

## **Fern Forest Community Association**

### **Minutes of a Meeting of the Board of Directors**

**March 16, 2019**

Present: Bill Watkins, Caroline Frazier, Leslie Miles, Mike Muench. Excused-Kenneth (Imi) Gryde

Call to Order: Meeting called to order at 10:06 a.m. by President Bill Watkins. Secretary Leslie Miles recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

Approval of Minutes:

The minutes from the December 2, 2018, January 13, 2019, February 3, 2019 and February 19, 2019 Reconvened Annual meeting were pending approval. The board went over each meeting's minutes to review and make any needed corrections. Motions to accept the minutes from December 2018 to February 2019 are recorded at the end of these minutes.

#### **Announcements:**

Bill updated the board on the Budget. He had met with Ken Ah Lo to go over all income/expenses in detail and plan for overhead expenses and how much can be allocated during the year for gravel.

#### **Business:**

##### **Roads Report:**

Bill stated the worst roads right now are lower Kokokahi, Omega and Leila. He proposed allotting approximately \$10,000.00 in order to address the worst areas of lower Kokokahi, Omega and Leila.

Motion 2019/03/16-1: Bill-Motioned to allocate \$10,000 to do lower Kokokahi, Omega, and Leila. Mike 2<sup>nd</sup>. 4 in favor. 0 opposed. Motion approved.

Mike also said we will be taking out the scraper box to reclaim as much gravel as possible. We have been getting good feedback when the roads are scraped from the residents.

Mike also said we need a policy on how to route the water runoff where possible away from the roads. Bill said the water tends to cross back and forth creating gouges in the roads. He will talk to the operator and try to use the scraper box to try and create drainage to the sides of the roads so it does not run back onto the road and cross back and forth.

The proper way of documenting and clarifying what actions were taken regarding issuing the "ban letters" to the persons who had disrupted the 12/2/18 Annual Meeting was discussed. That documentation should be kept with the Records of Actions Taken Without a Meeting.

Bill reviewed that in February, 2019, the board had adopted a policy specifically addressing this issue.

Caroline brought up several items that needed to be discussed and acted upon:

- Determine if we need to meet with Ron Costa regarding security cameras. Bill said Ron does not want to install them, only to analyze the needs and to put together a recommendation.
- FFCA Office needs to be painted. Mike said he will start working on that.
- December Annual Meeting, January Board Meeting, (containing Executive Meeting notes from November 27, 2018) and February Board Meeting minutes need to be approved. Board is working on completing.
- Road name signs project-have the signs been ordered yet? Bill is working on that project.
- Office supplies (mouse pad, tape recorder, computer cable) are needed so money needs to be allotted or some way for them to be paid for needs to be implemented. Leslie suggested Ken obtain a credit card in the FFCA's name, and when it's known ahead of time what items are needed, they can be ordered via credit card and sent to the office, saving a trip to Hilo and the need for cash on hand to pay for things. The preference is that no one is using their personal credit cards for FFCA expenses. Bill will check with Ken Ah Lo what is the best way to arrange that.
- Current printer is not scanning. Possibly will be needing a new printer/scanner. Mike said he would come in and see if he can get the scanner feature working.
- Current Road Work-Upper Kokokahi- was worked on in January-February
- Large pot hole at the end of pavement on Leila by the speed bump needs to be filled. Bill will check on that.
- Tractor parked in Activity Center-can it be parked to the right side instead of the middle of the building? Mike said not right now because the trailer is there and they need to be able to access the tractor to change attachments.
- Responding to questions left on the FFCA phone or email-wants to be sure all inquiries are responded to adequately and appropriately. Discussed responses to various recent inquiries and how we can better improve our responses. Bill reminded everyone that we are in a legal case right now and need to be cognizant of what is said. Reminded that there is a form for questions that needs to be filled out completely so that we have all the pertinent information, and can respond to the requests in a timely manner. For any issues that are questionable the board agreed to discuss the matter with each member, and all agree to the response before it is issued.
- Leslie suggested having a section on the bottom of the question/complaint form noting date and time question/complaint was received, date and time action was taken, and what action was taken. These forms should be kept on file and any follow up actions and notations added if necessary.
- Additional suggestion by Leslie-to check if Filiesha has a log of all the calls/ questions/complaints that arise so they can be referenced easily.

