

FERN FOREST COMMUNITY ASSOCIATION
Minutes for Board Meet
September 16, 2023

President calls meeting called to order at 2:02pm

ATTENDING BOARD/INTRODUCTION OF BOARD:

Melissa Fletcher, President

Leslie Leber, Secretary

Amy Campbell, Treasurer

APPROVAL OF AUGUST BOARD MINUTES

- Completed via E-vote to approve August Board Minutes on August 25th and posted to the website.

REPORTS:

- **Treasurer's Report**
 - Total income for August: \$26,188.82
 - Total Expenses for Admin, including legal: \$16,637.87
 - Total Roads Material, Hauling and Contract Services: \$14,025.08
 - Net income: -\$4473.37
 - Balance: \$99,043.74
- Report on current budget comparison at September Board Meet shows that we are on track financially with likelihood of having some surplus to carry over.
 - Melissa made motion to approve the August financials. Leslie 2nd. No discussion. All in favor. Motion carries.
- **President's Report**
 - Much of the trash that is dumped on our roads currently gets brought to the road's lot and stockpiled until we can get it hauled off. This costs community funds. Illegal dumping taxes FFCA's limited resources. We invite people to join efforts to form a group that can start targeting this issue with FFCA help. There are waived tipping fees we can apply for, teaming up with roll off container companies, getting print outs and signage for transfer station times/dates, names of people who can help haul larger items, and more.
- **Roads Report**
 - Mowing the easements went well for a couple weeks. Bacon came up and diagnosed a bent shaft that occurred during a previous transport of the mower, unreported by previous road's manager. Ells is working on repair.
 - Reclaiming and spreading new aggregate as needed and working on repairs during down time.
 - We used the budgeted 14 loads in August for aggregate and the targeted scope of work given to Ells was met.
 - We purchased new front tires for the machine. One is installed, the other is pending availability.

- Mowed roads – 3 side streets on Leila, Upper and Lower Omeka, Upper and Lower Ohialani, Lower Kaleponi, Upper Kaleponi ¾.
- Reclaimed gravel on Upper, Lower Kaleponi and Lower Makoa.
- New aggregate spread on Upper Omeka. Next in line is Lower Omeka, then Leila, Upper and Lower Ohialani, Kaleponi, on toward Jungle King.
- Ells' contract is up for renewal shortly, should look at pay rate, length of contract, and a more fully formed contract than last round. Discussion about pushing contract start date to January, after new board is seated. No one on the board opposes.

OLD BUSINESS:

- **New Road Signs**
 - Motion was previously approved to approve material costs for posts.
 - No updates yet on when this work will commence
- **Audit & Non-Profit** – Delayed
- **Equipment Quotes** – Delayed
- **Egress door cut into container with security screen and security door** – Getting bids currently
- **Sign and Community Bulletin Board for FFCA Road's Lot**
 - Signage laws/permits print out is collected and will be forwarded to board for review of next steps.
- **Portapotty**
 - Still looking for replacement company. Until then we are with Hawaii Johns.

SUBCOMMITTEE REPORTS:

- **Capital Improvements (Melissa, Leslie)**
 - **Second phase of Quonset Electric** is still in bid processing pending electric drawings and permit.
 - **Electrical Engineer** was provided specs and measurements and came out last week to inspect. Expect a quote for drawings and permits from him and Mattos Electric soon. *Note: Bids have been requested from other contractors, board will vote on bids on the table within a 30 day range of request.
 - **Bids for electric work in office container**
Multiple Licensed Electrical Contractors have been contacted. One electrician came out to look/give estimate. He fixed the front interior and exterior lights (wires were not making a connection) while on site. He also checked the fuse box and solar box to make sure we had a good connection. He relayed that it would not be cost effective to rewire the office as long as everything is working now. He recommends a #12 gauge electrical cord for the AC.
- **Legal Subcommittee (Melissa, Amy)**

