

HAWAIIAN SHORES COMMUNITY ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
FEBRUARY 9, 2013

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 10:10 am.

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

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

ANNOUNCEMENTS

- a) Community Center Open House
- b) Cell Tower Special Permit Submitted
- c) Agenda – A change in the order of Agenda items was made to accommodate Solveig Lamberg's absence from the meeting to take care of Board business for the Open House.

OWNERS' COMMENTS

None

MINUTES

- a) January 12, 2013 Board Meeting – *David Johnson moved to accept the Minutes from the Meeting on January 12, 2013. Caroline Weber seconded. Vote in favor: Unanimous approval. Motion carried.*

COMMUNICATIONS

- a) Jan 22nd Request from Keonopoko Elementary – In response to the request for a donation to be used towards their annual yearbook, the Board approved the following contribution:
David Johnson moved that HSCA provide 10 yearbooks at the cost of \$130.00. Caroline Weber seconded. Vote in favor: Unanimous approval. Motion carried.
- b) Jan 26th letter from Sandra Adams – The Board agreed to review this item in executive session and invite the member to be present.
Caroline Weber moved to discuss this item in executive session and to invite Ms. Adams to attend. David Johnson seconded. Vote in favor: Unanimous approval. Motion carried.

REPORTS

Office Manager's Report – Kathy Marchese read the Office Manager's Report.

An upgrade to 2013 Quickbooks Pro Premier for \$199.00 for three years (or possibly less for a non-profit organization) was recommended.

David Johnson moved to purchase the 2013 Quickbooks Pro Premier once a competitive non-profit price is fixed. Wally Patch seconded. Vote in favor: Unanimous approval. Motion carried.

A recommendation was made to buy a membership with Hawaii Rural Water Association for \$350, which allows members to attend classes for \$60 each on topics like basic water calculations and other continuing education subjects.

Caroline Weber moved to buy a membership for the Hawaii Rural Water Association for \$350.00. Kevin Wibberley seconded. Vote in favor: Unanimous approval. Motion carried.

Financial reports for the 4th quarter were also distributed to the Board.

Kevin Wibberley moved to approve the 4th quarter financials presented by the Office Manager. Wally Patch seconded. Vote in favor: Unanimous approval. Motion carried.

Maintenance Foreman's Report – The Maintenance Report was read by Mr. Kishimoto. Of note, some problems have been encountered with the main waterline at the mid section of the subdivision. Further investigation will take place the third week of February.

After discussion, the Board reiterated that lots scheduled for water meter installation should be skipped when installation is hindered by a lack of proper clearance. Furthermore, they should be identified, so they can be sent a letter delineating any actions required by the owner, as well as any punitive actions by HSCA.

Pavilion signage created by Jeremy Neill, Neill Sign & Design was requested for the pavilion and the BBQ area, and illustrated samples were distributed. The cost for the two signs amounted to \$360 (plus tax).

Kevin Wibberley moved to accept the proposal for the two signs for the cost of \$360 plus tax. Caroline Weber seconded. Discussion ensued. Vote in favor: Unanimous approval. Motion carried.

Additionally, Mr. Kishimoto recommended the use of an herbicide on the road/shoulders to stop the growth of grass. Stating historic precedent, the Board decided to not take action at this time.

A request was also made to rent a grader to scrape the roadside shoulders so that they can be controlled by a herbicide, and to make it easier to locate the lot numbers for painting. No action was taken.

Committee Reports

- a) Design Review – The Minutes of January 24, 2013 were reviewed by Mr. Munday.
- b) Facility Use Fees – A draft form on Facility Use, as well as Rules and Regulations were distributed and reviewed. After revision, the following motion was considered:

David Johnson moved to accept the Facility Use Form and Rules and Regulations to be effective as of February 11, 2013. Discussion ensued. Wally Patch seconded.

Caroline Weber moved to table the motion until Thursday, February 21, 2013 at 6:00 pm for a Special Meeting of the Board. Kevin Wibberley seconded. Discussion ensued. Vote in favor: Unanimous approval. Motion carried.

UNFINISHED BUSINESS

- a) Cell Tower – Progress and plans to date were reported.
DOH Wellhead Protection Grant – Progress and plans to date were reported.
- b) Preliminary Engineering and Environmental Report Contract – Progress and plans to date were reported.
- c) Cash Flow and Investment Policy – Progress and plans to date were reported.
- d) Recorder Services – Ongoing.
- e) Online payment services – Still ongoing.


NEW BUSINESS

- a) Approve Audit FY 2011-2012 – The audit was distributed to Board Members.
Kevin Wibberley moved to approve the annual audit and make it available to the public. Caroline Weber seconded. Vote in favor: Unanimous approval. Motion carried.
- b) Election Committee and Record Date – *Kevin Wibberley moved to defer the discussion until the Special Meeting on February 21st. Caroline Weber seconded. Vote in favor: Unanimous approval. Motion carried.*

ADJOURNMENT

Meeting adjourned at 12:00 pm.

Approved:



Caroline Weber, Secretary

Date:

3/9/13