

KAPOHO BEACH COMMUNITY ASSOCIATION
Board Meeting Minutes, 02/06/10, 10:00 AM
at the Samelson residence

Present:KBCA Board members: Harry Samelson/President, Joy Dillon/Vice President, Gladly Christenson/Secretary, Roger Meeker/Treasurer, Fran Chang, Merrill Schreiber
KBCA Members: Chris Rand, John & Sandi Barsell, Patrick Kelly, Glorious Schreiber
Non-members: Arjuna McGowen (Recording Secretary)

1. CALL TO ORDER:

The meeting was called to order at 10:07 AM by Harry

2. ADMINISTRATIVE MATTERS:

Approval of the Minutes of Previous Meeting – Gladly Christenson

***Action: Motion** Joy to approve the 01/16/10 minutes; **Seconded** by Roger. **Motion Passed unanimously.**

3. AGENDA ADDITIONS

No additions were made to the agenda

4. REPORTS OF OFFICERS:

A) President's Report – Harry

Harry discussed the board's appointment of Merrill to fill Rose's vacated 2-year position on the board, and encouraged members to suggest candidates for an appointee to fill Merrill's 1-year term.

B) Treasurer's Report – Roger

- Delinquent notices have been sent to members with outstanding balances. Roger advised that we will always be about a month behind reporting financial status if our meetings are held early in the month due to timing issues affecting the bookkeeper's receipt of supporting documents. The latest received detailed monthly reports will be provided to board members at each meeting.

C) Secretary's Report – Gladly

Results of email votes taken since the last board meeting:

- 1) 1/22/2010 The board voted to ask Steve Marcotte to continue as KBCA webmaster
- 2) 1/27/2010 The board voted to appoint Merrill to the open seat left by Rose's resignation. Harry advised that the board will accept nominations received from community members by February 14th for a replacement board member to fill Merrill's 1-year position. Per the bylaws, this position is to be filled by a vote of current board members

5. COMMITTEE REPORTS

A) Roads committee – Merrill

Homeowners are encouraged to maintain the roadsides fronting their property to help decrease our roadside maintenance costs.

***Action: Motion** by Gladly to have the board allocate \$400 a month for road maintenance with the understanding that the board can approve more funds as needed; **Seconded** by Fran.

Motion passed.

B) Coqui Committee – Joy

Our thanks to Chris Rand, who serviced the sprayer and volunteered to cover it with a canopy to help protect it from the weather.

C) Video surveillance committee – Glady

-Video of recent incidents at the gate have been reviewed and provided to people who reported them. Glady has offered to provide the video player application and appropriate video files of incidents to members who would like to review videos themselves.

***Action: Motion** by Roger to place a laminated card next the key pad advising caution about the secondary gate; **Seconded** by Glady. **Motion passed.**

D) Gate Committee – Harry

- A tire puncture at the exit gate was reported. We are awaiting further information so that video of the incident can be reviewed. We were not advised of the date/time of the incident nor a description of the vehicle in question. Our video files remain on the hard drive until overwritten – usually about 3 weeks.

-The board discussed the possibility of straightening out the exit in hopes of minimizing entrance gate damage when large trucks utilize it while exiting. The subject will be on the annual meeting agenda.

E) Gate Passes – Glady

-Two hang tags have been issued for Hawaiian Tel installation and field crews and one rear view mirror sticker was issued to robin Tavares of Hawaiian Telcom engineering department. NOAA requested 2 gate openers as theirs cannot be found. We have deactivated the missing tag and issued them one new hang tag.

F) Gate Guard Committee – Merrill

- Guards remain effective at turning away cars at the gate.

G) By-law Committee – Roger

- Proposed by-law changes are on the agenda for the annual meeting.

H) Neighborhood Watch – Fran

- Fran encouraged residents to call the neighborhood watch phone number (965-9608) whenever they see suspicious activity.

- signs will be put up next week.

- volunteers are welcome.

I) Green Initiative Committee – Fran

-No planting is being done due to the drought.

OLD BUSINESS:

A) Hastings gate damage update – Harry

-Hastings did not accept the board's proposed payment plan for entrance gate replacement.

B) Alapaki Paving status – Roger

- Paving for Alapaki was apparently contracted and paid for in 2003, but the work was not done.

- Total cost for permitting for Alapaki work will be \$10,000-\$15,000.

C) County public access status - Harry

-Parking on roadsides may create an emergency vehicle hazard and is against our community policy. Visitors/workers must park within the boundaries of the appropriate property.

D) Signage

***Action: Harry agreed to get the dead end sign at Hokulani & Kekailoa.** Fran will provide Harry the dimensions of current Neighborhood Watch signage for continuity.

.Replacement of stop sign at Red Road was vetoed due to repeated vandalism.

E) Level of detail of board meeting minutes – Roger

- Roberts Rules indicate that only action items should be recorded in meeting minutes. We will attempt to broaden the scope of the minutes to some degree, however.

NEW BUSINESS:

A) Annual Meeting – Glady

1. Agenda items – the agendas were included in the last mailing to members
2. Refreshments – members typically bring refreshment items,
Harry agreed to provide water
Serge & Gloria King offered to provide a coffee urn
Fran agreed to provide coffee
3. Registration - Glady has asked Laurie Dice to be in charge of registration.

B) Financial reports/each BOD meeting beginning March meeting – Glady

The treasurer will provide copies to all board members at each meeting of the following documents

1. Balance sheet
2. P&L prior month
3. P&L year to date

***Action:** The Board requires that the KBCA bookkeeper provide for each board meeting the most recent balance sheet and P&L (both latest month and year to date).

Merrill reminded the board that an annual financial audit is to be performed every year. The board will ask for Audit Committee volunteers at the annual meeting.

C) Bookkeeper discussion – Glady

***Action: Motion** by Harry to form a Bookkeeper Search Committee to be headed by Glady; **Seconded** by Fran. **Motion passed unanimously.**

D) Procedures Committee update – Harry

Action: Merrill agreed to follow up with Francine Nichols to determine progress of procedures manual.

E) Attorney communication – Merrill

- One board member should represent the board when communicating with the attorney. That person is currently Harry, who reports in detail (usually via email to the board) the results of such communication.

NEXT MEETING

Will be held March 13, 10AM at Harry's house.

Election of officers

***Action: Motion** by Harry to have all officers retain their positions; **Seconded** by Gladys.

Motion passed unanimously.

2010 officers are:

President	Harry Samelson
Vice President	Joy Dillon
Secretary	Gladys Christenson
Treasurer	Roger Meeker

ADJOURNMENT:

Meeting was adjourned at 1:04 PM by Harry Samelson, President

Respectfully submitted,

Gladys Christenson, Secretary