

HAWAIIAN SHORES COMMUNITY ASSOCIATION
DRAFT OF MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
February 8, 2014

This regular meeting of the Board of Directors of Hawaiian Shores Community Association was held at its Community Center. A quorum was established and the meeting was called to order at 10:06 AM.

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

ANNOUNCEMENTS

- Bingo every 3rd Wednesday from 11:00 AM to 1:00 PM offered by 3rd 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.

MEMBERS' COMMENTS: No comments.

MINUTES

January 18, 2014, Board of Director's General Meeting: *Arnold Gregory moved to accept the minutes. Steve Bailey seconded. No Discussion. Vote in Favor: Unanimous approval. Motion carried.*

COMMUNICATION

Joy A. San Buenaventura letter dated January 24, 2014: Letter is a request to speak at the annual meeting. Office staff charged with sending a letter stating the annual meeting is not a good time but that HSCA would consider hosting a political forum.

Arnold Gregory moved to send letter. Caroline seconded. Vote in Favor: Unanimous approval. Motion passed.

Gerald Mertl letter dated February 4, 2014: Letter is requesting information to donate park bench as memorial to honor Mr. Mertl's parents.

Tom Cumming moved to accept donation. Steve Bailey seconded. Discussion ensued. Vote in Favor: Unanimous approval. Motion carried. Steve Bailey charged with initiating communication with Mr. Mertl.

REPORTS

Water System Operator's Report - Eileen O'Hara read report. Of note: the total number of gallons used is down from last month. The average daily usage is down from last month and the wellhead pumped hours are down from last month.

Discussion ensued regarding the cause for low numbers.

ACTION ITEMS:

- Install Check Valves - needs a broader discussion. Item tabled to next meeting to get more information. Samantha Martoni is charged with getting information from Health Dept. and possibly from Hawaiian Beaches for their water rules. BOD charged to bring By-Laws up to date to accommodate the water changes.

FOLLOW UP TO LAST MEETING AGENDA:

- Unoccupied Homes/Foreclosures - 90 homes are identified as not occupied. Approximately 15 of these 90 homes are in Foreclosure. The letter approved last month was sent to the attorneys representing the foreclosure cases. A line was added, "if we do not hear from you the meter will be removed".

Operations Support Associate's Report - Eileen O'Hara read report.

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ACTION ITEMS:

- Institute a charge for taking pictures: Discussion ensued. Office staff is directed to encourage owners to talk to neighbors directly and encourage action amongst themselves. If owner still wants a picture the option is available.

Caroline Weber moved that in the instance of a neighbor's complaint due to a CCR violation if the office is directed to take action the owner is charged \$35.00 per hour. Kevin Wibberley seconded. Discussion ensued. Vote in Favor: Hiroshi Yanagihara, Kevin Wibberley, Caroline Weber, Steve Bailey, and Tom Cumming. Vote opposed: Arnold Gregory. Motion carries.

- Create Human Resource panel: deferred to Executive Session. Item to be included on agenda under Human Resources.

Maintenance Team Leader Report – Eileen O'Hara read report.

ACTION ITEMS:

- Finance Allotment for Protective Gear: Discussion ensued regarding chemical, safety protection and splash guard; everyone needs to be fitted for masks. Items can be purchased with office operations funds.
- Tom Cumming suggested Project Management Training for Jeff Morse and Natalie Beam. Possible KilaKila may have something available.

Accounting Associate Report – Mary Anne De Mey read report. Of Note: Credit Card payments need immediate attention and it has become very tedious and time consuming for staff.

ACTION ITEMS:

- Online Pay Systems - Suggest we use an online pay system such as PayPal. Mary Anne is charged to investigate online pay systems, costs and service fees and to work with Tom Cumming for assistance.
- Regular Walking Water Line - Need to keep it up on a regular basis, Refer to Jeff Morse
- Flushing of Water Lines – The two water lines belonging to HSCA and Hawaiian Beaches need to be flushed in a more regular time period, Refer to Samantha Martoni.

Design Review Committee report - Tom Cumming reported informational letters have been created, such as, Albizia letter, How Do You Build A House checklist and Right of Way. Next Meeting is February 20th.

ONGOING BUSINESS

Wellhead Protection Grant: sent in first status report for the first quarter at the end of January. Emergency Preparedness Report needs to be updated.

Preliminary Engineering & Environment Report: approved by USDA and environmental report approved as final. Approval is needed by BOD. Discussion ensued.

Cell Tower Status: Utility easements executed for Helco to run electricity to tower.

Road repair Master Plan: Steve Bailey reported. Of note: pricing is based on sq. footage. He requests office staff support be available to help with coordination of tasks. Lot number painting needs to be done in a planned way. Intention is to have a report that includes a 5 year plan.

Albizia Control Project: Eileen O'Hara is working on a brochure for annual mailing. Of Note: water easements are recorded for member's lots on deeds but no water easements recorded on the other side of Hawaiian Shores deeds, such as Kamehameha School Deed and Dr. Habashi Deed.

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Digitalizing Original HSCA plans and documents: Tom Cumming reported this project is finished. The first page was printed out and it looks great. Document includes drawings per street and is very detailed. Cover pages help to discern what page to find a specific lot.

Preparation for Annual Meeting:

- Set Record Date - Kevin Wibberley moved to set the record date for January 30, 2014. Arnold Gregory seconded. No Discussion. Vote in Favor: Unanimous approval. Motion carried.
- By-Law Proposed Changes – Attorney approved of the two changes. Section 3.02. Member Voting Rights. Also, Section 4.07. Record Dates for Member Notice and Voting.

Section 10:09 Water System Revision to include payment plans for hardship cases and to reserve the right to turn off water when accounts are overdue and for emergencies. Water rules are approved by Board and it needs to appear in governing documents. Caroline Weber moved to send attorney the By-Law Revisions for Section 10.09 Water System. Steve Bailey seconded. Vote in Favor: Unanimous approval. Motion carried.

- Nominations: new form, two turned in, one more expected. Still have a 3 year term available.

NEW BUSINESS:

Approval of FY2013 Audit by Carbonaro: Caroline Weber moved to approve the FY2013 Audit by Carbonaro. Hiroshi Yanagihara seconded. Vote in Favor: Unanimous approval. Motion carried.

Change monthly BOD meetings - A proposal was discussed to change meeting dates from Saturday to Wednesday evenings. Arnold Gregory moved to change meetings to Second Wednesdays of the month at 6:00 PM. Caroline Weber seconded. Vote in Favor: Unanimous approval. Motion carried.

The next Board of Director's General Meeting is March 5th and April 9th.

ADJOURNMENT

Meeting Adjourned: 12:25 PM

Signed Approval



Caroline Weber, Secretary

4/8/2014

Date