

KAPOHO BEACH COMMUNITY ASSOCIATION
Board Meeting Minutes from Saturday, December 10, 2011
at the Christenson residence

Present: KBCA Board members: Glady Christenson, Sandi Barsell, Barbara Bell, Fran Chang-Thomas, and Roger Meeker

Absent: KBCA Board Members: Jill Steele and Dan Rokovitz

Present: Non Board Members: Jack Christenson, John Barsell, Harry Samelson, Rick Edwards, and Maya Baylac (for the first ½ hour)

1. CALL TO ORDER:

Glady called the meeting to order at 10:08AM.

2. ADMINISTRATIVE MATTERS:

Approval of the Minutes of the October 22, 2011 Meeting – Glady Christenson

***Action: Motion** by Barbara to accept the minutes; **Seconded** by Fran; **Motion** passed unanimously.

3. REPORTS OF OFFICERS:

A) Presidents Report – Glady

- Maya Baylac solicited support from the board for her application for a Special Use Permit, which, if approved by the county, would include construction of a building on her vacant lot to house her clinic clients for stays of 3 days to a month. She advised that her building plans include 5 bedrooms and bathrooms and a kitchen and stated that her plans would impose no increase in traffic on our roads, as she will not allow her clients to bring cars, but will provide all transportation in a van she owns for this purpose. The board concluded that any decision at this time would be premature and might respond after reviewing a copy of her Special Use Permit application.
- Glady advised the board that Arjuna McGowan is unable to continue transcribing our board meeting recordings, and suggested the same services be sought from his mother, Janus Garramone.

***Action: Motion** by Barbara to authorize Janus as a self-employed service provider for transcription services on a 3-month trial basis; **Seconded** by Sandi; **Motion passed unanimously.**

B) Treasurer's Report – Sandi

- Report accepted and currently on file.

***Action: Motion** by Barbara to maintain road assessments at current \$175/unit for 2012; **Seconded** by Fran; **Motion** passed unanimously.

***Action: Motion** by Barbara to accept Policy and Procedures for the position of Treasurer as proposed by Sandi; **Seconded** by Roger; **Motion** passed unanimously.

***Action:** Dan will begin posting appropriate materials to an Internet based file-box service such as Drop Box for future records maintenance.

C) Secretary's Report – Glady for Dan

- Ballots for new board member terms for 2012 and 2013 were received and tallied by Laurie & Marvin Dice. The vote confirmed the re-election of three sitting board members,

with the following results: With 69 ballots returned and counted, there were 62 votes for Sandi, 65 for Dan, and 63 for Glady.

- It was realized that a mistake was made in marking the ballot envelopes with owners' TMK numbers. In order to maintain secrecy of voting, the ballots were marked as received from the corresponding owners, then opened and separated before counting. Corrections in procedure have been noted for future ballot mailings, and the community has our apologies.

4. COMMITTEE REPORTS:

A) Gate passes – Glady

- Nothing new to report.

B) Call box System – Glady

- A new call box control board was installed as a replacement for the one damaged due to a micro surge in the phone line during recent thunderstorms.
- The grounding wires for the phone access system were upgraded and should prevent this from occurring in the future.
- It was noted that a stand alone uninterruptured power supply (a.k.a. UPS) unit would NOT have prevented the micro surge in the phone line from frying the control board.
- On going efforts are trying to determine further service interruptions.

C) Gate Maintenance – Glady

- Integral back up battery chargers for the entry and exit gate housing were ordered and will be installed shortly, which should rectify the intermittant failure of the gates to open during a power outage.
- It was noted that the entry control system currently includes four separate back up systems: 2 integral units, which are back up battery and charger units in the entry and exit gate housings themselves, and two external UPS units...one dedicated to the card reader access system and one connected to both the camera and phone access systems.
- Bob Bogle, our current technician, believes this existing shared UPS unit is adequate for both the camera and phone access system, but we might consider a third and separate UPS unit to be dedicated to the phone access system itself. Estimated cost for a 3rd separate UPS unit would be \$300.00, plus installation.
- As for upgrading the UPS units we have, upgraded units would supply longer back up power supply time and possibly a “cleaner” current. They would not make a difference dependant on the size or intensity of a power surge, only an operational difference after the system has been tripped by the surge. Upgraded premium UPS units would price out starting around \$1000 per unit.
- Bob Bogle suggested having replacement parts on hand whenever possible to avoid shipping times and return visits.

