

**HAWAIIAN SHORES COMMUNITY ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
OCTOBER 17, 2018**

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at the HSRE Community Center. A quorum was established. Roger Guenette, President presided. The meeting was called to order at 6:00 p.m.

Directors present: Roger Guenette, President; Kathryn Kuhlman, Vice-President; Lance Decker, Treasurer; Tom Cumming, Secretary; Genevieve Armanini, Caroline Weber, Rex Riley. Absent: Craig Hart, Dennis Wood. Also, in attendance: Steve Bailey, Project Manager; Sara Tokura-Ellsworth, General Manager

ANNOUNCEMENTS

No November Board Meeting. The next Board Meeting will be December 19, 2018.

MINUTES

September 19, 2018 Meeting of the Board of Directors

Caroline Weber moved to accept the Minutes. Genevieve Armanini seconded. Roger Guenette and Rex Riley abstained. Motion passed with unanimous approval.

COMMUNICATIONS

Email Vote on Updated ERC Procedures – An update to the Fine Procedures currently posted on the HSCA website was completed by Kathryn Kuhlman and Sara Tokura-Ellsworth and reviewed by Steve Bailey and Roger Guenette. The Association’s attorney was also consulted. The objective was to include all components of the notification protocol appeal options and fine management procedures. One inclusive document for all to work from was sent to the Board via email on October 10, 2018. The following motion was passed to ratify the vote:

Rex Riley moved to approve the revised ERC Procedures. Lance Decker seconded. Motion passed by unanimous approval.

Mainstreet Pahoia Assn – Invitation to Participate in Holiday Parade – The staff and Board were invited to participate in the parade. The Board asked Sara Tokura-Ellsworth to follow up.

REPORTS

Project Manager Report

Hawaii County is still reviewing the permit application. Our most recent submittal included additional feedback that is requiring us to file for a separate permit for the demolition of the water tank and the structure over the existing booster pumps. We are also going to include the relocation of the chemical shack within this same permit.

EPI is almost finished with the Generator permit application. The existing manual transfer switch is rated at 200 amps and the generator will require one that is rated at 220 amps. We will, therefore, need to acquire a new one and EPI will advise us on the proper model to purchase.

USDA Road Paving Project

The notice of award has been sent to Yamada and Sons Inc. and they are currently working on completing their portion of the contract. The contract is then reviewed by our corporate counsel and sent along to USDA for their final sign off.

The USDA has indicated that their state engineers are now being regionalized into pools which should help improve access to this service. We have until November 12, 2018 to execute the contract and will request assistance from Senator Schatz's office should USDA be unable to acquire the state engineer sign off in a timely manner.

General Manager Report

Sara Tokura-Ellsworth reported that a quote was received for new meters and transceiver units. We try to keep at least 10 in stock, and have installed approximately 10 new meters over the last year.

Assessments will be mailed out mid-November and will also include a newsletter. Sara met with our community police officer earlier in the month to discuss a couple of problem houses: one on Oio St. and another on Ahi St. Both cases involved absent owners who we have been unable to contact. Officer Waipa has been helpful both with monitoring the

houses and suggesting ways neighbors can report unusual activity, Officer Waipa had suggested the Board look into changing the Bylaws to allow HSCA to act on behalf of an absentee owner if staff is unable to contact them after a reasonable length of time. The Board agreed that our attorney should advise.

Some good news is that the County is now removing abandoned vehicles on private roads (all HSCA roads/easements). Any abandoned vehicles can be reported by calling the non-emergency number directly or by reporting it to the Office.

Maintenance Foreman Report

Sara Tokura-Ellsworth reported that Tim is on vacation from Oct 15-26th. Crews mowed Honu Park, Papio Park and the Community Center and rights of way within the prescribed time frames. Crack sealing continues when time and weather permits.

Financial Report – Lance Decker reported. No action items.

DRC Committee – Tom Cumming noted there was no meeting this month.

Community Events and Activity Committee (CEAC) – Caroline Weber reported that all booths are sold out and there is a waiting list for the Christmas Marketplace.

ERC Report – Kathryn Kuhlman reported that the Fine Procedures were revised and finalized. A meeting will be called before year end to deal with outstanding compliance issues.

ONGOING BUSINESS

Approval of FY 2019 Operating & Reserve Fund Budgets

The Board asked Barbara Barr to ascertain how much would be gained by charging a small fee for payment of assessments via credit cards. Sara Tokura-Ellsworth noted that for water and assessments there is some \$6000 is charged in credit card fees annually.

Genevieve Armanini moved to accept the FY 2019 budget as presented. Caroline Weber seconded. Motion passed by unanimous approval.

Tennis Court Paving

Tabled by general consent until the December Meeting.

NEW BUSINESS

Capital Equipment Replacement Plan

Lance Decker moved to approve the Capital Equipment Replacement Plan. Tom Cumming seconded. Motion passed by unanimous approval.

Approval of Sensus Quote for new meters & transceivers - \$2169.50

Tom Cumming moved to approve the quote. Kathryn Kuhlman seconded. Motion passed by unanimous approval.

Newsletter for 2019 Mailing

Reviewed, revised and noted.

Insurance Proposal

Only Brown & Brown Insurance submitted a bid. The bid shows a savings in some categories.

Kathryn Kuhlman moved to accept the bid. Rex Riley seconded. Motion passed by unanimous approval.

The meeting was adjourned at 6:32 pm to officiate the Executive Session.

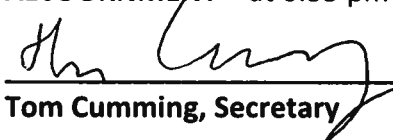
The meeting then continued at 6:46 pm

Amendment to Approval of FY 2019 Operating & Reserve Fund Budgets

Due to a change made during the Executive Session, the following motion was passed:

Kat Kuhlman moved to amend the FY 2019 budget to include the salary increase for Barbara Barr at the increase of \$2/hr. effective November 1, 2018. Genevieve Armanini seconded the motion. Motion passed by unanimous approval.

ADJOURNMENT – at 6:55 pm



Tom Cumming, Secretary

12-19-18

Date