

**HAWAIIAN SHORES COMMUNITY ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**  
**November 16, 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 10:10 a.m.

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

Absent: Kevin Wibberley

Also in attendance: Mary Anne DeMey, Operations Support Associate acting as Recording Secretary; and several other members: (Charlene Hart, Erica Johnson, Kathryn Kuhlman, Greg Keating, Georgette Bell, and Dick Munday)

**ANNOUNCEMENTS**

- a) Bingo every 3<sup>rd</sup> Wednesday from 11:00 AM – 1:00 PM offer by 3<sup>rd</sup> party Bingo Club
- b) Communications for the HSCA Board of Director's meeting is to be received until last Friday of the previous month. For this meeting, because it was the third Saturday of the month) the first week of November was included. Important information to be shared with the Board of Directors, the deadline can waived
- c) Natalie Beam, Recording Secretary has extended her vacation and will be back in December. Mary Anne DeMey, the Operating Support Specialist, acted as Recording Secretary.

**MEMBERS' COMMENTS**

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

Charlene Hart reported on issues with vandalism at her home that occurred within several days of the CCR letter being sent to her neighbors. The noise from neighboring tenants video games and dog noise; she also reported on the cost of the repairs due to the vandalism. The police department was notified and a report was made. The attending police were able to hear the loud noise coming from the neighbor's home.

**MINUTES**

a) October 12, 2013 Regular Board of Directors Meeting Solveig Lamberg moved to accept the minutes from October 12, 2013, Board of Directors Meeting. Hiro Yanagihara seconded. No discussion. Vote in Favor: Unanimous approval. Motion carried.

**COMMUNICATIONS**

a) Rusty Rack dated November 1, 2013  
Communication with Tim Johnson notifying community of Little Red Fire Ants. Little Red Fire Ants (LRFA) are an infestation in some areas of HSCA and have been reported island wide.

LRFA are an invasive species that can cause blindness in pets; people react differently, some are highly sensitive, others are less sensitive to their bite. Lengthy discussion ensued regarding treatment. Treatment must include all areas of the parcel and borders; treatment of all areas emphasized.

The Hawaii Ant Lab recommends "Tango". "Tango" is not a pesticide; it is an Insect Growth Regulator (IGR) treatment, causing the queen ant to become sterile.

State ant specialist recommends Amdro and Ortho Home Defense. Amdro in a small pellet form to treat all dry areas. Follow-up with small container with a lid with holes punched in the bottom of the container. The container approach helps to keep the Amdro dry while allowing ants to enter, feed, return the bait to the nest. Ten Days later a recommended follow-up with a treatment of Ortho Home Defense.

Alert members how to treat and control. Join forces and treat your entire neighboring areas. To be effective, treatment must be done every six weeks. Amdro comes in stakes and in pellet form and does not harm pets. This ant species is very difficult to eradicate.

The Board of Directors agreed to disseminate information on LRFA in annual assessment mail out as well as the annual packet. All invasive plants and animals should be included in the mail out.

b) Pool Certification Class notification. *Motion: Caroline Weber moved that we not send an employee this year to this class and that we hold off until next year. Steve Bailey seconded. Discussion ensued. Vote in Favor: Unanimous approval. Motion carried.*

c) Mr. Jack Nazi dated November 10, 2013-11-15 The copy of Mr. & Mrs. Nazi's home invasion history, including the burglary of November, 2013 that was given to the Hawaii County Police Department reported that home was totally burglarized this time. Police report completed.

Georgette Bell had spoken with Mr. Nazi and reported the burglary to K.N.O.W. Ms. Bell volunteered to follow up the pending investigation by the Police Department and will send a letter to Councilman Greggor Ilagan and a copy of her letter to the police department.

