Fern Forest Community Association
Date: July 19, 2026
Scheduled Time: 1:00 p.m.
Location: 11-2864 Ala Kapena Road, Mountain View, Hawai‘i

1. Call to Order

The meeting was called to order by President Jerry E. at 1:14 p.m.

2. Roll Call

- Board Members Present: Jerry E., Dana D., and Leslie L.
- Absent: Leimomi S.
- Quorum Confirmed: ☒ Yes ☐ No
- Community Members Present: 10 in person; 0 via Zoom

3. Approval of Agenda

Motion: Jerry E. moved to approve the agenda as presented and amended. Leslie L. seconded the motion.

Vote: Three in favor. Motion passed.

4. Approval of Previous Minutes by E-Motion

The minutes from the June 21, 2026 meeting were approved by email vote on July 16, 2026.

5. Reports of Officers

President’s Report as Read From the Agenda

The president addressed a member’s question regarding the interim bookkeeper’s independent-contractor status. He stated that, based on his interpretation of the bylaws, living within the community does not disqualify someone from serving as an independent contractor and that he did not believe an additional legal opinion was necessary at that time.

The president also reported that FFCA’s required annual GET filings were not current. The matter had been referred to FFCA’s CPA, who was preparing and reviewing the missing returns. Any potential taxes, penalties, or interest remained preliminary and subject to completion of the returns and review by the appropriate tax authorities.

Secretary's Report: No report was presented because Leimomi S. was out of town.

Treasurer's Report: The treasurer reported that the May and June financial reports were being submitted together because FFCA had ended its relationship with JB Services and the May report had not been received. The new bookkeeper prepared both reports using the available bank records and supporting documents.

The treasurer and bookkeeper continued to review previous bookkeeping records for discrepancies, missing information, and transactions that may have been recorded under incorrect categories. Because the review was still underway, some year-to-date amounts and individual categories could be adjusted as records were corrected and entered into the new bookkeeping software.

May 2026 Financial Summary

- Income: approximately $14,213
- Year-to-date income: approximately $341,233
- Expenses: approximately $20,063
- Year-to-date expenses: approximately $130,885
- Reported ending balance: approximately $210,347

June 2026 Financial Summary

- Income: approximately $6,702
- Year-to-date income: approximately $347,935
- Expenses: approximately $72,099
- Year-to-date expenses: approximately $202,984
- Reported ending balance as of June 30: approximately $144,950

June expenses included the vehicle purchase, insurance payments, and roadwork.

The detailed May and June financial statements were attached to the treasurer's report. The reports represented the best financial information available while the review and cleanup of prior bookkeeping records continued.

The treasurer also reminded members that the second billing would soon be mailed to property owners who had not paid their 2026 road assessments. Additional income was expected following that billing.

Motion: To accept the May and June financial reports.

Vote: Three in favor. Motion passed.

Roads Report as Read From the Agenda

Due to heavy rainfall and worsening road conditions, the scheduled road rotation was temporarily replaced with a “worst first” prioritization approach. The UTV was being used for weekly road inspections, and temporary pothole filling and gravel placement had been performed on Aliʻi Wao, Lower Makoa, Ala Naualani, Upper Kaleponi, Upper Kokokahi, and Uluhemalu.

The temporary work was intended as a stopgap until the regular road contractor could complete full gravel placement and maintenance.

Planned maintenance included finishing Lower Leila to Ala Naualani, completing the full length of Ala Naualani, and then addressing the middle roads. Residents were encouraged to report problem areas to the office.

Lower Leila was reported to be approximately three-quarters complete with gravel. Spot gravel work had been completed on Lower Makoa and Upper Kokokahi and had begun on Upper Kaleponi.

6. Reports of Subcommittees

Grants, Funding, and Community Resources Committee

Work continued on FFCA’s Hawaiʻi County Impact Grant application for the proposed Fern Forest Community Food Security and Resilience Initiative.