Bill mentioned one of the items he found while reviewing the budget was that we were paying for a fax service which was not really needed, and proposed discontinuing it. Board agreed to cancel the fax service.

Motion 2019/3/16-2: Bill motioned to cancel fax service. Caroline 2<sup>nd</sup>. 4 in favor. 0 opposed. Motion approved.

Mike stated that we still need to get an estimate on repairing the QH door. It's very rusted and difficult to open and close. Rick Rego has stated he's reluctant to have the volunteer fire department train at the lot due to the difficulty opening the doors. Bill will call Cornerstone to request an estimate on fixing the QH door.

Board discussed when the minutes were supposed to be approved for each meeting. Kristen McCardel had stated that she couldn't find where the 2017 Annual Meeting minutes had been approved. The board realized that they would have been read and approved at the 2018 Annual Meeting but were not due to the interruptions by the cohorts of Gray/Clemmer/Lickfelt and early adjournment. Since they were not reviewed and approved at the 12/2/18 Annual Meeting, the board believes they should have been reviewed and approved at the 2/19/19 Board Meeting held after the 2/19/19 Reconvened Annual meeting. Since that meeting was conducted under extenuating circumstances and guidance from the attorney, they were not approved at that time. Since a copy was not available at this (3/16/19) meeting, the board will need to review and if acceptable, approve them at the next board meeting, which will be in April, 2019.

The subject of how to handle monthly meetings going forward was discussed. Bill reviewed that he had met with Matt Kaneali'i-Kleinfelder at Mitch Roth's suggestion to see if the County Counsel could draft an ordinance to allow simple trespass to apply to substandard subdivisions. Matt's office had not replied to Bill when they stated they would, so Bill is again following up with them on the status of that ordinance.

In the interim it is still being requested by the Police Captain Briske, and previously Captain Quiocho (who had stated *anything* can be suspended when it's a matter of safety) that they strongly recommended and *explicitly* requested the FFCA not hold public meetings until security and liability issues are worked out. Further, the FFCA's attorney has also advised to follow the Police Captain's recommendations, and not hold public meetings until the current litigation has concluded.

Bill updated on the attempt to use "cold plain" material on the hills to try and bind the rock better on the worst area of upper Omega. He said the material had failed because it was too dry having been made at Yamada's yard and not "cold plained" from streets and highways which would make it contain more oil. Since it was so dry it contained a lot of dust so it didn't bind well and it wasn't worth the additional cost to try on use on hills. Since the material did not perform well in that area, they redid the area with 2 ½" and 1 ½" gravel which worked very well and gave the hill two lanes.

The previous month's minutes needing approval were reviewed and discussed.

It was noted that at the February 19, 2019 Board Meeting held after the February 19, 2019 Reconvened Annual Meeting, per motion 2019/2/19-2 Caroline had motioned that the Board ratify, confirm and re-affirm all actions taken by the Board since December 2, 2018, including the election of officers for 2019.

For the purpose of these minutes, the board again motions to approve the minutes from the following meetings:

2019/3/16-3: Motion by Caroline to approve January 13, 2019 meeting minutes. 2<sup>nd</sup> by Bill. 4 in favor. 0 opposed. Motion approved.

2019/3/16-4: Motion by Caroline to approve February 3, 2019 meeting minutes. 2<sup>nd</sup> by Bill. 4 in favor. 0 opposed. Motion approved.

2019/3/16-5: Motion by Caroline to approve February 19, 2019 Reconvened Meeting minutes. 2<sup>nd</sup> by Mike. 4 in favor. 0 opposed. Motion approved.

2019/3/16-6: Motion by Bill to adjourn. Mike 2<sup>nd</sup>. 4 in favor. 0 opposed. Motion approved.

Meeting adjourned at 2:15 p.m.

Submitted by Leslie Miles, Secretary