

# HAWAIIAN SHORES COMMUNITY ASSOCIATION MINUTES OF THE BOARD OF DIRECTORS MEETING MARCH 18, 2020

## CALL TO ORDER AT 6:07 P.M.

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at the HSCA community center. Roger Guenette, President, presided.

## QUORUM

A quorum was established.

Directors present: Kathryn Kuhlman, Vice-President; Eileen O'Hara, Secretary; Genevieve Armanini, Treasurer; Dennis Horsfall, Dennis Wood, Rex Riley, Suzan Thompson-Forrest. Craig Hart was absent.

Also in attendance: Steven Bailey, Project Manager; Kendra Tidwell, General Manager; Barbara Barr, Accounting Associate.

## MINUTES

February 12, 2020 Meeting of the Board of Directors: Edits will be made to adjust the price of speed humps and remove the tense of "will."

*Kathryn Kuhlman moved to accept the minutes. Eileen O'Hara seconded. The motion passed with unanimous approval.*

## COMMUNICATIONS

Greg Palmer & Lisa Baylis: The office received a request from the owners of two adjacent lots that an association fire hydrant blocking access along narrow road frontage be moved at the association's expense. The Board agreed to suggest that the owners consolidate their lots to increase road frontage, or wait as the hydrant will need to be replaced eventually. The office added that the members are not in good standing, and dues would need to be paid in full before any requests could be granted.

Marci Brown: The office received an e-mail containing complaints about a church workshop event held at the HSCA community center on February 22<sup>nd</sup> and 23<sup>rd</sup>. The Board agreed to discuss it later in the agenda and thanked Marci for her feedback.

Elisabeth Psaros-Steiner: As candidate statements were being gathered to draft the ballot, Elisabeth withdrew from the running for the Board.

League of Women Voters: The League of Women Voters has cancelled their participation in the Annual Member Meeting and ballot counting. HSCA Staff will encourage members to submit ballots by mail. Caroline Weber offered to help count ballots, and other members will be invited.

*Eileen O'Hara moved to form a Teller's Committee to transfer ballots from the League of Women Voters and count them on Friday, April 17th. Dennis Wood seconded. The motion passed unanimously.*

## REPORTS

Project Manager (Steven Bailey): The water project is underway with Isemoto on site and a progress meeting scheduled for March 24th. The Board discussed how to structure the road loan repayment, considering that the USDA is flexible. There was concern regarding effects the coronavirus will have on the economy as cash flow to HSCA may be impacted.

*Eileen O'Hara moved to opt for the reduced amount on a forty-year term with the caveat that any savings at the end of each annual year may be applied towards the principle, with clear notes made for future boards. Rex Riley seconded. The motion passed unanimously.*

Traffic Study (Steven Bailey):

*Suzan Thompson-Forrest moved to follow the findings of the Traffic Study by meeting with County Officials, reviewing data, getting cost estimates of speed humps and traffic circles, and gathering member input. Kathryn Kuhlman seconded. The motion passed unanimously.*

Safe Drinking Water Fund (Steven Bailey):

*Roger Guenette read Resolution #2020-01:*

This resolution was enacted and approved by the Board of Directors of the Hawaiian Shores Community Association (the "association") on March 18, 2020.

Whereas, the fire hydrants within the community are old and need replacing, and

Whereas, the State of Hawaii, Safe Drinking Water Branch, is administering a loan forgiveness program that supplies funding for water system improvements, and

Whereas, this program permits work by force account which allows our crews to do the work.

Therefore, I move the adoption of the following resolution:

RESOLVED, that the Board of Directors of the Hawaiian Shores Community Association is hereby authorized to apply for a Department of Water Supply State Revolving Fund loan for the purposes of replacing 40 fire hydrants that are a part of the associations water system.

RESOLVED, FURTHER, that Roger Guenette the association's President and Eileen O'Hara, the association's Secretary, are hereby authorized and directed to execute all documents and take such action as they may deem advisable in order to carry out the purposes of the foregoing resolution, contingent upon the association's ability to also receive loan forgiveness which is part of the loan program.

*Eileen O'Hara seconded. The motion passed unanimously.*

*Roger Guenette read Resolution #2020-02:*

This resolution was enacted and approved by the Board of Directors of the Hawaiian Shores Community Association (the "association") on March 18, 2020.

Whereas, the valves that control water flow to fire hydrants and water system service laterals within the community are old and need replacing, and

Whereas, the State of Hawaii, Safe Drinking Water Branch, is administering a loan forgiveness program that supplies funding for water system improvements,

I therefore move the adoption of the following resolution:

RESOLVED, that the Board of Directors of the Hawaiian Shores Community Association is hereby authorized to apply for a Department of Water Supply State Revolving Fund loan for the purposes of replacing fire hydrant and water system service laterals that are a part of the associations water system.

RESOLVED, FURTHER, that Roger Guenette the association's President and Eileen O'Hara, the association's Secretary, are hereby authorized and directed to execute all documents and take such action as they may deem advisable in order to carry out the purposes of the foregoing resolution, contingent upon the association's ability to also receive loan forgiveness which is part of the loan program.