The initial project concept included a community garden, farmers market, educational workshops, volunteer workdays, and partnerships focused on food security and community resilience. The application was due August 10, 2026. Awards ranged from $10,000 to $25,000 and required a 25% match.

Planning included developing a realistic budget, completing the County’s online application, confirming vendor-compliance and fiscal-sponsorship requirements, identifying potential partners, and drafting organizational policies for Board consideration.

At the time of the report, the project remained in the planning and application stage. No grant had been awarded, and no new spending, agreement, or project commitment had been authorized. Any matter requiring Board approval would be brought back to the Board.

7. Special Orders: Guest Speakers: Matt Kaneali‘i-Kleinfelder and Dawn Kaneali‘i-Kleinfelder

The meeting temporarily deviated from the planned agenda to accommodate the guest speakers.

Council Member Matt Kaneali‘i-Kleinfelder thanked the Board members for their volunteer service and discussed County programs and possible resources for private subdivisions. Dawn Kaneali‘i-Kleinfelder also participated in the discussion and question-and-answer period.

County Private Road Maintenance Program

Council Member Kaneali‘i-Kleinfelder explained that the County's Private Road Maintenance Program allows property-tax funds to be used for one-time maintenance projects on qualifying private roads. He stated that the program received approximately $250,000 during the previous fiscal year and approximately $500,000 for the current fiscal year.

A community association must apply on behalf of its residents and may request assistance for one road, multiple roads, or a group of roads. If approved, the County performs the work but does not assume ownership or responsibility for the continuing maintenance of the roads.

Applications should demonstrate a public purpose. Examples discussed included:

- Emergency and first-responder access
- Evacuation routes
- School-bus and public-transit access
- Access for residents and service providers
- Stormwater management and drainage
- Community connectivity and public safety

The Council Member explained that private-road maintenance and the development of a new connecting or emergency-access road are separate programs with different funding sources and requirements.

The County generally provides surface-for-surface work, such as gravel for gravel or asphalt for asphalt, although improvements may be possible depending on available resources. Applications are reviewed by the Department of Public Works and are subject to funding availability.

The program is available islandwide, and associations may submit new applications during subsequent funding years. Council Member Kaneali‘i-Kleinfelder encouraged FFCA to submit a focused and well-supported request and to work with Public Works and the Council office while developing the application.

Road 1 in Hawaiian Acres was discussed as an example of a County-assisted private-road project. The Council Member emphasized that County assistance is intended as a one-time project that allows an association to redirect its limited resources to other roads.

The possibility of FFCA directly hiring the County to perform roadwork was raised. Council Member Kaneali‘i-Kleinfelder said he did not believe the County could be hired in that manner under the current program. He also explained that fuel-tax revenues are restricted and generally cannot be used for private-road maintenance. The current program was structured to use property-tax funds for projects serving an approved public purpose.

Private-Road-Fee Property-Tax Credit

Council Member Kaneali‘i-Kleinfelder discussed the County property-tax credit associated with Bill 38. As described during the meeting, the program provides a credit of up to $250 for qualifying property owners who pay private-road maintenance fees.

Eligibility is limited to properties in the homeowner-exemption classification and is intended for an owner’s primary residence rather than vacant land, investment property, or additional properties.

The credit is based on qualifying road fees paid, up to the $250 limit. FFCA must submit the required property and payment information to the County on behalf of eligible members. The information must match County tax records, including the property owner’s name and complete tax-map-key number.

The County submission deadline discussed was September 30, 2026. FFCA planned to use an earlier internal deadline of approximately August 30 to allow time to verify its records. The credit was expected to appear on the proposed 2027 property-tax assessment.

Members who believe an eligible credit was not applied were advised to contact the County Real Property Tax Division.

Questions were raised about homeowner classifications, permanent residences, multiple properties, and property involved in probate. Members were advised to confirm their individual eligibility and property classification directly with the Real Property Tax Division.

