

**HAWAIIAN SHORES COMMUNITY ASSOCIATION**  

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**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**  
**October 12, 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 10:07 AM.

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

Also in attendance: Kathy Marchese, Accounting Associate; Mary Anne DeMey, Operations Support Associate, Natalie Beam, Recording Secretary; and several other guests.

**ANNOUNCEMENTS**

- a) Bingo every 3<sup>rd</sup> Wednesday from 11:00 AM – 1:00 PM offered by 3<sup>rd</sup> party Bingo Club.
- b) HSCA BOD vacancy
- c) Weekly readings of water usage is available. It is organized by lot # and members are welcome to review it.

**MEMBERS' COMMENTS**

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

- a) Susan Thompson Forrest – October 26<sup>th</sup> is the K.N.O.W. sponsored Craft Fair. She is asking for permission for a one man amplifier band. *Caroline Weber moved to allow the Arts and Craft Fair to have Mr. Nix play music using an amplifier. Tom Cumming seconded. No Discussion. Vote in Favor: Unanimous approval. Motion carried.*
- b) Thomas Schell – Mr. Schell gave positive feedback on mowing of the shoulders.

**MINUTES**

- a) September 14, 2013 Regular Board of Directors Meeting – *Kevin Wibberley moved to accept the minutes from September 14, 2013, Board of Directors Meeting. Tom Cumming seconded. Discussion ensued. Corrections to be made are the word "dues" to "annual assessment" and correct a misspelled name. Vote in favor with corrections made: Unanimous approval. Motion carried.*

**COMMUNICATIONS**

- a) Mr. Jack Nazi dated September 9, 2013: The letter is requesting lot #s to be painted. President requested to defer discussion to Ongoing Business.

**REPORTS:**

**Operations Support Associate** - Mary Anne DeMey read the OSA report. Of note, CCR violations are being addressed. Warehouse needs maintenance and additional electrical outlets. The insulation material for pool room was purchased. She also reported she will investigate termite treatment for the Community Center. All staff attended training for Dept. of Water Supply Chlorine Proficiency test. She will follow up on acquiring CPR signage at pool.

**Accounting Associate's Report** – Kathy Marchese read the Report. Of note are the monthly financial activities. Water billing consisted of \$24,434. Collections consisted of \$19,943. Notable item consisted of Employee Health Tax Credit Refund from IRS for \$1,895.

**Action Items:**

- 1) There is a leak on a member's side of the meter which is worsening, consuming 5% of water, and affecting water pressure. Discussion ensued procedures for corrections. The President suggested the discussion continue by Water Rules Revision Ad Hoc Committee. *Caroline Weber moved to address the water leak by sending a certified letter and a hand delivered copy to the customer. The letter will notify customer that water will be turned off unless they attend to the leak within two weeks from the date of the letter. Steve Bailey seconded. Vote in favor: Unanimous approval. Motion carried.*
- 2) Every meter installed has had follow up. There are five meters left to be installed. Four will have a work around but the 5<sup>th</sup> meter is waiting for Bill 64 to be passed by County Council.
- 3) There are reports of violators (non-members) using the pool. Discussion ensued of issuing new cards every two years and in different colors.
- 4) Staff is working with KilaKila for the smooth transition November 1.
- 5) There is a mold issue in the Honu Office that needs to be investigated.
- 6) Discussion ensued regarding a vehicle search for a new truck. It is budgeted in this year's capital budget.

**Design Review Committee** – Tom Cumming, the new chair, reported on the DRC Minutes from September 26, 2013. Of note, the committee's priority is to refocus the DRC's direction such as CC&R non-compliance issues not specific to design and review of building plans and owner build-out be handled by staff. Due to holidays and vacations, the next meeting of the DRC will be announced at a later date.

**ONGOING BUSINESS**

- a) **Survey regarding pool ADA modifications and special assessment** – The survey is located on the HSCA websites. So far, there are only 18 responses with 2/3 in favor. Discussion ensued to include announcement in water billing or print it out to mail or include it in the assessment. *Motion: Solveig Lamberg moved to include a paper survey in the annual assessment mail. Caroline Weber seconded. Vote in Favor: Unanimous approval. Motion carried.*

b) Wellhead Protection Grant – Reimbursement for Survey of Water Yard and Surrounding Property has been received \$2,625. Tasks 1-5 details have been worked out with Health Department. Task 6 is still being worked on.

c) Preliminary Engineering And Environmental Report –USDA has closed doors due to Federal Shutdown. Invoice has been submitted. There is no draft report at this time.

d) Street signs, road work and repainting – Discussion ensued regarding the training with the asphalt crack mending machines involved. Usually manufacturer has web-based training. Also stencils to paint lot numbers have been purchased.

Steve Bailey has been charged to investigate prices and best machines to fix and seal cracks. Mary Anne DeyMey has been charged with investigating the costs for outsourcing the scraping of vegetation from the edges of the streets. This needs to happen before painting lot numbers. HSCA has the stencils and paint to redo the lot numbers.

Solveig Lamberg has been charged to respond Mr. Nazi's letter.

e) Albizia Control project – This is postponed until HSCA pursues the additionally insured certificate and hears back from BIISC. *Caroline Weber moved to defer setting a date for the Albizia Control Project to November meeting. Steve Bailey seconded. Vote in favor: Unanimous approval. Motion carried.*

f) Water billing model, rates and billing dates – monthly billing will miss revenue for one month in January due to switching from pre-pay with the flat fee to post payment with usage based billing. Billing monthly for the initial transition allows time for issues and questions of usage and leaks be addressed. A Power Point was created to help inform customers. Monthly rates include a \$30 stand by fee and \$3.50 per 1,000 gallons used. A billing schedule is included with Accounting Associate Report along with samples to be sent out to customers to see their usage. Also of note, to convert to the once a month billing schedule, ½ of the water customers will get billed for just one month in December.

*Kevin Wibberley moved to approve rates and billing schedule dates. Hiroshi Yanagihara seconded. Vote in Favor: Unanimous approval. Motion carried.*

Solveig Lamberg was charged with task to edit Power Point to one page handout for November's General Board meeting.

g) Operating & Capital budgets FY 2014 –

Operating Budget: Tom Cumming moved to approve of this budget. Steve Bailey seconded. Discussion: Kevin Wibberley requested the discussion be moved to Executive Session.

*\*Return from Executive Session: Vote in Favor with the changes made to line items regarding employee salary: Unanimous approval. Motion carried.*

Capital Budget: *Kevin Wibberley moved to approve of the Capital Budget FY2014. Caroline Weber seconded. Vote in Favor: Unanimous approval. Motion carried.*

**NEW BUSINESS**

- a) Water Rules Revision – The President recommended an Ad Hoc committee be formed to create procedures for resolving discrepancies and steps for negotiations. The committee includes Samantha, Hiroshi Yanagihara and Caroline Weber.

**ADJOURNMENT**

Meeting adjourned at 12:23 pm.

\*Discussion and Vote ensued at end of General Board Meeting during Executive Session.

APPROVED:

  
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Caroline Weber, Secretary

11-16-13

Date