

## **FINAL May 6 VHCA meeting minutes**

The newly formed VHCA board held its first meeting on Saturday, May 6 at the home of Gary Banks, 14-4973 Wai'ōpae Road.

### **CALL TO ORDER**

The meeting was called to order at 9:35 a.m.

Present (Board): V. Mark, G. Banks, T. Edwards Hunt, T. Knott, J. Garramone, K. Puuhau Pummill. Absent: C. Biltoft

Community: Bill Parecki, Jim Lehner, Sherri Lehner, Debi Sigetic, Steve Sigetic, Betty Oberman, Marlene Phillips, Hart Phillips, Bill Moore (arrived at 10)

### **OLD BUSINESS**

#### Introduce/ confirm officers/ property ownership

1. The following Board members were confirmed/ introduced: Janus Garramone (Director), Farm Lots; Tom Knott (Treasurer), Tiffany Edwards Hunt (Secretary), Vivian Mark (President); Gary Banks (Vice President); Kirk Pu'uohau Pummill (Director), House Lots. Chris Biltoft (Director) was absent.
2. Both T. Edwards Hunt and K. Puuhau Pummill presented notarized power of attorney documents (on file with the secretary), allowing them to represent property owners on the board.

#### Review roles and responsibilities of each office/ officer

1. President: general supervision, preside at all meetings, ex-officio member of all committees.  
~ V. Mark distributed a modified version of Roberts Rules of Order, "Rules Governing An Organization", "General Procedure for Handling a Motion", "General Rule of Debate". (Sources: San Diego State University; Intro to Robert's Rules, Quickcharts, Beverly Kennedy)

#### b Discussion

~ H. Phillips noted an error. In the Bylaws – defines the organization's basic structure and fundamental rules, requires a 50% vote, not a 2/3 vote.

2. Vice president: The vice president will preside over all business in the absence of the president.

3. Secretary: Keeps minutes of the meetings, maintains membership roster (making them available to directors upon request), provides notices of the meetings – including postings on the reader board.

#### a. Discussion

~ An extensive discussion related to posting of meeting notes and minutes on VHCA's website followed.

~ S. Lehner can post **agenda** on website if sent to her via email (for both farm lots and houselots)

~ Questions arose about whether to post **approved minutes** or **draft minutes** on the website.

T. Edwards Hunt moved that we table the discussion and establish a policy for posting minutes and agendas on our website. Kirk seconds the motion. The motion was unanimously approved.

Treasurer: custodian of funds, accounting and maintenance of records, business transactions of Association.

discussion:

~ S. Lehner will help T. Knott, since she has served as the treasurer's assistant for some time.

~ Mail will be the treasurer's responsibility, since he has scanning to do for Chris Hannigan, the association's accountant. He will turn over all other mail/ correspondence to secretary.

Review/ Clarify Roles & Responsibilities of Standing Committees (each committee shall have at least 3 members, one of whom shall be a director)/ Waterfront Committee

1. Auditing Committee - meets to do an annual audit of record keeping procedures of treasurer.

2. Mailboxes Committee - meets as needs arise during the year. (members: J. Lehner, V. Mark)

3. Roads and Common Areas Committee (members: G. Banks, chair; J. Lehner,)

Discussion

~ A question arose about the lack of information (in the bylaws) regarding the formation and description of the "Waterfront Committee" (current members: C. Biltoft, K. Puuohau Pummill)

~ V. Mark noted that the Waterfront Committee can be appointed as a standing committee or a special committee by the board (per Article VII, G, 1e). If the Board formalizes a Waterfront Committee, then roles and responsibilities need to be clarified.

~ After much discussion and comment,

T. Knott moved that we continue to operate the same way as the Waterfront Subcommittee operating under the Roads Committee. K. Puuohau Pummill seconds. All were unanimous in favor.

Prepare signature authorization changes for First Hawaiian Bank Checking Account.

The board prepared signature authorization changes for First Hawaiian Bank checking account. Tom had the newly elected officers sign the signature page for FHB.

The board discussed whether VHCA and KKWA can share meeting dates.

T. Edwards Hunt made a motion that the board entertain the idea of having our meetings on the same day and that the KKWA meetings precede the Vacationland Community Association meetings. Tom seconded.