Council Member Kaneali‘i-Kleinfelder stated that the program could encourage payment of private-road fees while increasing financial reporting, accountability, and transparency among participating community associations.

South Glenwood and State Highway Concerns

Members raised concerns about the South Glenwood road sign, road markings, drainage, culverts, speeding, and the safety of the intersection with the highway.

Council Member Kaneali‘i-Kleinfelder said County-road concerns could be referred to the Department of Public Works. Signs, pavement markings, stop signs, and similar matters are generally handled by the County’s traffic division.

The need for a turning lane at the highway entrance was also discussed. Because the entrance connects with a State highway, the Council Member advised that turn-lane and State-highway concerns should be directed to the State Department of Transportation and the area’s state legislators. He agreed to help relay appropriate County concerns but explained that State-highway projects fall outside the County’s direct authority.

Abandoned Vehicles, Easements, and Junkyards

FFCA representatives reported that numerous abandoned vehicles had been identified throughout the subdivision.

Council Member Kaneali‘i-Kleinfelder explained that abandoned-vehicle removal generally requires coordination between the Police Department and the Department of Environmental Management. Police first tag the vehicle, check its registration, and determine whether it was stolen or connected to an investigation. Environmental Management then coordinates towing when the vehicle qualifies for removal.

Residents may also be able to request assistance removing vehicles from their own private property. A program allowing limited vehicle-disposal assistance per property owner was discussed, subject to County requirements and safe tow-truck access.

Suspected illegal junkyards on agricultural property may be reported to the County Planning Department. A possible vehicle-number threshold was mentioned during the discussion, but the exact requirement was not confirmed and would need to be verified with the County.

Members also discussed vehicles parked within FFCA road easements. No final enforcement procedure was adopted. Possible steps discussed included:

- Providing a general notice to the community
- Asking vehicle owners to move their vehicles voluntarily
- Issuing written warnings
- Informing residents about available vehicle-disposal assistance
- Prioritizing vehicles that block traffic or emergency access
- Determining when towing may be legally permitted

Council Member Kaneali‘i-Kleinfelder recommended focusing on public safety, particularly when a parked vehicle could prevent an ambulance, fire truck, or other emergency responder from reaching residents.

Community vehicle placards were also discussed as a possible method of identifying resident vehicles, but no decision was made.

Community Cleanup and Council Funding

Council Member Kaneali‘i-Kleinfelder discussed Council contingency-relief funding that may be available for qualifying nonprofit projects serving a public purpose. Because FFCA is a 501(c)(4), a qualified fiscal sponsor may be required for funding limited to 501(c)(3) organizations.

Potential activities discussed included community cleanup days, assistance benefiting kūpuna or other community members, removal of dumped tires, and projects serving the broader community. Funding would not be available to improve a single resident’s private driveway.

A previous tire-collection event coordinated with State and County agencies was discussed as a possible model for another cleanup. Council Member Kaneali‘i-Kleinfelder indicated that a similar event might be possible through coordination among FFCA, the Department of Environmental Management, community volunteers, and elected officials.

Electronic-waste and rubbish collection were also identified as possible future cleanup activities.

Traffic, Speeding, and Community Data

Members discussed speeding, commercial vehicles, school traffic, children waiting along the roads, and the lack of reliable information concerning the number of residents and vehicles using FFCA roads.

The use of a portable traffic-monitoring device, referred to during the meeting as an “Armadillo,” was discussed. Such a device could help measure traffic volume, travel times, and speeding patterns. Members reported that a request had already been made but that the equipment had not yet been scheduled for Fern Forest.

Council Member Kaneali‘i-Kleinfelder also suggested that FFCA, Neighborhood Watch, volunteers, and a community-policing officer could conduct a short voluntary traffic survey near the subdivision entrance. Questions could include whether drivers are residents or visitors and which roads they use.

