

# **HAWAIIAN SHORES COMMUNITY ASSOCIATION DRAFT MINUTES OF THE BOARD OF DIRECTORS MEETING June 16, 2021**

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at the Stables. A quorum was established. Eileen O'Hara, President, presided. The meeting was called to order at 6:05 PM.

Directors present: Eileen O'Hara, President, Jeffrey Kraybill, Treasurer, Suzan Thompson Forrest, Secretary, Tom Cumming, Steve Bailey, Cindy Caldicott and Kathy Klawitter. Also, in attendance: Tim Manning, Maintenance Foreman, S'mon Gago, Office Manager and Barbara Barr, Accounting Associate.

Directors absent: Dawn Hurwitz, Vice President and Nikki Weingartner

## **ANNOUNCEMENTS**

None

## **COMMENTS ON AGENDA BY HSCA MEMBERS**

Rose: Burnt out house

Steve: Noise complaint

## **MINUTES**

### May 19, 2021, Meeting of the Board of Directors-

*Steve Bailey moved to approve the May 19, 2021 meeting minutes. Tom Cumming seconded. The motion passed unanimously.*

## **COMMUNICATIONS**

### Bailey: Water Aerobics

*Steve Bailey moved to approve the proposed members only, self-directed, water aerobics class, on Wednesdays and Thursdays from 10 to 10:50 a.m. Jeffery Kraybill seconded. The motion passed unanimously.*

### Sauer: Water Volleyball

The board decided not to allow the proposed water volleyball activity due to time constraints and a higher likelihood of injury to participants. A written response will be sent and Suzan Thompson Forrest will talk to Pat Sauer.

Evans: Kuna St.

Letter dated May 22, 2021 was received from Mr. Evans regarding possible CC&R Violations at a residence on Kuna Street. Mr. Evans was advised that this is an ongoing issue and to consider starting a Neighborhood Watch group for his area. The board will officially respond to Mr. Evans via email.

**Action item(s):** BOD to send response letter to Pat Sauer regarding water volley ball and email to Mr. Evans responding to his letter regarding possible CC&R violations on Kuna Street.

## REPORTS

Office Manager Report- Barbara Barr reported that Veterans Termite will be inspecting the Stables on Monday, June 21. Clear Solutions will be replacing the office window on Wednesday, June 23. The volunteer insurance and shirts are in, office staff will put them together in a volunteer packet. Waiting on date from CW Maintenance to strip and clean the stable floors. S'mon Gago and Madonna Hoomanawanui are registered to take the CPO Certification test on July 8, 2021. Three additional HSCA Staff members are also registered to take the class. Maintenance crew flagged 5 waterlines for clearing. Nine cases of CC&R violations were closed and 490 water accounts were billed.

Maintenance Foreman Report- Tim Manning reported the BacT testing was done. Testing of fire hydrants was successful, the new booster pumps were able to maintain a constant flow of 1400 gpm (gallons per minute). PVR (Pressure Relief Valve) stations should be done by the end of this month, crew will begin semi-annual water flushing of the entire distribution system. Further tests will be done after the PVR stations are working properly and the pitot kit arrives. All work by Isemoto and sub-contractors is done, except painting the pipes. There was a noise complaint received regarding one of the booster pumps, will be looking into possible soundproofing. All equipment is running and being maintained, Tim Manning suggests selling the John Deere mower, the crack sealing machines and the crack seal, as they are not being used and are taking up space.

**Action item:** Tim Manning will place an ad to sell the John Deere tractor on Craigslist. Asking price: \$4500. The board will discuss crack sealing machines and crack seal at the next meeting.

Tim Manning further reported that the hydraulic hammer was purchased and a stand was built to properly store it. Tim Manning provided information regarding the option of a "pre-built" shed for storage at the Honu Office.

*Tom Cumming moved to approve the purchase of a pre-built shed at a cost not to exceed \$8000, to include the base course that will be needed. Steve Bailey seconded. The motion passed unanimously.*

*Steve Bailey moved to acquire a radiator for the Grasshopper in the amount of \$1301.72. Jeffery Kraybill seconded. The motion passed unanimously.*

Tim Manning provided information regarding the purchase of a Pull Behind Mower, that will greatly assist the crew with maintaining cutbacks.

*Steve Bailey moved to acquire a Pull Behind Mower at a cost not to exceed \$8500. Tom Cumming seconded. The motion passed unanimously.*

Project Report- Steve Bailey reported the water project is done and had the final inspection by USDA. Painters are supposed to coat the pipes 3 times, HSCA is authorized to make final payment to Isemoto and will pay them upon completion of the painting. Tim Manning is very patient with the system still on manual mode awaiting arrival of a solenoid. Safe Drinking Water fund projects, haven't closed the loan but as soon as they do, we will order radios and first 5 years of Fire Hydrant parts (required to do 8 per year over 5 years), we were allowed to buy 390 radio read transmitters to replace ones that are 10 years old, the final project is the Lateral Valve Replacement and Capacity Upgrade, EPI submitted final set of plans, once HSCA reviews and approves the plans we will get a cost estimate and the project will be ready to go out to bid. Steve Bailey will be transferring management of these projects to Barbara Barr and S'mon Gago.