- Should have final resolution on TF's most recent litigation matters this later this month or in October.
- **Website Subcommittee (Melissa)**
 - No updates, all is well there.
- **Equipment Subcommittee (Melissa)**
 - We continue to keep our eyes open and discuss best equipment for our needs. We should be ready to move forward with a motion for new equipment shortly.
- **Identifying Community Issues (Leslie)**
 - Updates: Makoa Road and any other junk vehicles, personal belongings, or trash in easements
 - Nokahiwi dumped vehicle. Report #23-089092
 - Pole #44 on Makoa to report on the same report number.
 - Case referred to Environmental Management. (808)961-8083 Leslie left message.
 - Melissa mentioned Planning Department as another means of approaching the problem. Leslie will follow up.
- **Community Resilience (Amy)**
 - Raspberry Mitigation cards are out from BIISC, Hannah has them and will provide to FFCA for distribution
 - Homesteaders doing a potluck on 4pm next Sunday, 24th (check FF Homestead FB page for that)
- **Nominations & Elections Subcommittee (N&E) (Amy, Leslie, David Contreras)**
 - Date for N&E meet: Wednesday Sept. 27th.
 - Board Applications are due by Sept 25th.
 - Note that, in spite of requests made public, no one came through for N&E until after requests for committee members to community passed the deadline. Per the bylaws, board then moved to having 2 directors on the committee and one community member. The committee is on track to review candidates.
- **Newsletter Subcommittee (Melissa (editor), Amy, Tati Melo)**
 - Editor has been communicating with several in the community for various write ups, including BIISC, Volunteer Fire Department report, Update from Chris Corley, Lori Glazebrook regarding a local directory of professionals, Homesteaders looking to highlight what they do, Matt Kleinfelter's office on any updates or information they'd like to share.
 - Other topics may include animal control and personal responsibilities/liabilities on that front, Himalayan Raspberry Brigade update, a list of events at our local National Parks and Volcano Art Center, a write up on the Glenwood Park plans, NW stats for Upper Puna...

NEW BUSINESS:

EVOTES SINCE LAST MEET:

- Melissa voted to accept August minutes with approved revisions. Amy 2nd. No discussion, all in favor, motion carries 9/25
- Amy motioned to postpone September meet from 9/10 – 9/17 due to illness within the board. Melissa 2nd. No discussion, all in Favor, motion passes. 9/7
- Melissa motioned to authorize Bacon to come diagnose mower issue with bent shaft caused by improper trailering during last repair - est. \$400. Amy 2nd. No discussion, all in favor, motion passes. 9/7
- Melissa motioned to authorize purchase of 2 new front tires for tractor mentioned at last meet. Leslie 2nd. No discussion, all in favor, motion passes 9/7

MOTIONS THIS SESSION:

- Melissa motions to move toward renewing Ell's contract for another 2 years and raise his hourly rate to \$37/hr from \$35.45 since 11/21 Starting 11/23. Other parts of the contract should be reviewed and fine-tuned for a better all-around contract, including pushing the contract date forward to January start. Amy 2nds motion to raise hourly rate starting November, 2023. No discussion, all in favor, Motion carries.
- Melissa made motion to approve financials for August. Leslie 2nd. No discussion, all in favor, motion carries.

OPEN DISCUSSION PERIOD

- Hannah reported communications from Maurice in Parks & Rec re: Glenwood Park. Meeting with Hirano Store planned to discuss possible shared surveillance. Plumbing, electric, new catchment, security, surveillance, playground.
- Questions raised about how Nominations and Elections Committee works. Recommend people look at the bylaws, public posted on the Fern Forest Website. It was explained that not everyone who puts in an application is automatically put on the ballot. If Nominations and Elections Committee puts forward a recommendation to board, then an applicant is put on the ballot. Alternatives to Nominating process for applicants is election via write-ins or submitting applications with 20 signatures as outlined in bylaws.
- Other areas of concern voiced by members include presenting FFCA job opportunities to Members first (Note: though this is not a requirement, this has been done in the past and continues to be our protocol for most openings. Lack of response in a timely manner and/or lack of licensing/insurance of applicants has been the main hurdle in hiring community members. Amy offered to help anyone who wants to apply/submit bids in getting their licencing/insurance in order)

ADJOURNMENT

- Motion to adjourn at 3:27pm