

**HAWAIIAN SHORES COMMUNITY ASSOCIATION
APPROVED MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
SEPTEMBER 14, 2013**

This regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at its Community Center. A quorum was established and the meeting was called to order at 10:12 AM.

Directors present were: Eileen O'Hara, President; Hiroshi Yanagihara, Vice-President; Caroline Weber, Secretary; Kevin Wibberley, Treasurer; Tom Cumming, Arnold Gregory. Absent: Solveig Lamberg.

Also in attendance: Stephen Kishimoto, Maintenance Foreman; Kathy Marchese, Office Manager; Dick Munday, Chair Design Review Committee; Natalie Beam, Recording Secretary; and several other guests.

ANNOUNCEMENTS

- a) Bingo Club is every 3rd Wednesday from 11:00 AM – 1:00 PM.
- b) HSCA BOD has one vacancy.

MEMBERS' COMMENTS

Comments recorded in the Minutes are presented as a summary only, not a word-for word transcript.

- a) Athena Asuncion requested the board to consider members that are on a fixed budget when regarding any discussion in raising annual assessment.

MINUTES

- a) August 10, 2013 Regular Board of Directors Meeting – *Motion: Kevin Wibberley moved to accept the Minutes from Board Meeting, August 10, 2013. Arnold Gregory seconded. Vote in Favor: Unanimous approval. Motion carried.*

COMMUNICATIONS

- a) Mr. and Mrs. Carl McMillon dated August 6, 2013 - The letter is requesting a sound barrier be installed for the solar pump room. The Board will investigate the options and thanked Mr. McMillon for bringing this to their attention.

- b) Keonepoko Elementary School (2) requests for use of Park – *Motion: Arnold Gregory moved to approve the use of park for both days, October 4, 2013, Reward Day and October 31, 2013, Fall Fest. The motion also includes the HSCA make same donation as last year to the Fall Fest. Discussion ensued. Caroline Weber seconded. Vote in Favor: Unanimous approval. Motion Carried.*

- c) Steve Bailey dated September 1, 2013 - Mr. Bailey has offered to take a vacancy on the Board. *Motion: Tom Cumming moved to accept Mr. Bailey as a Board Member till next election as defined in By-Laws. Discussion ensued. Arnold Gregory seconded. Vote in Favor: Unanimous approval. Motion carried.*

REPORTS

Office Manager's Monthly Report – Kathy Marchese read the Office Manager's Report which included the 3rd Quarter Financials (November 2012 to July 2013). Of note, Income/Receipts is at 92% of the projected budget, Disbursements/Expenses is at 70% of the projected budget, Infrastructure/Reserve has reached 98% of the projected budget.

Follow up from last meeting included a clarification regarding the special assessment lien to be placed on the property where Albizia removal was performed in January 2011 and the owner never paid the invoice. Also, the banner advertising self-defense has been put on hold.

Maintenance Foreman's Report -- The Maintenance Report was read by Mr. Kishimoto. Of note, the well pump pressure switch failure was repaired and later replaced. The leak between Awa and Au was repaired on September 9th, 2013. Also an inventory of street signs was shared with the Board.

Committee Reports

a) **Design Review** -- Dick Munday and Tom Cumming reported on the DRC Minutes from August 22, 2013. Of note, a first letter of Notice of Non-Compliance was sent to a member with no response returned. The Board discussed the long-term procedures and costs for follow-up. *Motion: Caroline Weber moved to table the discussion till next meeting. Kevin Wibberley seconded. Vote in Favor: Unanimous approval. Motion carried.*

ONGOING BUSINESS

a) **Survey regarding pool ADA modifications and special assessment** --The survey is ready to go. It was suggested to put survey on front page of website.

b) **Wellhead Protection Grant** – This grant is primarily intended for conversion of septic tanks to protect the well water. Several attempts have been made for outreach to the families living on Punawai Street for a conversion. Bacterial tests are good on the well water; however, septic tanks are located too close to well water. (1) Security Piece - Bids for fencing have been collected. (2) Containment Piece - Bids for containment have been approved. (3) Educational Piece- Proposal approved except regarding waste management task.

c) **Preliminary Engineering & Environmental Report** – An agreement has been reached concerning the size criteria for the new holding tank. There is ongoing discussion regarding which material to use for the tank which also involves pricing. The choice of material used will determine the recommendations for short and long terms.

d) **Street Signs, Road Work and Repainting** --The update on street signs was covered in the Maintenance Foreman's Monthly Report.

Tom Cumming reported rough estimates for a sealer machine would be \$1000, referred to Seal Masters. *Motion: Caroline Weber moved to table the discussion regarding crack repairs till next meeting. Tom Cumming seconded. Discussion ensued regarding the allocation in the budget for road repair. Vote in Favor: Unanimous approval. Motion carried.*

Interruption of meeting due to complaint from non-member on Kumu Street – water from HSCA accumulates in homeowner’s driveway, littering of trash, and chickens are a nuisance. The President instructed non-member to leave contact information for a follow-up.

e) Water Billing Model – A handout was shared showing general billing comparisons. The average household uses approximately 197 gallons per day. It is estimated the average monthly water bill to be ~\$50 per month. This includes the \$30 stand-by charge whether the water is used or not. This is only an update and the Board is still gathering information.

f) Albizia Control Project –Volunteers are needed to eradicate the trees. Of Note, it was recommended HSCA apply for entry to state land with Forestry Dept. *Motion: Tom Cumming moved to set date for Volunteer Day on Saturday, October 19th at 8:00AM at the Community Center. Hiroshi Yanagihara seconded. Vote in Favor: Unanimous approval. Motion carried.*


NEW BUSINESS

a) Electrical Work – Bid was received for electrical work in pump station. Also, electrician made safety recommendations. *Motion: Caroline Weber moved to accept bid for electrical work in pump station. Arnold Gregory seconded. Discussion ensued regarding replacing the circuit box. Vote in Favor: Approved - Hiroshi Yanagihara, Caroline Weber, Arnold Gregory, Tom Cumming. Against – none. Abstained – Kevin Wibberley. Motion carries.*

b) Operating & Capital Budgets FY 2014 – 3rd quarter financials discussed. *Motion: Caroline Weber moved to have Operating and Proposed budgets available for next meeting. Arnold Gregory seconded. Vote in Favor: Unanimous approval. Motion carried.*

ADJOURNMENT

Meeting adjourned at 11:55 AM.

APPROVED:  _____ 10/13/13
Caroline Weber, Secretary Date