

HAWAIIAN SHORES COMMUNITY ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING

October 18, 2023

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. Eileen O'Hara, the President, presided. The meeting was called to order at 6:03 P.M.

Directors present: Peter Quigley, Eva Caperon, Eileen O'Hara, Jeff Sargent, Lori Tetrault, Jeffrey Kraybill, Kathy Klawitter. Also in attendance are Barbara Barr, Accounting Associate, Madonna Hoomanawanui, Office Assistant, and Tim Manning, Maintenance Foreman.

Directors on Zoom: Kathy Morgan

Members present: Mike Moore

ANNOUNCEMENTS –

a. Lori Tetrault Appointment –

Kathy Klawitter moved to approve Lori Tetrault's appointment to the Board. Peter Quigley seconded the motion. The motion passed unanimously.

b. Appointment of Vice President and Secretary –

Eva Caperon moved to approve the appointment of Jeff Sargent as Vice President and Peter Quigley as Secretary. Kathy Klawitter seconded the motion. The motion passed unanimously.

COMMENTS ON AGENDA ITEMS BY MEMBERS – 3 MIN. LIMIT –

Mike Moore spoke about concrete in the back of the stables, pickleball courts, and covered exercise areas.

APPROVAL OF MINUTES

Jeffrey Kraybill moved to approve the September 20, 2023, Board of Directors meeting minutes. Lori Tetrault seconded the motion. The motion passed unanimously.

WRITTEN COMMUNICATIONS –

- a. CEAC Karaoke – would like to use the community center on Monday evenings from 7:00 pm to 10:00 pm for Karaoke.

Jeff Sargent moved to approve using the Community Center on Monday nights from 7:00 p.m. to 10:00 p.m. for Karaoke. Kathy Klawitter seconded the motion. The motion passed unanimously.

- b. Keonepoko parking request for October 31, 2023, from 8:30 a.m. to 10:30 a.m.

The board had no objection.

STATEMENTS OR CONCERNS FROM DIRECTORS – None

REPORTS

Office Manager Report- Barbara Barr reported that Kalani, Christopher, George, and S'mon are attending the HRWA DSO Exam Prep class in Waikoloa. Classes are Monday – Wednesday, October 16 – 18, 9 AM – 3:30 PM, and the DOS exam is Thursday, October 19, 2023. We have 2 DWSRF loans that are still open: the Fire Hydrant and Transmitter replacement loans. The transmitter loan will close once we get the Sensus shipping invoice. S'mon is gathering the documents for another loan to replace our dying water meters. S'mon and Barbara are meeting with Jason Nau, the Hawai'i rep for Exerplay, on October 23. There may be grants we could qualify for. There are 2 broken windows in the office that need replacing; S'mon is still waiting for quotes from companies she contacted to replace them. The Park Attendant Shack needs to be replaced. S'mon is looking for contractors that will take on the Job. Good Neighbor of the Month Nomination Suggestion: Lori and Tim Tetrault. The maintenance crew flagged 6 properties for land clearing, construction, and tree work. For Violation Stats: we have 10 first notices, 11 second notices, and 4 Fine Hearing Notices.

Maintenance Foreman Report – Barbara Barr reported the old grasshopper has died. The rest of the equipment is running and being maintained. The crew repaired a small water leak on our side of the meter. The water department is being fully maintained. Tim will be getting back to finishing the Lead and Copper Line inventory. The community center women's toilet has been fixed.

Accounting – Barbara Barr reported assessment payments are still coming in. There were 9 property sales recorded in September and 15 properties in escrow. There have been 9 Pavilion bookings in September. The community center has full bookings, and more people want to book. The 2024 Annual Assessment will be mailed by November 16th. Liens on accounts past due for 2022/223 were filed on 4/18/2023.

Financial Report – Jeffrey Kraybill reported Cash is \$230,134.45, Investments are \$952,345.31, and long-term Liability \$2.53 million this will include the DWSRF Loan until it is forgiven. Assessment collection is 4% below budget. Water is 1% below budget and is up from the previous year by 6%. New water service connections are up 143%. Escrow fees are above budget by 13%. Infrastructure Impact Fees are above budget by 96%. Guest fees are only 3% below budget and are picking up and are above last year's level by 82%. Interest and Investment income are over budget and up 520% from last year. Total income is above budget by 2%. Payroll is 3% over budget. With the exception of Utilities, which are under budget by 18%, most of the monthly expenses are running above budget. Prices for goods and services are having an impact on our budget. The office staff and Crew are trying their best to economize and price shop to hold down expenses. Total expense is up by 14%, and Net Income is running 2% over budget after adjustment for expenses reimbursed by the reserve funds, which were originally paid out of the operating budget.

CEAC REPORT – Kathy Klawitter reported Watercolor Workshops Class changes: Increase the number of weeks from 8 to 9 weeks, propose changes in fee structure, standardize pricing for material and supplies, and increase maximum workshop size. CEAC purchased a new money box. Bingo is short-staffed. Kathy will ask Sherry and Vicky to assist. There was a discussion about the timing and developing a list or general game plan of bingo formats. Game night is next Wednesday, October 25, 2023. The new banner will be put up after Bingo. Trivia is on November 29, 2023. The Halloween dance is on October 28, 2023, and is a free event. Jeff Sargent will create a one-page flyer about CEAC to be added to the welcome package for new members. Bingo is on the 2nd Tuesday of the month from 1 p.m. to 3 p.m. Water class is every Wednesday from 1 p.m. to 3:30 p.m. CEAC wants to purchase a bulletin board to hang in the Stables to keep community information about upcoming activities. Suzan will develop our chart of work. The chart will cover a 6-month period. Karaoke will be in January on Mondays.

DRC Report – Peter Quigley reported that 4 Step Two applications were approved.

NEW BUSINESS -

a. Long Limbs Quotes -

Jeff Sargent moved to approve the Long Limbs Quote to cut down the ironwood trees growing on the cliff at Papio Park and trim the banyan tree with all green waste hauled out. Lori Tetrault seconded the motion. The motion passed unanimously.

b. Insurance Quotes –

No action was taken because we hadn't received a quote yet.

The regular meeting was paused at 7:03 P.M. to go into Executive Session.

The Regular meeting was resumed @ 8:02 P.M.

OLD BUSINESS –

- a. Final FY2023 Operation Budget -

Eileen O'Hara moved to approve the FY2023 Operation budget. Eva Caperon seconded the motion. The motion passed unanimously.

- b. Final FY2023 Reserve Fund Budget -

Kathy Klawitter moved to approve the FY2023 Reserve budget. Petter Quigley seconded the motion. The motion passed unanimously.

Adjournment – 8:06 P.M.

A handwritten signature in black ink, appearing to read "Peter Quigley", written over a horizontal line.

Peter Quigley, Secretary

11-28-23

Date