***Action: Motion** by Barbara to get the old arm control board repaired at a cost of \$350;
Seconded by Sandi; **Motion Tabled.**

D) Gate Camera Systems – Glady for Dan

- The exit gate camera was replaced with a fish eye lens that now shows the full exit area for future incidents.

E) Road and Roadside – Fran

***Action: Motion** by Fran to post a “Dead End/ No Turn Around” or similar sign at the Alapai Point Road/Wainani intersection; **Seconded** by Roger; **Motion passed unanimously.**

F) Neighborhood Watch – Fran

- Two suspicious activity reports with no outcome, and one report via the gate guard of suspicious activity at the gate area of a man walking in and out of the subdivision, each time placing a backpack or sack into a parked car outside the gate; when the homeowner was contacted, it turned out the person had "borrowed" the auto without permission and then could not get back inside the gate with it as no gate entrance reader was in the vehicle.
- Discussion of doing more to encourage homeowners to communicate when they have house sitters, who is allowed to be there, etc. resulted in decision to let the home owners approach us for help, rather than canvas at length to encourage support.

G) Mail Box committee – Gladys for Jill

- Nothing new to report.

H) Policy and Procedures – Barbara

- Sandi's Policy and Procedures Manual for the Treasurer's position was approved.

I) Wastewater disposal – Barbara

- The committee has prepared a report of key findings and recommendations, including a community map of current disposal systems, with the intention of including the report with the next community-wide mailing and a presentation at the annual meeting.
 - Community education of disposal impact is of utmost importance.
- *Action: Motion** by Sandi to accept Kapoho Beach Lots Wastewater Committee Report dated Dec. 10, 2011 to be forward to Kapoho Water Company for their consideration; **Seconded** by Fran; **Motion passed unanimously.**
- Presentation of recommendations will be on the agenda for the annual meeting.
 - Presentation to be made by Joy Gannon from the Rural Community Assistance Corporation, with introduction by Kathy Young, as Barbara will be unable to attend the annual meeting.
- *Action:** Barbara will draft transmittal letter and deliver to Larry Leach, President of the Kapoho Water Company Board.

5. OLD BUSINESS:

A) Gate Guard for pedestrian access – Sandi

- Gate Guards were posted on Dec. 6 and 7. The activity log is filed with the invoice received from Aloha Security. There was a suspicious vehicle outside the gate with pedestrian traffic around it and the police were called. The situation was resolved.

B) Shoreline access statement – Sandi

***Action:** Sandi will amend proposed Shoreline Access Statement based upon new discussion for submission to the Board for further comment. The statement will then be posted on the KBCA forum as a submission from a community member, not a Board Member.

6. NEW BUSINESS:

A) Budget committee presentation of KBCA 2012 Proposed DRAFT Budget – Sandi

- Budget Committee, including Sandi, Glady, Roger and Harry Samelson, met on December 5th to prepare the proposed 2012 Budget.
- The proposed 2012 Budget was presented, and accepted with amendments to be presented to the full Membership at the Annual Meeting for approval.
- Revised Proposed 2012 Budget currently on file.

NEXT MEETING:

- The next meeting will be held at 10AM on Saturday, January 14th, 2011 at the Samelson/Rokovitz residence.

ADJOURNMENT:

Glady adjourned the meeting at 12:30PM.

Respectfully submitted,

Dan Rokovitz, Secretary

Approved: _____
Dan Rokovitz

Date: _____