

**FERN FOREST COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES  
April 16, 2023**

Minutes provided by Azima Walters

President calls meeting to order at 2:12pm.

**ATTENDING BOARD/INTRODUCTION OF BOARD:**

Melissa Fletcher, President (Zoom)

Mac Castillo, Senior Roads Supervisor, Vice President (Zoom)

Leslie Leber, Secretary (Zoom & Phone)

Britney Young, Treasurer (Zoom)

Community Members Attended (5 Zoom)

**APPROVAL OF MARCH BOARD MINUTES:**

Leslie made motion to approve March Board Minutes, Britney seconded. Minor discussion brought up by Mac, resolved. All in favor, motion carries.

**REPORTS:**

- • **Treasurer's Report** - no report yet, will share to website once received.
- • **Roads Supervisor Report**
  - ○ Tractor has been down, necessary part took a while to research warranty. Warranty was past, decision made to get repaired for less cost than a new part. Repairs complete now.
  - ○ Operator has been out sick for 2 weeks.
    - ▪ Ruts remain an issue from February/March storms, machinery being down and operator being out sick.
    - ▪ To address and attempt to catch up, Mac requests 25 load yield per month for 3 months.
    - \*\*Melissa made motion for up to 25 loads of gravel for May, to be reviewed again in 1 month. Britney seconded, no discussion, all in favor, motion carries.
  - ○ Mac is getting quotes on crushed cement to incorporate into heavy washout areas to help minimize need to constantly refill with gravel.
  - ○ Mac discusses need to have a backup machine operator.
  - \*\*Mac made motion to advertise for a machine operator. Britney seconded, no discussion, all in favor, motion carries.

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**OLD BUSINESS:**

- • **New Road Signs**
  - ○ Signs are at the road lot. Mac will check posts we have in trailer and if needed, Melissa will order additional. Mac is getting a written quote for the jackhammering of the holes. Mac & Melissa will price and order needed concrete as well as quotes for installation and working out a timeline.
- • **Audit & Non-Profit – Delayed**

- • **Equipment Quotes**
  - ○ We have quote from Bacon for Kubota KX040
    - ▪ 86k for machine, enclosed, rubber tracks, 12 & 24" buckets, thumb
    - ▪ 11k for Hammer attachment 2.6" chisel diameter
    - ▪ 11k for brush mower, 30" work width, 56" overall width, 3" cut capacity, safety chains and thumb saddle
    - ▪ Zero % financing available for 3 years.
  - ○ Allied
    - ▪ Smaller Equipment isn't expected to do the job. Their equivalent machinery is higher priced by 10's of thousands with no zero interest financing.
  - ○ Fern Forest Resident excavator for sale
    - ▪ KX040, enclosed, steel tracks, 6-in-1 blade, plumb with secondary high-low and dipper and quick connect 12" & 24" buckets.
    - ▪ less than 2 years old / less than 750 hours.
    - ▪ \$105K with 3 years left on 5 year full coverage insurance.
  - ○ Brand new brush mower, 10K, will fit existing tractor and proposed new machine. We could sell existing mower & box scraper.
  - \*\*\*Melissa made motion to have special board meeting (Monday, 4/17) to review and compare purchase options in detail and move forward on machine choice(s). Leslie seconded, no discussion, all in favor, motion carries.
- • **Accounting Firm: JB Services Contract countered and approved**
- • **Subcommittee Reports:**
  - ○ **Capital Improvements (Melissa, Mac, Leslie)**
    - ▪ Previous electrician resigned from the electrical main work due to personal reasons. Replacement electricians for pulling the permit are being sought now.
    - ▪ Helco inspector has not yet returned calls regarding an inspection. Currently discussing with Mattos Electric. We encourage the board and members to submit names for consideration in completing this work.
  - ○ **Legal Subcommittee (Melissa)**
    - ▪ We've engaged Steven Strauss as our General Legal Counsel. We have discussed with him the food vendors that laid concrete in the easements at the beginning of the subdivision on Ala Kapena without permission. It has come to our attention that they do not have vendor, food, or business licenses in order.
    - ▪ We've engaged Steven Strauss as our Interim Counsel to defend FFCA against a Federal case begun by chronic FFCA litigant, TF, wherein the FFCA, individuals who have served the

FFCA currently and over the past several decades, State Leaders, Police, FBI, and about a hundred others are listed. Insurance has indicated that they will cover these costs and we are working through the details with these counsels.

- ○ **Website Subcommittee (Melissa)**
  - ▫ Website is working well, still training office manager in how to upload minutes, maps, and financials
- ○ **Equipment Subcommittee (Mac and Melissa) - See Equipment Quotes**
- ○ **Identifying Major Problems (Mac and Leslie)**
  - ▫ Pizza Vendor - See Legal Subcommittee
  - ▫ Makoa Road personal junk vehicles and trash in easement.
    - ● Mac has taken steps to report issue, even with pictures, police say not on easement. Britney will assist Mac with follow up and attempt resolution.

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• **NEW BUSINESS:**

- ● Renew Insurance Policy for D&O by June
  - ○ Melissa made motion to approve insurance policy for D&O renewal. Britney seconded, no discussion, all in favor, motion carries.
- ● DCCA has been changed to reflect new board member
- ● Britney Young elected via evote to act as Treasurer and signatory
- ● Engaged Strauss as General Legal and as interim council on TF Federal suit, Insurance is involved (See Legal Subcommittee notes above)

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• **EVOTES SINCE LAST MEET:**

- ● Britney Woodberry (Young) elected FFCA Treasurer
- ● Engage Steven Strauss as General Legal Counsel
- ● Engage Steven Strauss as Interim Legal Counsel for TF Federal Suit
- ● Approve costs for 10 yard Roll-Off when we schedule clean-up of various dump sites
- ● Change DCCA filing name of Britney Woodberry to Britney Young
- ● Replace Donald Krigsvold as signatory at HIFCU with Britney Young
- ● Accept JB Services, LLC amended contract for new accounting firm

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• **SUMMARY OF VOTES THIS SESSION:**

- ● Leslie made motion to approve March Board Minutes, Britney seconded. Minor discussion brought up by Mac, resolved. All in favor, motion carries.
- ● Melissa made motion for 25 loads of gravel for May, to be reviewed again in 1 month. Britney seconded, no discussion, all in favor, motion carries.
- ● Mac made motion to advertise for a machine operator. Britney seconded, no discussion, all in favor, motion carries.
- ● Melissa made motion to have special board meeting (Monday, 4/17?) to review purchase options in detail and move forward on machine choice(s). Leslie seconded, no discussion, all in favor, motion carries.

- • Melissa made motion to approve insurance policy for D&O renewal. Britney seconded, no discussion, all in favor, motion carries.
- • Melissa made motion to adjourn the board meeting at 3:32pm. Britney seconded, no discussion, all in favor, motion carries.

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• **OPEN DISCUSSION PERIOD**

- • Hannah is compiling new information regarding productive Himalayan raspberry removal programs, that includes opportunities for grant assistance. Once compiled and reviewed by the board, it can post to the website for everyone to take advantage of the information. If grants are viable for FFCA, the Board will review and apply accordingly.

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• **ADJOURNMENT**

- • Melissa made motion to adjourn the board meeting. Britney seconded, no discussion, all in favor, motion carries. Meeting is adjourned at 3:32pm.
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