

HAWAIIAN SHORES COMMUNITY ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING

MAY 21, 2025 6:00 PM

The regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held at the Stables (Community Center). A quorum was established. Jeff Sargent, the President, presided. The meeting was called to order at 6:00 P.M.

Directors present: Jeff Sargent, Mike Tompkins, Polly Quigley, Jeffrey Kraybill, Lori Tetrault, William Schofield and Tom Cummings. Also, in attendance Tim Manning Maintenance Foreman.

Zoom: Vladimir Vorobets, Kathy Morgan

Member Present: Eileen O'Hara, Suzan Thompson Forest, Craig Thompson, and Bruce Ramsey.

APPROVAL OF MINUTES

Tom Cumming moved to approve the April 16, 2025, Board of Directors meeting minutes. Jeffrey Kraybill seconded the motion. The motion passed unanimously.

REPORTS

Office Manager Report – Jeff Sargent reported that Steve Bailey will be stepping down from ERC and PFPC in July. He will continue to assist with the pre-development grant process as the Project Manager for the Backup Well project.

Maintenance Foreman Report –

- a. Ahona Rain Gutter Invoice:

Tom Cumming moved to approve the Ahona Rain Gutter Invoice not to exceed 2,200. Lori Tetrault seconded the motion. The motion passed unanimously.

- b. Pickle Ball Court Edges Quote: Tabled till next meeting.

Tom Cumming moved to table the Pickle Ball Court edge. Mike Tompkins seconded the motion. The motion passed unanimously.

Financial Report – Deferred until next meeting

CEAC REPORT – Jeff went over the CEAC report.

NEW BUSINESS –

HSCA committee and appointment were discussed, and the following motion was made.

- a. Combine the DRC and ERC Committee:

Tom Cumming moved to combine the DRC and ERC Committee into one meeting. Bill Schofield seconded the motion. The motion passed unanimously.

- b. Information Technology Oversight Committee (ITOP) – Expand the committee's scope to include research and recommendations for all audiovisual and technological upgrades to HSCA functions. ITOP will work with staff to gather quotes and negotiate with third-party vendors for technical upgrades to our computer systems and A/V systems. The committee will continue to meet as needed.

Tom Cumming moved to change the ITOP Committee from an AD-HOC committee to a standing committee. Polly Quigley seconded the motion, which passed unanimously.

- c. Personnel Transition Committee (TRC) – Expand the scope of this committee to include review and recommendations on all personnel issues, including recruiting, hiring, dismissal, promotions, compensation, and benefits, as may be necessary.
Note: It is recommended that this committee be automatically composed of current HSCA Officers (i.e., President, Vice-President, Treasurer, and Secretary), plus additional Directors or members as deemed necessary by the committee. The committee will meet as needed.

Tom Cumming moved to create a HR committee it will be a standing committee and compose of Board directors. Bill Schofield seconded the motion. The motion passed unanimously.

- d. **Governing Documents Review Committee (GDRC).**

Tom Cumming moved to create a Governing Document Review Committee that is AD-HOC Committee compose of Board. Polly Quigley seconded the motion. The motion passed unanimously.

- e. Back up Well Committee – Jeff Sargent, Tom Cumming, Kathy Morgan, Vlad Vorobets, Eileen O'Hara, and Timing Manning.
- f. Board Training/Workshop – four-hour workshop training at the Ku'ikahi Mediation Center, focusing on bylaws, CCNRs, and Robert's Rules of Order.

Tom Cumming moved to approve \$2,000 for training, including food, the date to be determined. Polly Quigley seconded the motion. The motion passed unanimously.

g. 2024 Audit –

Jeff Sargent moved to approve the 2024 audit. Bill Schofield seconded the motion. The motion passed unanimously.

h. 2023 990 Taxes –

Jeffrey Kraybill moved to approve the 2023 990 taxes. Mike Tompkins seconded the motion. The motion passed unanimously.

Written Communication – None

Comments on Agenda Items by Members – 3 Minutes limit

a. Suzan Thompson Forest- CEAC is asking to open the Picnic in the park to the entire Community.

Tom Cumming moved to approve opening Honu Park to the entire Community for a picnic on July 27 from 4 to 7 p.m. Mike Tompkins seconded the motion, which passed unanimously.

Statements or Concerns from Directors - None

OLD BUSINESS – None

Adjournment – 7:45 P.M.



Lori Tetrault



Date