

**HAWAIIAN SHORES COMMUNITY ASSOCIATION**  
**APPROVED MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**  
**January 18, 2014**

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 10:12AM.

Directors present were: Eileen O'Hara, President; Hiroshi Yanagihara, Vice President; Kevin Wibberley, Treasurer; Caroline Weber, Secretary; Solveig Lamberg, Steve Bailey, Arnold Gregory, and Tom Cumming. Also in attendance: Mary Anne De Mey, Accounting Associate; Natalie Beam, Recording Secretary; Samantha Martoni, Water Operations Specialist and several other members.

**ANNOUNCEMENTS**

- Bingo every 3<sup>rd</sup> Wednesday from 11:00 Am to 1:00 PM offered by 3<sup>rd</sup> party Bingo Club
- Board of Directors Elections will be held at Annual Membership Meeting on April 19, 2014. Three positions will be open for 3 year terms. There is also a one year term available. The deadline for nomination applications is February 15, 2014.

**MEMBERS' COMMENTS:** No comments.

**MINUTES**

December 14, 2013, Regular Board of Directors Meeting: Tom Cumming moved to accept the minutes with corrections to be included. Arnold Gregory seconded. Vote in Favor: Unanimous approval. Motion carried.

**COMMUNICATION**

Letter dated January 16, 2014, addressed to the Board of Directors from Mr. and Mrs. Herbert Rapoza. The members thanked the office staff for doing a great job!

The President, on behalf of Board of Directors, took this opportunity to thank office staff; Mary Anne De Mey, Samantha Martoni and Natalie Beam, for their diligence and great work. She extended thanks to the maintenance crew; Jeff Morse, Sheldon Clarose, and Keoki Kaheiki; along with the pool attendants: Ikaika Greenlaw and Sara Tokura-Ellsworth.

Verbal complaints have been received concerning fallen tree/branches. The President provided the history of boundaries and easements with Hawaiian Shores Community Association and its neighbors. The Board of Directors has asked Kamehameha School to track down a deed to show the easement. The office staff has been charged to order the deed for Dr. Habashi's land. The BOD will work with HSCA members to determine ownership of land and communications to owners. BOD will then proceed to use Bill 64 of Hawaii County Code to deal with this situation if and when needed.

**REPORTS**

Accounting Associate - Mary Anne De Mey reviewed the highlights of the report. Of note, she recommends the Association set up credit card payments for members to do it themselves online. Also, she recommends the purchase of a credit card swiper for the office. She thanked the BOD for the new server and electrical outlets. Thanked Natalie and Samantha for great attitude and enjoys all staff working together.

## Approved Board of Directors Regular Meeting, January 18, 2104

Maintenance Team Leader – Mary Anne De Mey reviewed the highlights of the report. She called to the BOD attention an action item pertaining to encroaching vegetation and trees on a neighboring non-HSCA member lot adjacent to HSCA property. Mr. Morse recommends the tree be professionally removed and included quote from professional tree service and pictures of property.

*Tom Cumming moved to accept the bid included in report with the understanding an attempt is made to save Ohia trees. Steve Bailey seconded. Discussion ensued: a request was made for follow up by maintenance crew to continually check trees stay dead and land be maintained. Vote in Favor: Unanimous approved. Motion carried.*

The BOD charged Mary Anne De Mey to look at quotes for an electronic credit card swiper. If quote is under \$500, approval is not needed by BOD.

The BOD also charged office staff to get quotes for sealing and painting ceiling inside office. If quote is under \$1000, approval is not needed by BOD.

Mary Anne De Mey was excused from meeting.

Water Systems Operator's Report - Samantha Martoni reported the highlights of report. Of note, there are concerns with new water application. Discussion ensued. Secondly of note, are concerns with vacant and foreclosure homes. She recommends a letter be given to the owner providing a choice or option regarding the meter. Sample letter submitted with report. BOD recommended adding language regarding a 30 day time period for owner's response. Lastly of note, a Backflow Prevention Handout was included in report. BOD approved handout to be included in Annual Mailer. BOD will include back-flow prevention devices be mandatory for new buildings in CCR's. Language will be shown to attorney for approval.

*Keven Wibberley moved to accept the new edited version of Application/Transfer for Water Service. Caroline Weber seconded. No Discussion. Vote in Favor: Unanimous approval. Motion carried.*

*Tom Cumming moved to accept the letter to inactive accounts and for letter to be mailed January 31, 2014 after meter reading. Solveig Lamberg seconded. Discussion ensued: Japanese translation is needed. Also, add to letter "no later than 30 days". Vote in Favor: Unanimous approval. Motion carried.*

Samantha Martoni was excused from meeting.

Operations Support Associate's report – Natalie Beam provided the highlights and called the BOD's attention to action item regarding quotes provided for the Ford Transit Connect.

*Solveig Lamberg moved to increase the line item capital improvement budget from \$20,000 to 26,000. Caroline Weber seconded. No Discussion. Vote in Favor: Unanimous approval. Motion carried.*

*Solveig Lamberg moved to charge office staff to procure quotes on Ford Transit Connect that are under \$26,000. Once quote is approved by an officer of the board, the vehicle can be purchased. Caroline Weber seconded. Discussion ensued for staff to look into ordering and evaluating length of time for ordering vehicle. Vote in Favor: Unanimous approval. Motion carried.*

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Design Review Committee report - Tom Cumming reported an approval was made for a first phase of a building plan. Of note, Natalie Beam to be included in meetings as Operations Support Associate.

**ONGOING BUSINESS**

Wellhead Protection Grant: Status report is due January 31, 2014 along with invoices.

Preliminary Engineering & Environment Report: Approved by USDA – Next Steps may include holding a public meeting or publishing a public notice. .

Cell Tower Status: The vendor will be putting up security fencing and commencing construction on January 23<sup>rd</sup>. Verizon, Mobi and AT&T have already committed.

Road repair Master Plan : Steve Bailey provided an update. Not all equipment is available on island. Shipping quotes are still being acquired. Mr. Bailey will continue to talk to pavers and contractors and make inquiries.

Albizia Control project: Eileen O'Hara provided an update. A discussion with Kamehameha School has transpired regarding boundaries. Also, research is being done on deeds. Topic deferred till information is available.

Water rules/application revision: This was covered under WSO report.

Digitalizing original HSCA plans and documents: Tom Cumming reported work is in progress.

Preparation for Annual Meeting: Kevin Wibberley recommended holding off contacting attorney till all requests are ready for attorney's review at one time.

**NEW BUSINESS:**

Vehicle purchase – discussed previously in OSA report.

**ADJOURNMENT**

Meeting Adjourned: 11:50 AM.

Signed Approval

 

Caroline Weber, Secretary

Date