## **REPORTS**

**Accounting Associate's Report** The Accounting Associate's Report was read by the Board of Directors. Notable financial activities were provided. Water billing consisted of the Mauka November only billing of \$7,300.00. Assessment interest was assessed and 96 accounts were billed \$1,010.00. The collections for the month totaled \$22,072.00. Other noteworthy items included:

1. Recommendation for credit card processing using Intuit service
2. USDA Pre-Development Grant for Engineering Report received in the amount of \$13,582.300
3. Liens filed on 34 delinquent members for outstanding 2013 assessment:\$5,100.00.
4. Kathy will be on vacation November 26<sup>th</sup> through December 6<sup>th</sup>.

*Caroline Weber motioned that to approve credit card processing the billing system. Tom Cumming seconded. Discussion ensued. Vote in Favor: Unanimous approval. Motion carried.*

## **Water Service Operator**

The Water Service Operator's Report was read by the Board of Directors. The HSCA now has 458 water meters that are being read. The Board gave commendation on the excellent work being done

1. The Board requested information is provided to the membership on how to turn water back on – i.e. the need to flush the water system after a shut-off. This shall be done with a half-page note attached to the door-hanger notification of the pending shut-off. Turn on faucet closest to meter to flush individual system.
2. The Board requested pricing information on the requested Peristaltic Chemical Pump and is this pump part of the bigger water system project?

Dick Munday spoke of the need to notify people with solar systems of any water shut-off.

**Operations Support Associate** Mary Anne DeMey read the OSA report.

1. CCR violations include numerous complaints on monstrous albizia trees and their impact on neighboring properties. Mr. Steve Sitter at the State of Hawaii Civil Defense recommends sending 2 certified, return receipt letters to the owner of the lots with dangerous trees. Upon proof of mailing, residents may contact Mr. Steve Sitter.
2. The pump room at the pool house has had the insulation and sound deadening done.
3. Electrical system at the Warehouse needs board approval to proceed with the update of the warehouse's electrical system.
4. Member Request regarding use of Community Center on Saturday's.
5. There is a dry-rot board in the Hawaii Pavilion needs replacing; roof needs inspection for leaks.
6. A new Facilities Worker has been hired.

Member request: *Motion: Caroline Weber moved to allow the group that plays dominoes on Saturday should have access to the Community Center. Tom Cumming seconds. The Motion was modified to include "that there are no other events scheduled". Discussion ensues. Vote: 4 approve Hiro Yanagihara, Arnold Gregory, Caroline Weber, Tom Cumming. Steve Bailey opposes. Solveig Lamberg abstains. Motion carried.*

**Design Review Committee** Tom Cumming read the Design Committee Report

1. Reviewed one submitted house plan
2. Followed up on tracking of CCR violations
3. Completed draft DRC Charter document
4. Completed draft letter for CCR violations on failure to submit a maintenance plan
5. Upcoming activities include reviewing submitted plans, assist staff, and finalize charter.
6. Petition the Board to digitize the HSCA unit drawings.

**Action Items:**

1. Emergency Response Plan
2. Develop rules for Papio Ocean Park
3. Finish water rules

**ONGOING BUSINESS**

- a) **Wellhead Protection Grant** Hawaii Fence Pro will meet with WSO to discuss securing water yard with fencing. Containment equipment purchases should arrive later this month. We will purchase a laptop, projector and screen to use with demonstrations for people with cess-pools or septic systems within well head 1000' distance. Staff & Board Advisor to work on completing the Emergency Response Plan.

- b) **Preliminary Engineering & Environmental Report** The tank quotes were explained. It is difficult to determine what course of action until all recommended actions are addressed. It was requested a list of what is mandatory and what is optional; to separate what is absolutely required and what is optional. Steve Bailey will be a part of the reports process and will review all reports. We are also receiving assistance from Joy Gannon and Kevin Baughman from RCAC. Hopefully the report will be submitted by December 20, 2013.
- c) **Cell Tower Status** – The building permit has been submitted and is working its way through the building department. We anticipate construction to start as early as January 2014. It is anticipated other carriers will be up and active later in the second half of 2014.
- d) **Bid on electrical work for warehouse.** The community center has a broken receptacle and should be repaired at the same time as the warehouse has it's electrical updated with additional outlets.

