

VACATIONLAND HAWAII COMMUNITY ASSOCIATION, INC.

Board Meeting Minutes

April 8, 2006

VHCA Board Members present: President Richard Shea, Vice President Jim Lehner, Treasurer Gladys Christenson, Secretary Brenda Schott, Directors Jan Anderson and Stephen Lang. Director Perry Miles was absent.

Also in attendance: KKWA President Eric Schott and Sheri Lehner, Webmaster

The President called the meeting to order at 9:10 am at Asia Pacific. The minutes of 2.11.06, 4.01.06 Annual and Organizational meetings were provided by the Secretary and silently read by all. Said minutes were approved as corrected.

Unfinished Business: Sheri Lehner will post the amended by law changes which were approved at the 4.1.06 Annual meeting on the website and forward a cd of VHCA files to the Secretary. KKWA will move forward with proposed Covenant of Deed amendment pertaining to approximately 78 RS zoned deeds by seeking a final draft from their attorney containing the specific language needed.

Special Assessment Projects: Three committees were formed last year to implement the General Plan using Special Assessment funds. They are Entrance, Waterfront and Education. Committees shall meet prior to the next Board meeting and be ready to present final proposals for Board approval. A Special Management Area application has already been submitted to the County Planning Dept. See *Committees* below.

New Business:

Policy and Procedures – develop a format and timeline to be put into a binder to increase efficiency between Committees and the Board. Committees shall be chaired by one Board member and have at least two other members and shall conduct meetings to implement a General Plan, research bids for projects, propose a budget to present to the Board for final approval. Authorization for expenditures over \$5k requires 2 designated Board member's signatures. Teleconferencing and/or e-mail within quorum recognized as acceptable methods of voting on adjustments made after submittal of proposals, or where an invoice should be paid before the next scheduled Board meeting. Draft of meeting minutes will be forwarded to members for review prior to the next Board meeting and copies of correspondence will be made available for members to review at Board meetings. All outgoing correspondence must be discussed and approved by the Board beforehand with copies of incoming and outgoing correspondence filed chronologically in Secretary's binder. Payroll positions of Administrator and Webmaster shall submit job description and contract to the Board at the next meeting for review while on-going independent contractors providing road maintenance remain the same. There should also be added a paid position of Recording Secretary for Board and Annual meetings.

Committees – Chairs were appointed for the following committees:

Website: Chaired by Brenda Schott, members Sheri Lehner and Betty Oberman agreed to meet prior to the next Board meeting to discuss policy re posting of material on the website. Jan Anderson motioned that the membership list containing personal information be removed. Motion carried. Approved minutes of meetings, By laws and Charter, meeting notices and agenda, TMK maps, KKWA info and Coqui info are routinely posted. Email contact for VHCA will be secretaryofvhca@hotmail.com and maintained by the Secretary. The President will monitor VHCA's telephone message retrieval system (808.965.6420).

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Roads to be divided between Farm Lots and House Lots: Perry Miles will chair Farm Lots – two other members TBA and Jim Lehner will chair House Lots with Eric Schott and one more member TBA.

Emergency Response - Jan Anderson will chair along with Gladys Christenson and Sheri Lehner. This committee will meet to develop and maintain a “phone tree” and be in contact with our Civil Defense in the event of a natural disaster, inquire with Civil Defense about a second siren placed around the mail box area because residents of the House Lots subdivision cannot hear the siren currently situated on the north end by Kapoho Beach Lots gate. The guard shack will be used to store emergency use items such as cones and signs.

Special Assessments:

Entrance – Brenda Schott will continue to chair along with Jan Anderson, Betty Oberman, Cosette Noll and Stephen Lang, dealing with entrance improvements.

Waterfront - Richard Shea will continue to chair along with Eric Schott, Jan Anderson, Gladys Christenson and Jim Lehner, dealing with access management and parking restrictions at the waterfront.

Education - Stephen Lang will be the new chair along with Sheri Lehner and one more TBA, dealing with promoting reef stewardship by educating all shoreline users/visitors about reef etiquette and parking regulations by developing a brochure, shall be funded by voluntary donations and grants.

Nominating – Stephen Lang will chair this committee, other members TBA.

It was agreed that other committee appointments take place this fall.

Future Board Meeting Dates: the following meetings will commence at 9:00 am and take place at Asia Pacific unless otherwise noted.

Date

May 20, 2006

July 1, 2006

Sept. 9, 2006

Oct. 14, 2006

Nov. 18, 2006

Correspondence: Secretary received copy of March 30, 2006 letter to Larry Brown (Hi Cty Planning Dept.) from Kirk Flanders and April 3, 2006 letter to Larry Brown from current VHCA President.

General Discussion: President will draft a cover letter to go out with 2006 Assessments explaining the outcome of the Annual meeting including a separate form for Farm Lots indicating how to use the Special Assessments (voluntary donation or credit). Discussion ensued about the importance of having the Policy Committee adopt a long range plan. Jan motioned that interests levied on all 2005 Assessments be forgiven and credited towards each account. Motion carried. Treasurer inquired how to handle delinquent accounts, some which exceed \$2k and what responsibilities remain with escrow companies and Jan volunteered to research. Treasurer will also ask our accountant for copy of our 501 (c) (4) IRS tax exemption.

The meeting was adjourned at 11:54 am.

Respectfully submitted,

Brenda Schott, Secretary

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