

VACATIONLAND HAWAII COMMUNITY ASSOCIATION, INC.
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November 4, 2006 Board Meeting Minutes

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

KKWA members present: President Eric Schott, Secretary Betty Oberman

Community members present: Webmaster Sheri Lehner, Joanie Burns, Kenny Parrish, Mitchell Miyatake and Randolph McCreight

The meeting was held at Asia Pacific and called to order by the President at 9:15 am. Correction to previous meeting minutes of October 14, 2006 as follows: under Roads Houselots Committee the \$2k approved was just for Charlie Posey's maintenance mowing, under Unfinished Business Nominating Committee: strike "and must present recommendation to the board no less than 120 days prior to the Annual Meeting" and page 3 strike entire paragraph on mailbox vandalism and replace with "Discussion held regarding the problem of mailbox vandalism and the recommendation was for the Administrator to make a formal report with authorities. Gladly motioned to approve the minutes, Jan seconded, all in favor.

Treasurer's Report included Check Register, Allocations and Balance Sheet. Jim mentioned the surveying allotment under Waterfront Committee should be voided as discussed at the last meeting. Discussion held regarding delinquent accounts and ways to collect and the filing of liens. Richard will call the title companies and if they don't respond then he will contact our attorney. Brenda motioned that warning letters get mailed out as a preliminary step in filing liens of delinquent accounts over \$400 and to research the cost of liens, Jim seconded, all in favor.

House Lots Roads Committee report given by Chair Jim Lehner covering input from others regarding a long-term plan, Miyatake's bid for speed bumps. Jan motioned to accept Miyatake's bid of \$1,200 for build out and installation of 4 speed bumps – 2 located at the entrance area and 2 located along Wai`Opae before the reef parking area, seconded by Brenda, all in favor. Jim motioned to allot \$2,900 to cover the previous expenses to cover Charlie's mowing, seconded by Jan, all in favor.

Farm lots Roads Committee report was given by Kenny Parrish, Joanie Burns and Randolph McCreight on behalf of Chair Perry Miles in regards to the proper spelling of Pua O Kapoho before ordering a replacement sign. Jan motioned to accept the research provided by Randolph using the proper spelling of Pua O Kapoho, seconded by Brenda, all in favor.

Special Assessment Projects

Waterfront – Chair Richard Shea reports on signage ordered and recommended hiring Samson & Son to do the labor for installation. Brenda motioned to approve \$750 to cover Samson's labor (\$500) and rental of machinery (\$250) and designate a water board person to instruct site of water lines. Jim motioned to allot \$500 to hire John Deloissi to clear cut designated trees at Kaheka stub out, and install fishermen signs as approved in our SMA, Gladly seconded, all in favor. Eric volunteered to supervise the project. We need 3 more wheel stops (Jim volunteered to make them) and they all need concrete

spikes to anchor them. Brenda motioned to amend Samson's work bid up to \$1k, adding approx 5 hours labor and \$250 for stakes to anchor wheel stops at the parking area, seconded by Jim, all in favor.

Entrance – Chair Brenda Schott reported that the entrance projects are completed.

Education – Chair Stephen Lang reported on grant of \$17,300 awarded from Hawaii Tourism Authority to implement Marine Resources Protection Program for year 2007. We have certain requirements to meet in order to receive the grant: 501(c)4 status, a revised budget reflecting one-to-one matching funds, and a letter verifying existing relationship with State DLNR by a deadline of November 20, 2006. Jan motioned that Richard contact our accountant regarding 501(c)4 status, Gladly seconded, all in favor. Jan motioned that the education committee evolve into Natural Resources Preservation Committee with Brenda as Chair, members will be the same as education committee plus open to any others, Stephen seconded, all in favor.

Emergency Response – Chair Jan Anderson received a “test” call last week from Civil Defense in notification of high surf. Jan will contact Civil Defense to establish a network of contacts and work with Betty to utilize the draft form for Neighborhood Watch also. . For those who don't want to use their personal email as contact a generic address was set up as: KapohoVHNW@yahoo.com and the password is: allofus. Stephen motioned to amend the emergency response barrier (2 sided gate) and replace with a simple cable, Jim seconded, 1 in favor, 3 opposed. Jan motioned to utilize the mobile a-frame signs instead, noting that the area will be manned with proper authorities in the event of an emergency, Stephen seconded, all in favor.

