

**HAWAIIAN SHORES COMMUNITY ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
OCTOBER 20, 2012**

This regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at its recreational facilities. A quorum was established and the meeting was called to order at 10:00 am. Solveig Lamberg served as Secretary.

Directors present were: Eileen O'Hara, President; David Johnson, Vice-President; Kevin Wibberley, Treasurer; Solveig Lamberg, Wally Patch, and Hiroshi Yanagihara. Absent: Royden Pilapil, Sanoë Ka'uhane and Caroline Weber.

Also in attendance: Kathy Marchese, Office Manager, Stephen Kishimoto, Maintenance Foreman, Denise Warner as Recording Secretary of the Minutes, and several other guests.

**OWNERS' COMMENTS**

- a) Dick Munday – Mr. Munday presented the Board with a draft photo of the sign for the new Community Center.

*Solveig Lamberg moved to form a sub-committee for final review of signage for our Community Center with the following members: David Johnson, Kevin Wibberley, Solveig Lamberg and Eileen O'Hara. David Johnson seconded. Vote in favor: Unanimous approval. Motion carried.*

**MINUTES**

- a) September 22, 2012 Board Meeting – David Johnson moved to accept the Minutes from the Meeting on September 22, 2012. Wally Patch seconded. Vote in favor: Unanimous approval. Motion carried.

**COMMUNICATIONS**

- a) Kevin Wibberley – Mr. Wibberley asked the Board to consider adding stop signs on Anae St. to help slow down traffic. Mr. Kishimoto will advise the Board on the cost of signage. *Kevin Wibberley moved to add stop signs on Lalakea St. and Anae St. (one from each direction). David Johnson seconded. Discussion ensued. Vote in favor: Unanimous approval. Motion carried.*

**REPORTS**

**Office Manager's Report** – Kathy Marchese read the Office Manager's Report. Of note, she thanked the efforts of Board President, Eileen O'Hara whose economic background and

experience in dealing with government office policies and procedures has proven invaluable in developing the budgets.

**Maintenance Foreman's Report** – The Maintenance Report was read by Mr. Kishimoto. Of note, David Johnson and Mr. Kishimoto have passed the Chlorine Proficiency Sample Test and all his staff have been certified for the Chlorine Proficiency Sample Test. Also, several volunteers have found jobs elsewhere, reducing the number of volunteers available.

### **Committee Reports**

- a) Design Review – The Minutes of September 27, 2012 were reviewed by Mr. Munday. A recommendation was made to set up a system for enforcing penalties for violations. The Board reviewed possible methods for educating residents of the CC&Rs, such as revising the Welcome Package cover letter and sending informational letters to licensed operators of earth moving and tree cutting services.
- b) Finance – Candace Martin resigned from the Finance Committee. Due to habitual lack of quorum, the Board considered re-structuring the Committee. *Wally Patch moved to remove Mark Mallory from the Finance Committee. David Johnson seconded. Vote in favor: Unanimous approval. Motion carried.*

### **UNFINISHED BUSINESS**

- a) Adopt Operating FY 2013 Budget & 2013 Assessment – The Finance Committee recommended turning the Operating Fund at Merrill Lynch into the Emergency Fund. An additional \$10/month in assessment fees will be used to fund the Emergency Fund. *Kevin Wibberley moved to adopt the Operating FY 2013 Budget with the \$10 increase in the 2013 Assessment. Solveig Lamberg seconded. Discussion ensued. Vote in favor: Unanimous approval. Motion carried.*
- b) Adopt Capital Improvement Budget FY 2013 – After review, the Capital Improvement Budget was adopted. *David Johnson moved to adopt the Capital Improvement Budget FY 2013. Wally Patch seconded. Unanimous approval. Motion carried.*
- c) Proposals from Mediation Services – The Board reviewed several possible mediation services. After review, Ku'ihaki Mediation Center came in with the lowest quote of \$100 per party and \$125 per hour for facilitation. Some clarification was needed on the details of the billing rates, and so some follow up was requested.
- d) Cash Flow and Investment Policy – Eileen O'Hara presented a brief overview for developing such a policy.
- e) The Preliminary Engineering Report – No updates.
- f) Online Payment Services – Deferred until after the audit.

- g) Status on Bids for Service, Contracts & Insurance – A bid was accepted from Dresselhaus Plumbing to install 50 water meters, with possible additional work, after review.

**NEW BUSINESS**

- a) Appoint a Nominating Committee – It was suggested that a sub-committee be formed to develop a process and forum for nominations. *Solveig Lamberg moved to table forming a Nominating Committee until the next meeting of Nov 17, 2012. David Johnson seconded. Vote in favor: Unanimous approval. Motion carried.*

**ADJOURNMENT**

Meeting adjourned at 11:43 am and the Board convened for executive session.

**Approved:**

  
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Solveig Lamberg, Acting Secretary

Date: 11/20/2012