*Motion: Solveig Lamberg moves to do a "do not exceed" \$2000.00 (Two Thousand Dollars) contract with Jerry Gardner and include fixing the community center. Tom Cumming seconded. No discussion. Unanimous approval. Motion passed.*

- e) **Scraping, washing, crack repair, resurfacing, and repainting lot numbers**  
Steve Bailey prepared a **Street Maintenance Report** that addressed items discussed at the 10-12-13 Board of Directors Meeting. Mr. Bailey suggested that a Master Plan be developed that prioritizes the necessary repairs and what can be done. The Master Plan will have a series of recommendations and the HSCA should move forward on the sealing purchases. It was stated the worst areas on in the lower middle half of the subdivision. Determine how many linear feet need to be paved. Determine if we can scrape and chip seal.

*Albizia Control Project Motion: Caroline Weber moves to defer the Albizia Control Project to the January 2014 meeting. Solveig Lamberg seconded. No discussion. Vote in Favor. Unanimous approval. Motion passed.*

- f) **Water rules revision ad hoc committee recommendations**
  1. Prepare a power point online and one page fact sheet of the water rules revisions
  2. Must clarify wording for any potential changes to the Covenants, Conditions and Restrictions of the HSCA
  3. The Ad-hoc committee recommends a tenant application with the discretion of staff with Board of Directors approval
  4. Any "Hardship" must be developed as a corporate policy
  5. Rules and changes must be in place for December meeting.
  6. Purchase a **No Parking- Do Not Block Driveway. Violators will be towed at Owner's Expense** sign for the water yard entrance.
  7. Go over all meters being removed. General idea is that there will be no turn on and turn off; to be finalized at December meeting.

*Motion: Solveig Lamberg moves to increase non-member users of our water system to \$180.00 per year. Caroline Weber seconded. No discussion. Unanimous approval. Motion passed.*

## **NEW BUSINESS**

- a) **Promotion of facilities and setting rates for special uses**  
Papio Ocean Park recommended rental rates:
  - 1) \$50/for up to two hours for up to 25 people as the minimum fee. Raise it by \$2 per person above that with a limit of 75 persons (parking issues). Additional hours

increase the rental price by \$10/hour. The maximum for a 4 hour event would be \$170.

*Motion: Eileen O'Hara moves that the rates for the Papio Ocean Park be established as \$50.00 up to two hours up to 25 people. Additionally \$2 per person above the 25 people a limit of up to 75 persons. Additional hours increase the rental price by \$10/hour. The maximum for a 4 hour event would be \$170. Caroline Weber seconded. Discussion Ensued: Rules need to be established, passed out to potential renters, no loud noise, parking off street, 2 week advance notice, and refer to the posted sign for additional rules. Unanimous approval. Motion passed.*

b) Office equipment/server issues and recommendations

Eileen O'Hara presented the SuperGeeks of Hilo presentation. There is a Corporate Resolution on file approved by the Board of Directors that allows the President to make a decision on items needed up to \$5000.00. Eileen O'Hara will work with Troy Shumaker at SuperGeeks to update the office computer system.

c) Digitalizing original HSCA Plans and Documents

Tom Cumming reported original documents for Units 1, 2 and 3, in large paper (C-size) can be digitalized for \$2.50 per page.

*Motion: Solveig Lamberg moves that HSCA digitalize the original documents. Arnold Gregory seconded. No discussion. Unanimous approval. Motion passed.*

**ADJOURNMENT**

Meeting adjourned at 12:40 p.m.

The HSCA Board of Directors entered Executive Session.

**APPROVED:**

  
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Caroline Weber, Secretary

 12-14-2013  
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Date