The collected information could support future road-maintenance, public-safety, and funding requests. A school-opening traffic-safety and “slow down” awareness effort was also discussed.

Collection of Delinquent Road Fees

FFCA board members described concerns about unpaid mandatory road fees and the limitations and expense of relying on property liens.

A possible legislative approach was suggested by MISPLEX in which delinquent mandatory road fees could be added to the property's County tax bill and later reimbursed to the association.

Council Member Kaneali'i-Kleinfelder said the concept was worth researching but was unsure whether it could be authorized through County legislation or would require a change in State law. He agreed to investigate the issue.

The broader difficulty of applying laws designed for traditional condominium or homeowners associations to open, rural community associations such as FFCA was also discussed. Participants identified a possible need for legislation specifically addressing rural community associations that maintain private roads.

No legislation, collection procedure, enforcement action, or other formal action was approved during the guest presentation and question-and-answer period.

8. Unfinished Business

A. Road Reflectors

At the June meeting, a community member raised the issue of adding center markings to the paved roads. Paint and road reflectors were discussed as possible options.

A bid was being requested for reflectors on Ala Kapena and Moku Street, also known as Akatsuka Road. The bid was expected to confirm the total road mileage, number of reflectors needed, materials, installation requirements, and estimated project cost.

Additional quotes would be requested after the first bid was received. The information would be brought back to the Board before any decision or expenditure.

B. Bulletin Board and Entrance Signage

The community bulletin board was not completed by the July 19 target date. The amount of work required to complete and install it had been underestimated.

The bookkeeping transition and newly identified financial and compliance matters required the Board's immediate attention and became the priority. The bulletin board project remained in progress, but no new completion date was announced.

C. Quonset Hut Internet

The Board received an update on the internet installation previously authorized to support Zoom access from the Quonset hut. Work continued to update the Hawaiʻi Telcom account.

9. E-Votes

No additional e-votes were reported beyond the July 16, 2026 approval of the June 21 meeting minutes recorded in Section 4.

10. New Business

A. Property-Transfer Administrative Fee

The president reported that the administrative transfer fee connected with property sales in Fern Forest had been reduced from $400 to $40.

The $40 fee would be paid to FFCA to offset the third-party bookkeeper's time entering ownership information into the association's records and responding to demand-letter requests from title companies.

The president stated that the previous $400 fee had been charged and retained by the former bookkeeping provider rather than recorded as FFCA income. Joel Thompson was thanked for bringing the fee to the Board's attention at an earlier meeting.

Related pending legislation was mentioned during the report. No additional legal conclusions or formal Board action concerning the former provider were taken during this meeting.

B. Newsletter Volunteers

Volunteers were requested to assist with the annual newsletter. Printing bids were being gathered, with an additional bid still pending.

The bylaws require FFCA to print and mail the annual newsletter and election ballot. A digital version or QR-code option may also be provided as a supplement, but not as a replacement for the required mailing.

The possibility of including paid advertisements from local businesses to help offset printing expenses was discussed. No decision was made.

C. Elections Committee Volunteers

Community members were asked to volunteer for the Elections Committee and assist with the upcoming election and ballot process.

D. Leila Road Width and Drainage

Member Caroline A Frazier discussed the width of Leila Road, the amount of gravel required to maintain it, and whether maintenance should be limited to the established roadway width.

Drainage, standing water, roadside growth, and the need to prevent water from flowing along or undermining the road surface were also discussed.

No formal motion or maintenance-width standard was adopted.

11. Announcements and Motion to Waive Late Fees

Jerry E. moved to waive all late fees on 2026 road assessments due to:

1. The severe storms earlier in the year and the resulting financial hardship experienced by some community members; and
2. Administrative and mailing delays associated with FFCA's bookkeeping transition and change of mailing address.

Leslie L. seconded the motion.

Vote: Three in favor. Motion passed.

12. Adjournment

Motion: To adjourn the meeting.

The meeting adjourned at 3:29 p.m.