

**FERN FOREST COMMUNITY ASSOCIATION**  
**Minutes for Board Meet February 18, 2024**

President calls meeting called to order at 2:12pm

**ATTENDING BOARD/INTRODUCTION OF BOARD:**

Melissa Fletcher, President

Darren Callistro, Vice President (Treasurer Pro Tem)

Leslie Leber, Director (Secretary Pro Tem)

~~Mitch Gomes, Secretary Resigned today.~~

~~Amy Campbell, Treasurer Resigned today.~~

- Initial Motions needed, due to resignations, in order to cover the 3 required primary board positions:
  - Melissa motions to appoint Darren as Treasurer Pro Tem, Leslie 2<sup>nd</sup>. No discussion, all in favor. Motion carries.
  - Melissa motions to appoint Leslie as Secretary Pro Tem. Darren 2<sup>nd</sup>. No discussion, all in favor. Motion carries
  - Motion to approve January Minutes. Melissa motions to approve January minutes. Leslie 2<sup>nd</sup>. No discussion, all in favor. Motion carries.

**REPORTS:**

- **Treasurer's Report:** Summary of January Financial Report (*Melissa filled in numbers post-meeting due to resignation of Treasurer*)
  - Income: \$180,081.00
  - Expense: \$23,439.00
  - Balance: \$157,352.00
  - *Note: We had voted to make a decision on Treasurer's proposed budget at this meeting. This cannot happen this round due to her resignation and discrepancies between both her '23 Annual Summary and 2024 proposed budget vs. what is reported by Accounting Firm. Accountant's numbers appear to be accurate. Board will need to start from scratch in calculating 2024 budget based on actual numbers from 2023.*

**President's Report**

- Annual payments are coming in.

- Accounts manager changed from last year. Reminder that there is no longer an option to walk a payment in. The only payment options are: Payments made from the website, calling in a payment, or mailing in a check or money order.
- The new grader has been out on the roads and doing a great job with Ells operating and easement mowing has begun.
- We're looking at some major repairs and improvements to the infrastructure at the Ala Kapena lot this year, including cleaning, fixing leaks, and repainting the Quonset Hut, adding water to the permanent/portable lua, and cutting in an extra door to the container for better ventilation and egress.

### **Roads Report**

- Mowing has been completed on Captains, Upper & Lower Omeka, Upper & Lower Ohialani, and Ala Naulani.
- Gravel on Makoa and Kilikaha
- The new machine allows us to leave the mower on the Kubota, allowing for easy changeover from grading work to mowing work.

### **OLD BUSINESS:**

- **New Road Signs** – Ells sent a labor and materials quote. Board needs to review and vote on this.
- **Taxes** - need to be started, quotes and engagement letters completed and approved
- **Egress door cut into container** –Work complete. Final payment approved to be made
- **Sign and Community Bulletin Board for FFCA Road's Lot** No updates but previous board obstacles related to permitting process is now not an issue so we can continue in lining up design/permits.
- **Portapotty** - Bid accepted to hire Calvin Higa to run the water line to permanent portable for easy wash out/flush. Ells has submitted bid to dig trench. Board must review and vote on this.
- **Insurance for Equipment** - Paperwork needed to be completed ASAP. Patty to work on that and get it for Melissa to sign this week.

### **SUBCOMMITTEE REPORTS:**

#### **Capital Improvements (Melissa, Leslie)**

- Motion was approved previously to get quotes to clean and repair Quonset hut. Board should work toward bringing in any bidders, Patty will post notice publicly on social media and bulletin boards.
- County permits are still routing for meter replacement at Quonset hut.

#### **Legal Subcommittee (Melissa, Amy)**

- In November board voted to approved \$5,000 retainer to Strauss for ongoing TF attacks. Reminded accounting to pay now, she is now waiting on invoice from Strauss.

#### **Website Subcommittee (Melissa)**

- We are still behind in posting financial reports to the website. Previous Treasurer was to get these to the Office Manager to send to webmaster months ago and each month since. Financials have been approved each month, so Melissa gave direction to Office Manager to reach out to accounts manager and post each monthly report ASAP.

#### **Equipment Subcommittee (Melissa, Darren)**

- LeeBoy is doing a great job. We need more aggregate to support the faster work.

#### **Identifying Community Issues (Leslie, Darren)**

- Leslie and Darren will work with Office Manager to submit a weekly recap on what she has called in. Office Manager to keep 2 lists – one for junk vehicles, another for various easement encroachment issues and follow up weekly.

#### **NEW BUSINESS:**

- '22 AND '23 Taxes need to be scheduled. The board member responsible for this did not respond to the email from tax preparers sent last year so taxes were never initiated. We need to have taxes done for both years now.
- For clarity in balance sheets, Melissa suggests we start a separate savings account for any 'Rollover Funds'. These are usually any remaining buffers we build into each annual budget.
- Board agrees that when a motion is made, it needs to be designated to a specific responsible party so that there is designated follow through.

#### **EVOTES SINCE LAST MEET:**

- Jan 25, 2024, Melissa motions to approve adding the Kubota to the insurance policy for \$391.38/year. Amy 2nd. No discussion. All in favor. Motion carries. (PATTY TO WORK ON GETTING THESE FORMS FILLED OUT)
- January 20th, Melissa motions to approve PO from Ells for equipment needed for Kubota repairs. Leslie 2nd. No discussion. All in Favor, motion carries. (THIS IS COMPLETE)

#### **MOTIONS THIS SESSION:**

- Melissa motions to create a separate savings account for rollover funds to accumulate for equipment/lot improvements. Darren 2<sup>nd</sup>. No discussion. All in favor, motion carries. (MELISSA WILL SET THIS UP WHEN WE HAVE A NEW, PERMANENT TREASURER)
- Melissa motions to accept resignations of Treasurer and Secretary. Leslie 2<sup>nd</sup>. No discussion. All in favor, motion carries. (NO ACTION NEEDED)

#### **OPEN DISCUSSION PERIOD:**

Hannah Hedrick asks if Ells can fill washout area on corner of Lower Kokokahi and Ala Kapena. Melissa will let him know.

#### **ADJOURNMENT**

- Melissa motions to adjourn at 3:37pm. Darren 2<sup>nd</sup>. No discussion. All in Favor, motion carries.