

HAWAIIAN SHORES COMMUNITY ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS MEETING

NOVEMBER 16, 2022

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 6:00 PM.

Directors present: Eileen O'Hara, Jeffrey Kraybill, Dawn Hurwitz, Tom Cumming, Peter Quigley, Jeff Sargent, Jenny Smith and Kathy Morgan (left the meeting at 6:30 p.m., rejoined via Zoom at 6:50 p.m.). Also in attendance S'mon Gago, Office manager, Barbara Barr, Accounting Associate and Tim Manning, Maintenance Foreman.

Directors absent: Kathy Klawitter

Members present: Jack Wells, Tom & Lisa Steiner. Sean Alexander and Lori Tetrault attended via Zoom.

Approval of Minutes – October 19, 2022

Tom Cumming made a motion to approve the October 19, 2022 meeting minutes. Kathy Morgan seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

Eileen O'Hara reported the latest BOD meeting minutes were delayed but will be posted tomorrow (11/17/22).

COMMUNICATIONS

Tom and Lisa Steiner – the Steiner's concerns included a request for financial records, Papio Park Plan and removing Hala fronting their property. The discussion deteriorated out of control and the Steiner's were asked to leave the meeting.

Dawn Hurwitz moved to table the discussion. Jeffrey Kraybill seconded the motion. The motion passed unanimously.

Jack Wells – stated this was his first meeting.

a. Velasco – Maikoiko Park Pool

A communication was received requesting the board discuss fixing the pool at Maikoiko Park to be available for members.

Dawn Hurwitz moved to send a response letter to Mrs. Velasco. Tom Cumming seconded. The motion passed unanimously.

Action item: Staff will send response letter informing Mrs. Velasco of the boards position on a pool at Maikoiko Park: The pool was never completed, was constructed with antiquated methods and materials, a new pool there would cost upwards of \$1 million.

b. Kuhlman – Papio Park Coconut Trees

A communication was received from James & Kathryn Kuhlman regarding maintenance at Papio Park and safety concerns regarding the coconut trees.

Eileen O’Hara reported that she spoke with the Kuhlman’s and told them about the plan for the area that will be discussed later on the meeting agenda.

Statements or Concerns from Directors

Dawn Hurwitz requested the board establish a protocol for members participation at board meetings, it was agreed that members will be limited to speak for 3 minutes on agenda items only. It was also agreed that should a member refuse to leave when asked, board members will remove themselves and continue the meeting as soon as practicable.

Action item: Staff will include the following information on future board meeting agendas: Comments by members limited to 3 minutes on agenda items only.

Reports

Office Manager Report – S’mon Gago reported invoices were completed on time and sent out, November 25th a paid holiday, pool will be closed, Keoki, George, Khyme & Lauren finished their CPO class and are scheduled to take certification exam in December, received quote for tent rental to cover pool while work being done, request for stables rental on Christmas Eve, S’mon will be taking DSO exam in January.

Dawn Hurwitz moved to approve closing Honu Park on November 25, 2022 due to pool closure. Tom Cumming seconded the motion. The motion passed unanimously.

Jenny Smith moved to approve quote of \$4500 to rent 4 tents for 7 days to cover the pool. Jeff Sargent seconded the motion. The motion passed unanimously.

Dawn Hurwitz moved to deny a request to rent the Stables on Christmas Eve. Jeffrey Kraybill seconded the motion. The motion passed unanimously.

Maintenance Foreman Report – Tim Manning reported equipment is running and being maintained except the flair unit that has a blown hydraulic hose, currently caught up on mowing, might get behind while refinishing pool and rebuilding pump house, pool refinishing to begin on November 15, coverings for the pool will go up around the 21st of the month, estimated date of arrival of materials for refinishing is November 22nd, working on creating cross connection control program plan to address the significant deficiency issued, by the end of the year, fire hydrants scheduled to be delivered on November 17, can install beginning of the new year, Stefanie from DWSRF enquired about additional programs we have applied for

stated time may be running out and correspondence is needed, upcoming projects: Flushing system after pool refinishing work is complete, rebuilding the chemical shack and installing fire hydrants.

Tim Manning shared the following report from Steve Bailey:

“Update DWSRF”

1.- Sensus tells us that they cannot deliver the 400 radio transmitters until 2024 so DWSRF will likely fund for that year. We just need to coordinate with Sensus to see when we should place the order.

2.- EPI is just finishing up my requested revisions to the water lateral valve replacement project. These revised plans and our responses to DWSRF comments will need to include a wet sealed title sheet from EPI which they cannot provide until 11/28 as their principle is out of town. We should be ready to go to bid by then.

3.- Capacity Improvement Plans are included with the above water valve work but also require a review from DWSRF to see if the project meets their criteria and also for future funding that could exceed 1.8 million.

A quote was received from Generator & Power Systems to service the backup generator at the water yard.

Dawn Hurwitz moved to approve Service Contract from Generator & Power Systems in the amount of \$1,863.88 for the backup generator. Jeff Sargent seconded the motion. The motion passed unanimously.