Discussion

- ~ T. Knott joined the VHCA board, in an effort to get a pool of volunteers to fill in gaps on Water Board (to manage repairs and help with water system upgrades).
- ~ There were several logistical concerns. KKWA Board will meet after VHCA meeting and discuss options at their meeting.
- ~ The motion for the two different groups' meetings coinciding was withdrawn, due to scheduling issues.

## **NEW BUSINESS**

### Review Treasurer's Report

The board reviewed the treasurer's report. There is \$90,706 balance in the checking account, not including assessments for this year. Assessment notices were just mailed to owners.

### Review April 29 annual meeting and organizational meeting minutes

#### Annual meeting minutes

- ~ M. Phillips, who volunteered to replace L. Gilmore, after her resignation, sent the draft minutes to S. Lehner to be posted.
- ~ J. Lehner clarified that these minutes will not be approved until the Annual Meeting in 2018.

#### Organizational meeting minutes

- ~ For the record, property assessments for 2017- 2018 will remain at \$221.45 for unimproved lots and single family swellings, and \$292.31 for all others (ohana, B&B, duplexes, vacation rentals, commercial). Minutes were approved as corrected.

### Update and use of VHCA website (notices and minutes).

This topic was discussed at length earlier. See notes under Secretary.

### Update: Wai'opae easement improvement plans

#### Discussion:

- ~ G.Banks: A plan using 8-inch rock to be placed on both sides of the new road easement and a boulder to be placed every six feet and within three feet of the edge of the roadway was agreed upon at last meeting RCA meeting. He will pursue an amendment to that plan to place the large boulders closer along the easement. Estimated cost - \$4,000 to \$5,000. Timeline - within 30 days.
- ~ H. Phillips had question about protecting the water pipes. B. Parecki suggested that the Water Board and Road Committee work together on ensuring pipes are not damaged by the large boulders or the heavy equipment.
- T. Edwards Hunt made a motion that the Roads Committee and the KKWA work together to hash out the details of the easement. T. Knott seconded. All voted unanimously in favor.

G. Banks made a motion that once the Water Board and the Roads Committee come to an agreement, that there be a vote by email on the budget for the project. T. Knott seconded the motion.

## Discussion

~ B. Oberman suggested that there be a \$4,000 limit on the budget.

G. Banks amended his motion to cap the expense at \$4,000, and to revisit the board if the expense is greater. T. Edwards Hunt seconded. All voted unanimously in favor.

## Review VHCA ROW Policies

V. Mark proposed to move the Right Of Way Policies to the RCA Committee to review and discuss. T. Edwards Hunt seconds the motion. All voted unanimously in favor.

## Reef safe sunscreen signage

K. Pu'uhao Pummill moved that the issue be tabled and discussed in the Roads Committee (Waterfront). T. Edwards Hunt seconded. All voted unanimously in favor.

## Correspondence

T. Edwards Hunt read into the record a letter received May 4 from Mila Kopetzky, requesting the cutting of 3 ironwood trees and unregulated water pressure in the farm lots.

The letter was given to RCA Committee G. Banks, chair of the RCA Committee to follow up on easement issues and KKWA to follow up on water pressure.

J. Garramone will find someone to serve on Roads Committee from Farm Lots.

B. Oberman suggested that J. Garramone contact Craig Powell from Farm Lots to serve on the Roads Committee.

## Other business

~ G. Banks - Roads Committee report. 10 people interested in joining the RCA Committee. He received a request to cut down Ironwoods in Farm Lots. He noted the need for signage, (which possibly will lead to the establishment of a sign subcommittee within the Roads Committee), and cutback of trees and brush.

~ J. Lehner – VHCA needs information officer and can apply for a grant through Hawaii Tourism Authority.

T. Edwards Hunt made a motion to pursue a Hawaii Tourism Authority grant for an information officer and for Debi Sigetic to pursue the grant. J. Garramone seconds. All voted unanimously in favor.

The board decided to hold the next regular VHCA meeting at 9:30 a.m., Saturday, Aug. 5 at Lehner's residence at 14-5049 Wai'ōpae Road.

## **ADJOURNMENT**

T. Edwards Hunt made a motion to adjourn the meeting. T. Knott seconded. All voted unanimously in favor. The meeting concluded at 11:13 a.m.

### **ADDENDUM**

The board decided via email June 28 to reschedule the next regular meeting to 9:30 a.m., Saturday, July 29 at Lehner's residence at 14-5049 Wai'ōpae Road.

**MINUTES APPROVED: Unanimously on July 29**