

FERN FOREST COMMUNITY ASSOCIATION
Board Meeting Minutes
July 9th, 2023

President calls meeting to order at 2:05pm

ATTENDING BOARD/INTRODUCTION OF BOARD:

Melissa Fletcher, President

Leslie Leber, Secretary

Amy Campbell, Treasurer

Not Present:

Mac Castillo

APPROVAL OF JUNE BOARD MINUTES

Completed via E-vote in June and posted to the site.

Note: An edit needs to be made noting adjournment of that session.

REPORTS:

● **Treasurer's Report**

- Total income for May: \$4464.70
- Total Expenses for Admin, including legal: \$606.90
- Total Roads Material, Hauling and Contract Services: \$22,438.80
- Net income: -18,581

Melissa made post-meeting motion via e-vote to approve May Financials. Leslie seconded. No discussion. All in favor. Motion carries.

● **President's Report**

- Things have been moving along well. The board is working well together and the new office manager is doing a great job as well. Thank you to all doing the work.

● **Roads Report**

- All roads have been reclaimed this year, with the exception of some of the side roads – those are checked as we pass them and are done as needed. They get significantly less traffic so require less maintenance.
- All roads, with the exception of Jungle King, Middle Road, and Bottom Road, have been graveled.
- Jungle King will start with gravel next week, then on to Bottom and Middle Roads.
- Then we will restart the cycle beginning on Omeka, then back to Leila, then on through the other roads in order.

OLD BUSINESS:

- **New Road Signs**

- Motion was approved previously to approve material costs. Mac had a person lined up to do the work. Will follow up with Mac to see who this was and what cost was so that we can vote and get that scheduled.
- **Audit & Non-Profit** – Delayed
- **Equipment Quotes** – Delayed
- **Insurance Policy**
 - We moved ahead with liability policy with exception of coverage for TF. We can be refunded any remaining on the policy once we find a policy that does not have that exception.
- **Signatory changeover** is complete
- **Replacement screen door** for office on site pending installation.
- **Advertising Signs on Electric Poles**
 - Poll community on best policy for posting advertisements
 - Encourage posting at Hiranos and bulletin board at office
 - Encourage posting in the Business Directory that Lori (last name?) has started
- **Sign and Bulletin Board for FFCA Road's Lot**
 - First step is to determine permit needs, if any.
 - Amy volunteers to call permit department for info on this and report at next meet
 - Next step would be design/vote on designs
 - Then bids/vote on bids
 - Then on to implementation

SUBCOMMITTEE REPORTS:

- **Capital Improvements (Melissa, Mac, Leslie)**
 - Second phase of Quonset Electric is still in bid processing. Awaiting one other bid and license #/proof of insurance from the bid we have received.
 - *Note, Melissa was informed that we will need drawings for this permit. Working on obtaining those now.
- **Legal Subcommittee (Melissa)**
 - Awaiting summary from legal council
- **Website Subcommittee (Melissa)**
 - Larry has updated several small areas of the site as needed and was quick to update Financials & Minutes. Those are all up to date now.
- **Equipment Subcommittee (Mac and Melissa)**
 - Nothing to report.
- **Identifying Community Issues (Mac and Leslie)**
 - Makoia Road personal junk vehicles and trash in easement
 - Leslie updated:
 - The one of corner of Makoia and Middle Road has been approved to be towed. Just need to follow up. #23-065366
 - On upper Makoia #23-065354

- Kaleponi vehicles need to be re-reported as police said they had not been notified (they were, but Leslie will resubmit complaint and get a report number)

NEW BUSINESS:

EVOTES SINCE LAST MEET:

- On Tue, Jun 20, 2023 - Motion to approve May 2021 minutes with a note under discussion re: poll community on signage solutions made by Melissa, Amy seconded. No discussion, All in favor. Motion carries
- Melissa motioned to get bids to cut in 2nd egress door on office container and add metal door and security screen door due to lack of egress and ventilation. Amy seconded. No discussion, all in favor. Motion carries
 - Board to post to Social Media, Post at Hiranos and office bulletin boards, contractors.
- ~~Motion to change portable toilet companies from Hawaii John's to Pacific Portables for \$200/month plus tax made by Melissa. Amy seconded, all in favor.~~
 - EDIT – This company has not responded so we may need to stay with Hawaii Johns until we find a replacement.
- Motion to get bids for electric work needed in office container made by Melissa, Amy seconded. No discussion, all in favor. Motion carries.
 - Board to get bids
- Motion made by Amy to purchase an external hard drive for the office. Melissa seconded. No discussion, All in favor. Motion carries.
 - Amy will send link to Melissa for purchase online so no reimbursement is needed to an individual.

OPEN DISCUSSION PERIOD

- Amy makes a Motion to create a Subcommittee for Community Resilience. She is willing to chair. Melissa seconds. Some discussion including community present. All in favor. Motion passes.
- Amy makes a motion to contact UHMC SSM to develop potential alternative options for our roads pertaining to improvements, maintenance, and materials. Leslie 2nd. Some discussion. All in favor. Motion passes.
- Melissa makes a motion to follow bylaws pertaining to 3 consecutive absences of a board member and notify Mac Castillo of board's acknowledgment of his resignation. Leslie 2nd. No discussion, All in favor. Motion passes.

Hannah notes that she spoke with Zendo Kern and he stated that they were meeting next week and that they would be speaking of connectivity among other topics.

Note that Fern Forest Himalayan Raspberry Mitigation Facebook page has an excellent map of the progress on that front.

ADJOURNMENT

- Melissa made motion to adjourn at 3:03pm. Amy seconds. No discussion, All in favor. Motion passes.