

HRRMC Board of Directors  
Agenda  
December 14, 2010

**Welcome, Call to order and determination of Quorum:** President Galen Lutz

**Introduction of Owner Guests:** Galen

**Reading and approval of 11/8/10 Minutes:** Celine Lowe

**Treasurer's Report:** Wayne Greenwood

**Financial Report:** Judy Moa

**Unfinished Business:**

- By-laws and Articles of Incorporation as they relate to Ocean View Partners, LLC and Bill Peebles, raising of lot fees and recovery of expenditures: **Galen**
- Report on Background Checks: **Galen**
- Report on Road Maintenance Activities and New Employee Specialist: **Bruce Petrovic**
- Status of Gate, Gate keys and Security Camera installation: **Judy, Bruce and Damian**
- Street Sign Replacement: **Yisrael, Don and Bruce**
- Status Report on certified audit estimates: **Wayne**
- Resumes for all current board member: **Celine**

**New Business:**

- Billing of road Maintenance Fees in January (possible inclusion of half sheet stating office hours and board members names and contact info): **Celine**
- Fuel Tax: **Judy Moa**
- Other Items:
  
- **NEXT MEETING: January 11, 2011 at 4:00pm.**
- **Adjournment**

HRRMC Board Meeting Minutes

Dec. 14, 20010

Meeting was called to order by the board president at 4:05pm.

**Board Members present:** Galen Lutz, Judy Moa, Bruce Petrovic, Judy Moa, Don Nitsche, and Rose Butler.

**Board Members Absent:** Yisrael Gorali and Wayne Greenwood (Excused)  
Damian Eatinger (Unexcused)

**Homeowner Guests:** Lester Lowe, Ray Ann Yap, Evelyn Becker

**Reading of Minutes:** The minutes of the November 8, 2010 meeting were read and approved with the following changes:

The amount of the overpayment to the bookkeeper should read.....

Oct. (half month).....\$450

Nov. (full month).....\$900

Total... \$1,350

Changes were noted and signed on the minutes and submitted for audit files by the secretary.

**Treasurer's Report:** Since Wayne was not at the meeting we did not get a clear financial report. Galen raised the issue of the bookkeeper overpayment and thought a stronger request might be needed. Judy stated that the bookkeeper had been notified to pay the \$1,350 overpayment by the end of the year. This item will be revisited at the Jan. meeting to determine if further action is needed.

Galen also stated that Wayne had a concern about the cameras and the question was raised as to the payment of the deposit. Judy assured the board that the invoice had been received and forwarded and should have been paid. Issue will be tabled until Jan. meeting. Meantime, Judy will forward the communication to the Secretary for the record.

Judy reported that the differences with the financial reports had been reconciled. Most of the business between previous system and new one has been worked out. Gayle working out well and will input budget into QuickBooks. Judy will have report for next meeting.

**Unfinished Business:**

- Recovery of Road Maintenance Expenditures from Oceanview Partners, LLC.  
Galen discussed the positions of the key players with *OV Partners, LLC*. A lengthy discussion ensued as to the best course of action regarding further communication. It was decided that a letter would be sent to Jaidev Watamull at the Honolulu headquarters. There was general agreement on this and a motion was made and passed unanimously. Motion: *That a letter of response be drafted to LLC by Galen, Judy, Bruce and Celine. Letter is to be sent within 10 days.*

The board did not feel it would be necessary to get their approval before sending it to J. Watamull. However, a copy will be available in the office and they will be furnished with a copy at the next meeting.

- The issue came up regarding **the mauka exit to the parking lot** where the buses come in. Bruce will talk to Kyle about this since he has been already paid to refinish this exit and did not fulfill his contractual obligation in this regard.
- A motion was made and seconded to accept the satisfactory background checks that came back for board members. It passed unanimously.
- Bruce reported on **the road maintenance progress**. New employee has been on board for 2 weeks and Don and Bruce have met with Kyle to outline the tasks for the next few months. Bruce is requesting an estimate on fog sealing of roads in entire sub division from Kyle and would like in completed within 12 months. Discussion of time clocks and cost ensued. The old green clock costs \$349. Bruce will look on e-bay for used clock. Kyle is motivated to work responsibly with us because of future work for his company in other neighborhoods. Emphasis on frontage road for next few weeks and then cleaning up loose gravel in intersections. **Weekly hours to go to Bruce or Don for approval then to Galen for signature.**
- **Status of gate keys:** Software on computer that programs # from gate key into software. Material is in office but not readily available on the computer at this time. Judy to persue and Bruce to clean out center gate area.
- **Certified Audits:** Wayne not present to give an update. Bruce stated that the cost for HOVE audit is \$12 to\$15K. Probably only \$3 to \$4 K for Ranchos. They are happy with the company. Bruce to give info and contact to Wayne. Galen requested that Wayne send him an e-mail or contact him regarding progress since he needs to be informed.
- **Signage:** Missing signs will be paid by community association. Installation will be up to HRRMC and Bruce stated the largest expense will be the steel hardware. The issue will be revisited at Jan. meeting.
- **Resumes:** Only have **three(3)** Board member resumes. Please place in secretary's box by next meeting. Simple .....less that 100 words according to By-Laws. Enclosure for Road Maintenance fee letter, Judy will do this and request e-mail addresses.
- **Fuel Tax:** Judy reported on Friends of Puna requesting donations for exploration of fuel tax. Tabled for another meeting.
- **Other Items:** None
- **Meeting Adjourned at 5:19 pm.**

**Agenda Items for Jan. 11, 2011:**

- Security Camera Installation
- Gate Key Issuance
- Street Signage
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**The regular agenda reports will be expected. However, if you have additional items that you wish to place on the agenda, please let me know.**

**Respectfully Submitted:**

**Celine Lowe (Board Secretary)**