

HAWAIIAN SHORES COMMUNITY ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING

APRIL 15, 2020

CALL TO ORDER AT 6:00 P.M.

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held via video conference using the GoToMeeting program, per the State of Hawai'i Governor's Proclamation dated April 15th, 2020, ordering all persons in the state to stay at home. Roger Guenette, President, presided.

QUORUM

Two Board Members have resigned since the last meeting. With quorum now being four, a quorum was established.

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

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

ANNOUNCEMENTS

Kathryn Kuhlman, Vice-President, e-mailed earlier today resigning from the Board immediately.

MINUTES

March 18, 2020 Meeting of the Board of Directors:

Genevieve Armanini moved for approval of the March 18, 2020 minutes. Eileen O'Hara seconded. The motion passed with unanimous approval.

COMMUNICATIONS

Charmaine Carter: The family of Beatrice Pao would like to donate a bench to a park. Staff will follow up with the family to discuss further.

Dennis Horsfall: Immediate resignation from the Board was received via e-mail.

Papio Ocean Park: The Enforcement Review Committee will be gathering information to investigate recent arboreal vandalism at Papio Park. It will be addressed later in the meeting under New Business.

REPORTS

Project Manager (Steven Bailey): Isemoto's work at the water yard continues, with the foundation being poured by the end of next week. Electrical and mechanical will follow. Road paving is almost completely done, and the final payment to Yamada will go out soon. Backfill and shoulder dressing will be all that remains. Estimates for solutions following Road Study research are in progress. Hawaii County has not provided a paving schedule. Resolutions agreed upon at the previous meeting were revisited and will proceed for loan forgiveness options, but it has been found that labor will not be reimbursed from the Safe Drinking Water fund.

General Manager (Kendra Tidwell): Timothy Manning and S'mon Gago attended a water audit training with Kendra Tidwell in March, and Barbara Barr helped to get the audit draft submitted on time. Starting next month, figures will be provided for CC&R violations that have been resolved, in addition to data on violation notifications distributed. There are a lot of Good Neighbor of the Month nominations.

Maintenance Foreman (Timothy Manning): There is lots of progress being made due to closures.

Accounting Associate (Barbara Barr): Things are very normal for this time of year. Assessments continue to come in and water payments are normal. Guest fees are down due to park closures, but they make up 1% or less of the budget. There is a large receivable still due to Yamada. Auditors are asking final questions and the audit is almost complete.

Financial Report (Genevieve Armanini): Income is on-budget for year-to-date, only 4% lower than last year. Expenses are largely down. Postage has increased due to postcard notifications relating to COVID-19 quarantine orders. Contract labor is up and payroll is at 98%. Overall projections are very close. On the Balance Sheet, we're still holding a check for Yamada resulting in a negative amount until the road project is finished. Reserve funds remain unchanged. Long-term liabilities continue to increase.

Design Review Committee (Rex Riley): Two projects were approved in the last month.

Enforcement Review Committee (Eileen O'Hara): The first cases that may be going to court over unpaid fines have moved forward.

OLD BUSINESS

Annual Member Meeting: The attorney's response to concerns regarding postponement of the annual members meeting has authorized HSCA to proceed in a virtual manner. A postcard will be sent to all members at least ten days in advance with instructions on how to attend, and people seem able to adapt quickly. An annual Board of Directors meeting would follow to elect officers.

Options were discussed regarding the date and conducting the meeting virtually sooner, versus later in the hopes that the stay-at-home order may be lifted and people could meet at the Community Center, even if it means outside and with social distancing. GoToMeeting can support 250 attendants, and the moderator can mute as needed to prevent noise interference. A point was made that the lifting of the stay-at-home order is not guaranteed, and relying on that would push a virtual meeting back even farther, prolonging the commitments of outgoing Board Members.

Eileen O'Hara moved to set the Annual Meeting for the second Saturday in May. Rex Riley seconded.

Park Closures: Staff confirmed that cleaning supplies have been restocked, however parks will remain closed for as long as current Government restrictions dictate such measures..

NEW BUSINESS

Enforcement Review Committee Recommendation to Approve Revise Procedures: The fine notice language in regards to appeals has changed to hear the fine at the next scheduled regular Board meeting with ten days' notice. In the procedures, clarifications were made to provide ten days' notice of a fine hearing. Finally, cases set to go before small claims court will be heard in Executive session as it is a legal matter.

Eileen O'Hara moved to approve revised changes to the Enforcement Review Committee procedures and fining notice appeal language. Genevieve Armanini seconded. The motion passed unanimously.

Work At Home Policy Confirmation Vote:

Genevieve Armanini moved to accept the Work At Home policy as presented via e-mail. Rex Riley seconded. The motion passed unanimously.

Families First Coronavirus Response Act: Employee Sick Time Policy Confirmation Vote: This policy reflects federal mandates. Staff will continue to explore potential reimbursement opportunities for this paid sick time. *Rex Riley moved to accept the Employee Sick Time policy as presented via e-mail. Eileen O'Hara seconded. The motion passed unanimously.*

Purchase of Grasshopper Lawnmower Deck, Cost not to Exceed \$4,000, Confirmation Vote: The Board received a proposal from staff via e-mail outlining options to purchase a Grasshopper lawnmower deck and/or a Massey Ferguson 26HP tractor with bucket attachment. Due to concerns regarding revenue streams and the budget being negatively affected by COVID-19-related changes, as well as urgency of need, the Board voted in favor of purchasing only the lawnmower deck via e-mail. Consequent clarification regarding the tractor purchase continued over e-mail. The tractor is currently available for purchase at a discount, and taking next year's budget into account, would result in a savings of about \$4,000.

Rex Riley moved to accept the purchase of the lawnmower deck not to exceed \$4,000. Eileen O'Hara seconded. The motion passed unanimously.

Eileen O'Hara moved to consider purchase of a tractor and bucket at a cost not to exceed \$25,000. Genevieve Armanini seconded. Genevieve Armanini moved to amend the motion to raise the purchase to \$26,000. Suzan Thompson-Forrest seconded. The motion passed unanimously.

Upcoming Election re: Board Quorum & Appointment of Elisabeth Psaros-Steiner: Appointments will be deferred for the incoming Board to determine.

Papio Park Plan & Recent Arboreal Vandalism: Vandalism consisting of unpermitted tree trimming occurred within the Special Management Area of Papio Park. Staff is able to remove debris that has already fallen without it requiring to be delivered to the green waste disposal in Hilo. Staff will develop a strategy to remove the debris and secure the area to prevent recurring vandalism to the Board for a vote via e-mail. Meanwhile, the Enforcement Review Committee will review the issue for potential penalties and gather statements from witnesses to move forward with separately. A committee specifically made for Papio Park management was created in September that could reconvene to discuss oversight moving forward. An investigation is underway to determine who is responsible for the trees being cut down, and a history of the park may be presented at the annual Members meeting.

ADJOURNMENT AT 6:45 P.M.


Suzan Thompson-Forrest, Secretary

6/16/20
Date