

**Hawaiian Ranchos Road Maintenance**

**Board of Directors Meeting**

**July 6, 2020**

Board and Members attended via Teleconference

**Meeting Minutes**

**Approved**

**Call to Order.** President, Roy Thornton, called the meeting to order at 5:02 pm.

**Confirmation of Quorum**

Present: Roy Thornton, Packy Taylor, Chris Pinnow, Mats Fogelvik, Phillis May, Mike Gerbo, Paul Scott. Gabe Hechler excused. Quorum confirmed by Secretary. Meeting to use Robert Rules as applicable.

**Approval of Agenda.** Phillis motion to approve agenda as written. Roy seconded. All approved. Motion passed.

**Welcome of Members**

Members Attendance by teleconference audio link: Nancy Bondurant, Barbara Winch and George Cline. Members asked to identify themselves.

**Approval of Minutes.** Roy motion to accept June 8, 2020 Board Meeting minutes as read. All in favor. Motion passed. Minutes were emailed to the Board in advance of Board meeting.

**Officers Reports**

**President Report.** On island and working to assess road and work plan and 2021 budget for equipment.

**Treasurer's Report.** Mats Fogelvik. Given and submitted to file.

FHB Checking Bal 1/1/2020, \$61,236.75. Bal 7/6/2020, \$57,031.02

FHB Savings Bal 1/12020, \$5000. Bal 7/6/2020, \$100,019.54

PayPal Bal 7/6/2020, \$0.

**TOTAL FUNDS AVAILABLE. \$157,050.56**

Restricted BoH Account pending litigation.

Checking Bal 1/1/2020 \$36,346.94. Bal 4/15/2020, \$37,546.94

Savings Bal as 4/15/2020, \$175,434.21

**TOTAL RESTRICTED FUNDS, \$212,981.15**

**Secretary Report.** None

**Committee Report.** Gerbo and Roy to assess signage needed, potholes need repair and general road condition.

**Old Business Status**

- Open - Video Conference equipment Budgeted, \$1000. Spent \$283. A speaker may need to be purchased.
- Motion. Bylaw Rewrite. Spent 3K of 5K budgeted. Roy to do comparison of current bylaws to proposed. He will use excel. When completed will be posted on the web site.
- Closed - Installed Security Cameras (\$1700 of \$2000 spent.) Done. Very good resolution.
- Annual Newsletter mailing July 31st. Theme: Be positive and report what is going on.
- Repurchase stolen equipment (\$1800 of \$3500 spent). All replacement items received. -
- Open - File insurance claim in progress.
- Open - New Gates –since 1 April, pending permits (\$8000 of \$50,000 spent). In progress.

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- Corporate Credit Card for Maintenance (Mats) (\$500 limit) In progress Tabled 7/6
- Committee to digitize history. TBD if committee needed. Tabled 7/6

- Job Descriptions – Road Committee, workers, supervisor, and any other committees (3 of 6 in progress).  
Tabled

Packy to manage the Road Committee and maintenance worker. Roy to write admin job description.

- Maintenance Plans 1, 3 and 5 year Maintenance plans. Roy and Tom to look at what needs to be done.
- Road Plans 1, 3 and 5 year plans for Roads. Roy and Gerbo and Road Committee. Look at chip sealing needed in the next couple of years.
- Open - Audit past year Financials. Audit current year Financials. Still looking for someone to audit financials
- Closed - Late Notices sent out for nonpayment.
- Closed - 2TB hard drive purchased.
- Digitizing Financial Records for enhanced record-keeping and retrieval. 2TB hard drive purchased and hooked up. Backed up QBs and transition to online QBs. Software will be purchased if needed.
- Closed. - Website completed – Thank you Mats for helping to bring the new website online and thank the committee for redesigning the website.

- Open - Annual election will be Saturday, September 26, 2020. Depending of Covid 19 situation, place to be determined.

- Candidate nominations and resume deadline is July 12, 2020.

- Open Newsletter. Plan to mailed July 31, 2020. Contributions needed Budget and Road Maintenance Plan

- Motion Passed - Lien Process. Phillis motion to review and determine which of the 9 TMKs owing more than \$5,000 are feasible candidates for foreclosure. Seconded by Chris. All in favor.

- Open - Motion - Office Maintenance. Roy made a motion to obtain three bids to sand, prime and paint the building outside and roof. Seconded. All in favor. Motion carried.

- Motion Passed - Stop Signs- Roy motion to buy 10 stop signs. All in favor. Motion carried. Tom, maintenance worker, to inventory Stop- and Street-signs needing replacement. In progress. See Road Committee Report.

- Closed - Drain Pipe for Office Building replaced – Mike Gerbo. May need modifying.

- Open - Cleaning of Office – Look to get bids. Tabled.

#### **New Business – 5 Min limit per item.**

- Late Fee- Roy motion to increase late fee from \$15 to \$25 to be assessed on April 1 of each year.

- Late fee waiver extension- Roy motion to extend waiver for late fee until August 1, 2020. Chris seconded. Motion passed.

- New interest rate on past due account balances. Roy made a motion to change the interest rate to 12% per annum to start 90 days after the due date set for the year. This interest rate will be assessed on the remaining balance of past due accounts.

Adjournment and move to Executive Session

*After adjournment we will be moving to Executive Session to discuss matters of personnel and pending and potential litigation. We thank you all for your attendance and look forward to continued productive and beneficial interchange in the future. The chair would entertain a motion to adjourn to an executive session. All in favor.*

**The meeting adjourned at 5:48 pm**

Next Board Meeting August 10, 2020 at 5pm via teleconference. (This date was chosen after the Board meeting due to Board availability.)

Respectively submitted by Phillis May, Secretary