Neighborhood Watch – Chair Jan Anderson reported on a great turnout at the October 26, 2006 meeting also attended with guest speaker Officer Briski, our designated patrol officer. Also on file is draft form mentioned above under Emergency Response. Officer Briski will check into other avenues of acquiring new signs at lower costs and recommended that letters come from NW to government agencies for official response to our concerns. New NW blue signs to install and upgrade the older ones. Jan will purchase a combination lock for the guard shack where we can store equipment and give Fred access and agreed to find a self-starter canopy

Nominating Committee – Chair Stephen Lang posted a notice on the bulletin board; Randolph McCreight and Betty Oberman agreed to join the committee. List of potential candidates to be listed in our Annual Meeting mail out. Stephen will ask Paul Charbonneau for participation.

Bylaws Committee – Chair Jan Anderson announced members Eric Schott and Harry Kim will be meeting soon to research archival bylaws and amendments and report back with their proposals at the next board meeting. Suggested topics to consider is allowing last minutes nominees at the Annual Meeting and review of the proxy form used in recent years.

Website Committee – Chair Brenda Schott asked permission to post a link to Hawaii County's website for the Subsidence Report, Webmaster agreed to set up the link.

UNFINISHED BUSINESS

Health & Safety Committee – last report from this committee was in March 2003, bylaws state it is optional and will be reviewed by the Bylaws Committee

Policy Committee – is composed of current board members and policy should be addressed at the organizational meeting that follows an Annual Meeting focusing on goals and objectives of the board during its next term. The confusion stems from a Governance Manual that was distributed in April 2003 that combines our Charter, Bylaws and Policy Manual as official documents and filed on record. Jan recommends that the Bylaws Committee examine the validity of the “blue book” governance manual.

Audit Committee – At our last meeting the issue of having a professional audit done was brought up and our President and Treasurer agreed to research an independent audit agency since the last recorded audit committee report was filed in 1999. Our accountant suggested we review all bank statements and

cancelled checks covering 2001-2004 since we already have records filed by our accountant from 2004 to date. Richard reviewed reports from the Sattler's covering 2001-2, there are no accounting reports for 2003 just statements and cancelled checks. Jan motioned to have the accountant review the statements and cancelled checks for 2003 so we have a report for that year. Brenda seconded the motion. Sheri volunteered to do the job instead of hiring our accountant to compile a journal. Jan amended the motion to have Sheri to copy the statements/cancelled checks and put it together in a journal and bring it to the next board meeting. Stephen seconded, all in favor.

Ratify vote re: medallion on wall – The wall issue was inserted towards the end of the 8.20.06 Special Meeting and voted on in non compliance with specific agenda therefore inducing ratification of the vote. Jan motioned to accept the wall as is with a sign installed where Kapoho Kai meets Red Road stating “Kapoho Vacationland Subdivision”, seconded by Gladys, motion carried.

KKWA SB 2480 restrooms – KKWA President handed out papers prior to the meeting so board members have time to review and again asked for a letter of support from VHCA board. Jan will ask our corporate attorney for advice on whether a letter would bind us in any way.

Mailbox vandalism – Gladys has not made a formal report to the authorities yet and Jan requested she be involved with mailbox issues.

Clarification of record – discussion held regarding the validity of voting process at the April 2005 Annual Meeting.

Discussion of ground rules for committees will be discussed at the next board meeting.

Notifying public of tide pool pollution risk – It has been discussed at previous meetings to have correct language posted on the kiosks regarding risks related to the tide pools. Jan motioned to accept the following text on one page and inserted on the kiosks: SWIM AT YOUR OWN RISK (on the top in red bold letters underlined) These natural ocean tidal pools are not disinfected. Do not enter if you have open wounds due to risk of bacterial infection. Do not feed marine life – fish and eels may become aggressive. NO LIFEGUARD ON DUTY (on the bottom in red bold letters underlined), Stephen seconded, all in favor. Sheri agreed to print and laminate the notices.

Jan also requested input from witness so she can complete her draft of letter to DLNR notifying them of tour operators at the MLC, and input for procedural book serving new members and ready at the next Annual Meeting.

NEW BUSINESS

Annual Meeting - Gladys motioned that we set the Annual Meeting date as April 14, 2007 pending availability of a site. We will discuss the mail out at our next board meeting.

2007 Meeting Dates – Will be discussed at the next board meeting.

Correspondence: 10.16.06 from VHCA to Sandy Shapery, 10.25.06 from Gary Safarik to Mayor Kim cc'd to VHCA and 10.30.06 from Hawaii Tourism Authority to VHCA Secretary

General Discussion – Richard reported that Linda Flanders informed him that the funding for one reef steward would end by the end of November pending funding application. Richard suggested as on an emergency basis we contingently authorize \$500 out of our Farm lots slush fund to pay for the month of December. Jim motioned but there was no second, motion fails.

The next meeting was scheduled for Friday December 8, 2006, 4:00 pm at Asia Pacific. The meeting was adjourned at 12:35 pm.

Respectfully submitted,

Brenda Schott, Secretary (signed copy on file)