*Eileen O'Hara seconded. The motion passed unanimously.*

*Roger Guenette read Resolution #2020-03:*

This resolution was enacted and approved by the Board of Directors of the Hawaiian Shores Community Association (the "association") on March 18, 2020.

Whereas, a section of the water main in our water system needs to have a larger pipe installed to enhance our ability to provide water to fire hydrants, and

Whereas, the State of Hawaii, Safe Drinking Water Branch, is administering a loan forgiveness program that supplies funding for water system improvements,

I therefore move the adoption of the following resolution:

RESOLVED, that the Board of Directors of the Hawaiian Shores Community Association is hereby authorized to apply for a Department of Water Supply State Revolving Fund loan for the purposes of increasing the size of the water main between Ina Street and Maiko Street, from an 8 inch line to a 12 inch line.

RESOLVED, FURTHER, that Roger Guenette the association's President and Eileen O'Hara, the association's Secretary, are hereby authorized and directed to execute all documents and take such action as they may deem advisable in order to carry out the purposes of the foregoing resolution, contingent upon the association's ability to also receive loan forgiveness which is part of the loan program.

*Eileen O'Hara seconded. The motion passed unanimously.*

*Roger Guenette read Resolution #2020-04:*

This resolution was enacted and approved by the Board of Directors of the Hawaiian Shores Community Association (the "association") on March 18, 2020.

Whereas, the radio transmitters that are a part of the association's automated meter reading system are reaching the end of the useful lives, and

Whereas, the State of Hawaii, Safe Drinking Water Branch, is administering a loan forgiveness program that supplies funding for water system improvements,

I therefore move the adoption of the following resolution:

RESOLVED, that the Board of Directors of the Hawaiian Shores Community Association is hereby authorized to apply for a Department of Water Supply State Revolving Fund loan for the purposes of replacing 400 radio transmitters that are a part of the association's automated meter reading system.

RESOLVED, FURTHER, that Roger Guenette the association's President and Eileen O'Hara, the association's Secretary, are hereby authorized and directed to execute all documents and take such action as they may deem advisable in order to carry out the purposes of the foregoing resolution, contingent upon the association's ability to also receive loan forgiveness which is part of the loan program.

*Dennis Wood seconded. The motion passed unanimously.*

General Manager (Kendra Tidwell): Tom Cumming was nominated for the Good Neighbor of the Month. CC&R violation letters have more than doubled, entirely regarding dangerous albizia trees, and more cases are being completed and closed as a result. Water shut off notices did not go out due to the coronavirus emergency.

Maintenance Foreman (Kendra Tidwell): Only two streets left to paint property numbers on. Mechanic checked out the John Deere tractor and thinks it will be a simple affordable fix. An excerpt from the Center for Disease Control was included to show that drinking water does not carry the coronavirus.

Accounting Associate (Barbara Barr): Assessments are still coming in, and escrow is up due to home sales. Guest fees and park reservations are down, which is normal for the cooler winter weather. Water remains the same.

Financial Report (Barbara Barr): The Balance Sheet still shows a negative figure in checking due to the last Yamada payment. Liabilities for loans are down because of the end of the road project; once fully funded it will go up again with the water project. Savings is high because of assessments. The Profit & Loss sheet shows that assessment income is behind it's projection, but continuing to come in, with a second round of invoices currently being distributed. Income is above budget, and dividends are low since reserves were used to pay for the road project, and the Parks account was used for the truck and generator. Expenses were high because of the soft starter, which insurance reimbursed for due to a lightning strike.

Design Review Committee (Kendra Tidwell): One set of plans was approved for step one and two for a garage as permits were already in.

Enforcement Review Committee (Eileen O'Hara): No meeting has been held since the last Board meeting, so a report will be made at the next Board meeting. ERC meetings will now be held on the fourth Monday of each month. Procedures are expected to be reviewed as some conflicts were found. Three cases will be heard that will come before the Board as they're eligible to go to small claims court.

#### **NEW BUSINESS**

Community Center Use, Rules, & Application Form:

*Kathryn Kuhlman moved to accept proposed changes to add rules requiring renters obtain Board approval for exterior decor and/or amplified sound, as well as an explanation that deposits will be forfeited if renters fail to follow the rules. Eileen O'Hara seconded. The motion passed unanimously.*

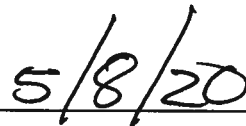
COVID-19/Coronavirus Prevention & Response at HSCA Events & Parks:

*Rex Riley moved to close all facilities for a month to restock materials. Suzan Thompson-Forrest seconded. The motion passed unanimously.*

*Kathryn Kuhlman moved to postpone the annual meeting indefinitely, and to send a notice informing members of the postponement and closures at facilities, and to follow the website for updates. Eileen O'Hara seconded. The motion passed unanimously.*

**ADJOURNMENT AT 7:43 P.M.**

  
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Eileen O'Hara, Secretary

  
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Date