot owners to require them clear the land. Should this not be resolved in a timely fashion, the Board discussed charging the owners \$60/hr for land clearing. Any further action will be discussed at the next meeting. In total, 220 meters have been

installed and more have been ordered. Candace confirmed that the staff is monitoring the newly installed meters to keep abreast of high usage readings, in order to ascertain if there are possible leaks.

Also, the claim with HELCO for the burnt pool pump has been accepted and Candace was requested to provide them with a receipt of the last pump rewind repair.

The estimate to reupholster the existing pool chaise lounges is around \$96 per chaise with an unknown time frame for completion. A new chaise lounge from Costco is \$119. *Kevin Wibberley made the motion to purchase eight chaise lounges from Costco at the cost of \$119/each. Tony Thomas seconded the motion. Vote in favor: Tony Thomas, Hiroshi Yanagihara, Pat Kellogg, Solveig Lamberg, Royden Pilapil, Kevin Wibberley, Caroline Weber. David Johnson opposed. Motion carried.*

Roll-off bins were scheduled to be set-up at the Community Center building for removal of trash and debris. Potential funding from County of Hawaii was unavailable, as it is only made available for illegal dumping. It was noted that a 55 gallon barrel remains with diesel cleanup from an oil spill at the Maintenance shed. Candace was asked to call Environ Services to help with proper disposal.

The Board discussed possible methods to catch the wild fowl. In order to assure people in the area, the Board noted that the Office will need to advise neighbors when someone will be in their neighborhood to catch the chickens.

In addition to the DoOM Report, the Board was notified that one renter complained about an infringement of CC&Rs stating that commercial boats are being parked on Au Street and that they are discharging water containing fish guts onto the street. Candace is in the process of confirming the complaint.

Furthermore, an advertisement was dropped off at the Office showing a single family dwelling on Papio Street for sale with a downstairs apartment to be used as a vacation rental. The Board discussed whether or not this is considered a violation of CC&Rs, but no action was taken at this time.

Committee Reports

- a) Finance – Kevin Wibberley reported that the Director will shortly be preparing a preliminary budget for Board review. A Capital Improvement Budget is also to be prepared. Estimates for pool repairs/renovations will be requested.
- b) Infrastructure – David Johnson reviewed a cost comparison for the installation of speed bumps vs. speed humps for Papio and Anae Street and possibly Opae St. It was noted that 2/3 owners on Papio St. have been willing to sign a form agreeing to the installation. It was suggested that a sign be posted next to the bump, so that vehicles cannot divert to the shoulder. With the respect to the pavilion on the Maikoiko Park, the Committee felt that restoration would be possible as long as it is tented for termites. David Johnson offered to get a quote from Hilo Termite and Terminex. The Board asked Candace to include repairs of the few pukas found on the interior and exterior fences. The Infrastructure Committee meetings have been changed to the third Saturday of the month at 10:00 am.
- c) By-Laws – The Committee did not meet quorum this month and so no report was given.

- d) Community Relations – Elizabeth reported that the swap meet was well attended and will be repeated in the future. The Committee also considered the issues and fees associated with making Maikoiko Park a dog park. Additionally, a jazz concert is being considered for November as a fund raiser.
- e) Architectural – The Minutes from July 28, 2011 were reviewed. Items discussed were neighbor notification, a two part review process, and CC&R changes to be written for submission at the September Board Meeting.
- f) Ocean Park – The signs will be installed next week by staff. The blessing was changed to August 20th.

OLD BUSINESS

- a) Status of actions on tenting/roofing the Stables - Kevin Wibberley reported that the tenting was successful. Attention will also be given to installing extra structural support upgrades for the roof or possibly other areas. Mr. Munday agreed to meet with Kevin Wibberley to discuss possible structural upgrades. Under zoning restrictions, Eileen O'Hara received confirmation from the Planning Department that no further plan approval is needed, as long as the building is restored to pre-existing uses or for approved agriculture code uses. Once the survey from members is collected, the Board will discuss creating a letter for the current Director of the Planning Department. The Board discussed setting up a special meeting to discuss plans and estimates.
- b) Revision of Water Rules to allow billing to commence every 2 months – After review of the revisions, the Board agreed to adopt the changes.
- c) Bid for solar system for Honu Street Pool – No further updates were available.
- d) Approve letter on tax status of Ocean Park site – The Board approved by general consent the letter requesting taxes be dropped to the minimum rate.
- e) Finalize preparation of mid-year packet – Mr. Hiroshi Yanagihara offered to translate the President's letter and the member survey to Japanese and any responses from Japanese members to English for the fee of \$100. *Pat Kellogg moved to pay Hiroshi Yanagihara the fee of \$100 to translate the President's letter and the survey to Japanese and any responses to English. Solveig Lamberg seconded the motion. Discussion ensued. Vote in favor: Unanimous approval. Hiroshi Yanagihara abstained. Motion carried.*
- f) Update on RFP publication and planning grant option – Some 35 firms have been contacted. Extension of deadline for submissions may be necessary for those firms who received the proposal at a late date. The grant option is being pursued by Eileen O'Hara.
- g) Update on recruitment for Maintenance Foreman position – The Board Evaluation Committee will be interviewing potential candidates shortly, and recommendations will be forwarded to the Board.
- h) Hiring of Plumbing Agency – The Board discussed whether or not to continue looking for estimates from outside sources to install water meters. A comparison of estimates received with costs associated with installation by current staff showed that costs would be doubled by using an outside source. The Board concluded, therefore, that staff will continue to install the meters.

