

# HAWAIIAN SHORES COMMUNITY ASSOCIATION

## MINUTES OF THE BOARD OF DIRECTORS MEETING

### MAY 20, 2020

#### CALL TO ORDER AT 5:59 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 March 23<sup>rd</sup>, 2020, ordering all persons in the state to stay at home. Eileen O'Hara, President, presided.

#### QUORUM

A quorum was established.

Directors present: Rex Riley, Vice President; Jeffrey Kraybill, Treasurer; Suzan Thompson-Forrest, Secretary; Craig Hart, Tom Cumming.

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

#### COMMENTS ON AGENDA BY HSCA MEMBERS

Elisabeth Steiner: Expressed interest in vacant board position.

#### MINUTES

April 15, 2020 Meeting of the Board of Directors:

*Craig Hart moved for approval of the April 15, 2020 minutes. Rex Riley seconded. The motion passed with unanimous approval.*

#### COMMUNICATIONS

Michael Bouchard: A complaint was made regarding the replacement of a water meter at his property (lot 530). Statements from Maintenance Foreman Tim Manning and Staff Member S'mon Gago, as well as a history of issues with past repair work, were also presented.

#### REPORTS

Project Manager (Steven Bailey): Water is expected to be in the new tank in two months, work on the booster pump pad and electrical is underway. HSCA members will be notified if and when outages are expected. Hawaii County is taking all available fill for the Hilo landfill so backfilling on sides of HSCA roads has stalled. *Craig Hart moved to allow for cinder purchases to exceed \$1,000. Suzan Thompson-Forrest seconded. The motion passed with unanimous approval.*

*Suzan Thompson-Forrest moved to proceed with design work for two projects for the Hawaii State Revolving Fund & Loan Forgiveness Program. Tom Cumming seconded. The motion passed with unanimous approval. Rex Riley moved to approve the generator installation to not exceed \$35,000. Tom Cumming seconded. The motion passed with unanimous approval.*

General Manager (Kendra Tidwell): The office phone and fax provider was changed to save money and the Maintenance Crew was acknowledged for making the most of the closure time by tackling repairs and maintenance at the Honu street park. The Board agreed to recognize 2020 Graduates on the marquee.

Maintenance Foreman (Kendra Tidwell): Information was presented on facilities and equipment maintenance.

Accounting Associate (Barbara Barr): Assessment and water payments are in line with the budget, and no decrease has been seen due to the COVID-19 closures besides a lack of guest fees. There has been no decrease in houses being bought and sold. Three foreclosures are closing, and their past due assessments are expected to be paid.

Financial Report (Barbara Barr): Barbara reviewed the financials.

*Rex Riley moved to consider accommodations for those in need of assistance due to COVID-19 related financial hardships. Tom Cumming seconded. The motion passed with unanimous approval.*

It was suggested to have at the office a list of nonprofits that help with bills for this purpose.

Design Review Committee (Tom Cumming): Meetings have been held online and one plan has been approved.

Enforcement Review Committee (Steve Bailey): The ERC met virtually and reviewed cases for standard fining. One case is being prepared for Small Claims Court.

## **OLD BUSINESS**

Papio Park: Hawaii County has not replied regarding the unpermitted tree cutting in Papio Park. Making a more expansive Parks Committee was suggested, once the Board is more populated.

Park Closures: Staff shared various reopening strategies that are ready to be implemented pending less restrictive measures from local government. With the reopening of facilities looming, exercise classes may take extra measures to ensure safety of attendants and instructors.

Digital Cloud Storage: Tom and Rex will work with Kendra to determine best options for electronic storage.

Ameriprise to Edward Jones Transition: The new Board was informed of the recent account transition.

## **NEW BUSINESS**

Warehouse Bathroom & Eyewash Stations: Staff will install eyewash stations at the water yard, pool pump room, and warehouse. A budget will be developed for a warehouse bathroom.

Resolution for Bureau of Conveyances Recording of the 2020 CC&R Changes:

*Eileen O'Hara read Resolution #2020-5:*

This resolution was enacted and approved by the Board of Directors of the Hawaiian Shores Community Association (the "association") on May 20, 2020. Whereas a vote by the association's membership was conducted in compliance with the association's by-laws and, in compliance with the Articles of Incorporation, greater than 2/3rd majority approved the changes to the association's Declaration of Covenants, Conditions, and Restrictions, Exhibit 1, at the annual membership meeting held on May 9, 2020.

NOW THEREFORE: The directors unanimously resolve as follows:

RESOLVED, that Eileen O'Hara the association's President and Suzan Thompson-Forrest, the association's Secretary, are hereby authorized and directed to record the amendments to the Covenants, Conditions, and Restrictions with the Bureau of Conveyances of the State of Hawaii.

RESOLVED, FURTHER, that Eileen O'Hara the association's President and Suzan Thompson-Forrest, 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.

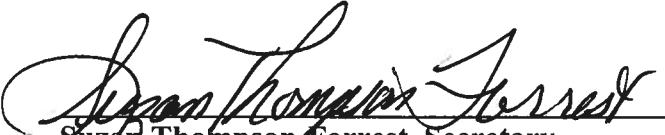
*Tom Cumming moved to adopt the resolution. Craig Hart seconded. The motion passed with unanimous approval.*

Ad Hoc Committee for Appointment of Vacant Board Positions: June 9<sup>th</sup> is the deadline for interested parties to submit nominations. Rex Riley and Suzan Thompson-Forrest will meet after the June 9<sup>th</sup> deadline to review nominations.

Volunteer Policy: Staff and the Board agreed that all HSCA volunteers should be identified with t-shirts, as well as provide a schedule of volunteer hours, and sign a liability waiver. Staff will have the waiver reviewed by legal counsel and insurance provider.

Papio Street Paving: Hawaii County requested that staff follow up with them in a month.

**ADJOURNMENT AT 7:30 P.M.**

  
Suzan Thompson Forrest, Secretary

6/18/20  
Date