Accounting Associate Report- Barbara Barr reported assessments and water charges are normal, past due rates are falling and property sales are still going through the roof. In May, 9 properties sold and 19 were in escrow.

Financial Report- Jeffery Kraybill reported the cash as of June 2021 is \$349,370.13, investments are \$944,205., our long term liabilities \$2.63 million, the USDA water grant is \$1,284,132.33 spent to date, of the \$1.28 million grant, assessment collection running below budget by 2%, down 3% from last year, water is on budget, escrow fees are way up by 192%, year to date, new water connection and infrastructure impact fees are up, total income up by 272% because of how grant income is reported, total income is below budget by 1%, year to date, 4% down from previous year, payroll is below budget by 13%, down by 9% from previous year, total expense up 1%, year to date, down 1% from previous year, net income below budget by 3%, year to date, down 9% from previous year when corrected for grant income, both income and expense deviating plus or minus by less than 1%, below budget by 3%.

DRC Report- Tom Cumming reported there were 3 plans submitted and approved with conditions. 1 plan was approved for step and 1 and 2 of the process.

ERC Report- Steve Bailey reported the ERC is continuing to meet, fining 3-5 individuals per meeting. Will be proposing meeting every other month. At the next ERC meeting we will be going over a spreadsheet that will include all the cases that have reached maximum fine levels, it will also show payment of property taxes and past due assessments. The committee will be recommending to the board what type of actions to take on each one, it will either be go to small claims court, drop it, or consider a formal law suit. Haven't heard back from legal counsel relating to county enforcement of dangerous trees.

CEAC Report- Suzan Thompson Forrest reported the committee has set a date for the Welcome Back to Park event, September 18, 2021. Committee tasks have been assigned, right now the committee is doing the toiletries and slippah drive for Keonepoko School. Barbara Barr reported donation letters are ready for approval, to the question of alcohol in the park, the answer is yes, and regarding a list of all new owners within the last year, we don't have the data base, quick books does not show in any way that we can come up with a list when the people closed escrow on a house. Barbara Barr will try to come up with that information. Eileen O'Hara suggested improving the Membership Card data base to include date of issue.

ITOP- Tom Cumming reported that he and Dawn Hurwitz had an orientation meeting for new member, they went over what the ITOP committee is for, went over all of our (HSCA) information technology products and uses and discussed future needs for information technology.

Park Report- Steve Bailey reported the committee is working to push 2 projects: The first is the Fruit Orchard at Maikoiko Park project.

Eileen O'Hara met with the Fruit Tree Planters Foundation, the local rep will be back on island in August they are excited to work with us, they have a lot of technical support to provide and we can probably get free fruit trees from them as well. They suggest we need to have storage for our tools and equipment, possibly clean out and use the pool pump room. They also suggest doing a survey asking what types of fruit trees are desired and is there a willingness to volunteer.

**Action item-** Eileen O'Hara will work with Barbara Barr to draft a Memorandum of Agreement between HSCA and Malama O Puna, the grant recipient, to pass on the \$9,000 in grant funds for the project.

Steve Bailey reported the second project is a Volunteer Day at Papio Park, hoping to get more participation, need to get the word out, solicit more interest.

**Action item-** Steve Bailey will get the word out utilizing the marquee, the website, social media and word of mouth.

## OLD BUSINESS

Email vote conformation- Steve Bailey moved to approve waiving of finance charges in the amount of \$2,376.01 for Lot 823 as an incentive to settle the past due assessment. Suzan Thompson Forrest seconded. The motion passed unanimously.

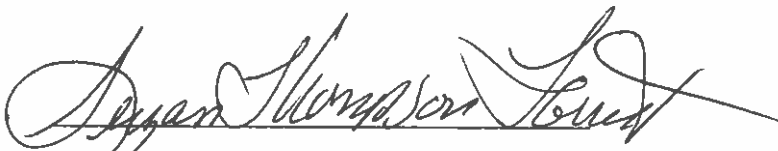
Volunteer Program- (Discussed during Park Report)

Papio Park Signs- Steve Bailey reported the signs are in the warehouse and he will be getting them up.

## NEW BUSINESS

Edward Jones Investments – Finance Committee- Eileen O’Hara reported that Edward Jones has asked the BOD to come up with an investment policy. It was agreed that financial investment decisions will be made, as needed, by the board.

**ADJOURNMENT** – 8:07 PM.



Suzan Thompson Forrest, Secretary

8-27-21

Date