NEW BUSINESS

- a) Allocation of Infrastructure Funds for FY 2011 – The Board noted that HSCA is operating within the current budget parameters which had allocated \$75,000 for water meter installation.

ADJOURNMENT

Meeting adjourned at 12:00 p.m. and the Board convened for executive session.

Approved:


Caroline Weber, Secretary

Date: 9/23/2011

Director of O&M Report for August 13, 2011 Board of Director's Meeting

Water System Update – Water pumping averaged 5.45 hours per day during July for a total of 3.99 million gallons, which is an average of 128,926 gallons per day. The average flow for the well pump was 391 gpm. The average chlorine residual at the tank was 0.67 mg/L and at the end of the system was 0.28 mg/L (DOH recommended minimum 0.2 and maximum 1.0 mg/L). The bacteriological samples taken in June were negative for coliforms. The July samples were delivered to the DOH lab on July 26th by Athena Asuncion.

We had 7 water service disconnects and 12 reconnects. There were a total of 396 active service connections in July. Waterlines were flushed June 16-23. The meters were read on 7/14/2011 and include new installations. Report attached.

In July, 16 days were dedicated to water meter installations. During this time 126 meters were installed. We began installations on Aama-Ahi streets lateral and ended at the Lai-Lalakea streets lateral. We were unable to install meters at 8 locations due to extensive overgrowth of the waterline easement. In addition, we were unable to install 3 other meters for the following reasons: one owner denied access, one owner has cemented around the meter box and one owner has buried the meter to a depth greater than 4 feet and is not exactly sure where it is (it was buried about 8 years ago, under the direction of the Field Manager, according to the owner). How would the BOD like these types of issues handled?

Of the 126 properties where meters were installed, 19 are in need of easement maintenance. Some of these are not the responsibility of the owner receiving the water service, but of the owner of the adjacent property to the rear. How would the BOD prefer these types of issues handled?

During the installation of water meters we identified another large leak at a service connection; owner was notified and repair has been made. We will begin installations again the week of August 15th.

The Wellhead Protection Grant is progressing and Dan Chang with SDWB is looking at September to finalize the paperwork.

Roads – Road mowing was performed as scheduled.

Other maintenance – Our claim with HELCO for the burnt pool pump has been accepted and they are requesting copies of our repair receipts or comparable replacement purchase receipts for the loss items (see attached letter). Since the BOD decided not to repair the pump, we do not have receipts to provide. How does the BOD choose to proceed?

The large pavilion at the Honu St. facility is almost finished; fascia trim boards need to be completed. The attendant shack has been primed. The small cabanas are also on schedule to be painted over the next couple of months.

The estimate to reupholster the existing pool chaise loungers is around \$96 per chaise with an unknown time frame for completion. A new chaise from Costco is \$119. A trip to Costco is planned for August 30th. Which option does the BOD wish to pursue?

Roll-off bins were scheduled to be set-up at the Community Center building on August 10th for removal of trash and debris within and around the building commencing at that time. However, per Eileen the bins have been cancelled and trash/debris removal postponed because of potential funding from County of Hawaii discretionary funding.

CCR violations – Regarding the home on Puni Lapa East, the tenant has informed the office he will be moving out at the end of the month.

The chickens on Niuhi St. will be visited on August 10th to determine if the situation has been remedied. Two other properties with reported chickens will also be visited on that day. The BOD will be updated as to the results of the visits.

The owners of 3 properties on Malolo St. were contacted about large hazardous trees. Of the 3, two owners have responded with plans for removal/abatement.

In response to an owner request, we have sent a communication to an owner on Papai St. regarding large trees overhanging the neighbor's house and garden.

Chicken removal – We captured and disposed of 9 chickens in July. We are still looking for traps which fall into the dollar amounts allotted by the BOD. We spoke with Councilman Blas and he suggested a dog crate with feed inside. Then when the chickens are inside close the door and capture them. This method would not be a cost effective use of staff time. Further, Mr. Blas indicated that the chickens quickly become akamai to this method and only a few can be captured before they begin ignoring the baited trap.

Another method suggested was to determine where the fowl were "roosting" for the night. They may be able to be captured from their roosts after dark. This would require a schedule change for employees or overtime and may require entry onto private property not within the subdivision.

Utilizing guns to shoot the chickens or dogs to hunt the chickens are not viable alternatives for our purposes. The impact on our liability insurance and workers compensation policies would be devastating. Further, the Humane Society has cautioned us regarding the method of capture and disposal so as to avoid potential claims of cruelty to animals against the Association. They have agreed that any captured fowl may be surrendered to them for disposal, thus avoiding cruelty claims.

I have heard nothing further regarding "chicken catchers". I have asked around at the feed stores in Hilo and Pahoa and they are not aware of such a service being offered. At this point it sounds like a good cottage industry to get into!

As reported to the BOD last month, the cheapest traps we have located are on Kauai and would cost approximately \$450 each. The feed stores here do not have traps in stock and do not know when they may be coming in. To special order them the cost is about \$600 each, including shipping. Dog crates can be purchased at Del's for about \$80 each. We also need to purchase chicken feed to lure the chickens to the traps.

On June 30th, the BOD approved and allotment of \$350 to purchase the needed equipment and traps for feral chicken removal. At the minimum, \$600 is needed to trap chickens (\$450 for trap, \$80 for transport crate, \$50 for a net and feed). How does the BOD wish to proceed?

Tax return filing – The 990 tax return is ready to file. The CPA will be filing by efile. All that is necessary is the signature of the Treasurer on the copy previously provided to the BOD by email.

Respectfully Submitted August 8, 2011
Candace Martin, Director O&M