Accounting Associate Report - Barbara Barr reported property sales were down in October, increased again in the first couple of weeks in November, assessments mailed out, 13% past due rate for October.

Financial Report - Jeffrey Kraybill reported Cash is \$310,837.17, Investments are \$976,562.14, Long term Liability \$2.49 Million. Assessment collection is above budget by 5% and up 9% from last year, water is above by 1%, 12% from last year, new water connects are up 143%, Escrow fees at 64%, building fees at 267%, total income was above budget by 9% and is up 12% from the previous year, expenses below budget by 1%, payroll cost at budget, utilities up 16%, maintenance and office expenses up by 32% and 67%, board and staff training expenses up 40% and 18%, total expenses ended year 9% above budget up 10% from last year, net income up 9% above budget up 24% above last year, adjusted net income, when corrected for debt service, above budget by 32% for 2022. The end of the year analysis: \$976,963 Reserve Fund Balance, Expected Contributions are \$104,000, Reimbursements are \$45,008.64, balance of \$58,991 to be deposited into reserve fund accounts.

Jeff Sargent moved to transfer \$16,000 to the Water/USDA Fund, \$20,400 to the Road Fund, \$9,600 to USDA Roads, and \$12,000 to the Parks & Facilities Fund. Peter Quigley seconded the motion. The motion passed unanimously.

DRC Report - Tom Cumming reported the following actions from the Design Review Committee:

Step One

- Approved, lot 1216, Mano St.
- Approved, lot 1334, Nenu St. On condition that outstanding CC&R violations are resolved, and a lighting form or outdoor lighting plan is submitted.
- Approved, lot 991, Anae St.

Step Two

- Approved, lot 888, Maiko St.

Lot 655 needs brought to the attention of the ERC committee, as the carport was converted to interior space leaving the lot without covered parking.

ERC Report -Tom Cumming reported the following recommendations from the Enforcement Review Committee:

1 – The ERC recommended that HSCA acquire estimates to remove the large Albizia tree on lot 1032. The ERC considers this tree hazardous as portions of it have already hit a neighboring home, and most of the tree still overhangs this same home and power lines. The ERC believes this is the most hazardous Albizia in the neighborhood and recommends that unused fine receipts in excess of \$5,000 be utilized for the work.

2 – Should any other fine money become available, the ERC recommends that it should be used to secure and make as compliant possible the vacant home on the Stamosos lot as with possible future consideration of foreclosure if the sale of the repaired/ updated home would result in recovery of all foreclosure-related costs.

CEAC Report - Dawn Hurwitz reported Bingo continues to be successful, enough money has been made to purchase a (Bingo) banner to put up in advance and at the swap meet, continuing to support the recipe club, puzzle exchange and swap meet. Considering events for 2023: Holiday Decoration Contest, Community Picnic, Desert Contest, Summer Dance at the Stables, will finalize in January.

Recommendation to the board: Pave tennis courts at Honu Park for multipurpose use.

ITOP Report - Tom Cumming reported a Statement of Work (SOW) has been submitted by Steven Kai Manner to revise the HSCA Website.

Tom Cumming moved to adopt the Statement of Work submitted by Steven Kai Manner. Jenny Smith seconded the motion. The motion passed unanimously.

Park & Facilities Report – Eileen O’Hara reported the committee recommends removing 7 or 8 of the biggest palm trees at Papio Park.

FACC Report – Eileen O’Hara reported there was no meeting, however Mike DuPont sent an invitation to see the animal feed facility opening in Hilo, could be an opportunity to connect with other FACC members.

Neighborhood Watch Report – Eileen O’Hara reported the meeting is tomorrow night (11/17) via Zoom. Peter Quigley presented his mapping project; where crimes are happening Neighborhood Watch sign waiving was held with 2 community police officers present, camera’s to be installed at Honolulu Landing.

Old Business

- a) Email Confirmation – Steiner’s Papio Park Proposal

Tom Cumming moved to confirm the email vote approving the Steiner’s original request with conditions. Jeffrey Kraybill seconded the motion. The motion passed unanimously.

- b) Email Confirmation – FY 2023 Insurance Premiums

Dawn Hurwitz moved to confirm the email vote approving the 2023 Insurance Premiums. Jenny Smith seconded the motion. The motion passed unanimously.

New Business

- a) Quotes for Papio Park Coconut trees

Tom Cumming moved to approve the quote from Long Limbs to remove 7 palm trees at Papio Park and 1 additional palm tree, at a cost not to exceed \$4,000. Jeff Sargent seconded the motion. The motion passed unanimously.

- b) FY 2023 CLA Audit

Jeffrey Kraybill moved to accept the quote of \$14,665 from CLA to conduct the HSCA audit. Peter Quigley seconded the motion. The motion passed unanimously

Adjournment – 7:45 P.M.

Jerry M. Smith
Jerry Smith, Secretary

2/15/2023
Date