

**Ainaloa Community Association Board of Directors  
Minutes of Meeting held January 9, 2023**

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by President Randy Kilhoffer.

**ATTENDANCE**

Members present: Joyce Harris, Judy Haney, Randy Kilhoffer, Wendy Martin, Michael Pipta.

Members absent: Michael Dodge, Ed Eisermann

Guests present: Becky Jones

**AGENDA**

**Statements from guests**

Becky Jones reported that a meeting on Zoning and Subdivision Codes Update will be held Tuesday, January 17 in Hilo.

Becky also provided a feral pig trapper update, and announced a spay/neuter clinic for cats, scheduled for February 9 and 10, to be held in the Ainaloa Longhouse.

Becky presented a Neighborhood Watch report, noting two assaults and a stolen car.

Becky presented the results of a poll of Ainaloa residents conducted on the Ainaloa Ohana Watch website listing residents' priorities for Board attention. These included adding additional mailboxes, new playground equipment, and greater attention to easement mowing. Additionally, there have been resident concerns vis-a-vis greater control over roaming dogs.

The Family Activities Group has developed its 2023 schedule of events and reported a total annual budget of \$1,012.00. Activities scheduled are as follows:

January	No event scheduled	Cost Per Participant
February	Craft Event	\$ 3.60 ea. / 20
March	Family Night	\$ 3.00 ea. / 20
April	Easter Egg Hunt	\$ .50 ea. / 200
May	Mother's Day	\$ 2.50 ea. / 20
June	Father's Day Scavenger Hunt	\$ 3.00 ea. / 20
July	Ohana Day in the Park	\$ 5.00 ea. / 50
August	Back-to-School	\$ No cost (keiki swap)
September	Family Night	\$ 3.00 ea. / 20
October	Trick-or-Treat Carnival	\$ 1.00 ea. / 100
November	Ice Cream Social (Keiki ID w/HPD)	\$ 2.00 ea. / 30
December	Christmas Parade	

Becky updated the Board on abandoned vehicles in Ainaloa: total number (40), the number taken by police (17), the number that have disappeared (15), and the number that are new (12).

**Minutes** – Review of minutes of the meetings held on December 5, 2022 and January 6, 2023.

**BE IT RESOLVED** that the minutes of the meeting held on December 5, 2022, be approved as presented. Motioned by Judy Haney, seconded, and unanimously approved.

**BE IT RESOLVED** that the minutes of the budget meeting held on January 6, 2023, be approved as presented. Motioned by Michael Pipta, seconded, and unanimously approved.

### **COMMITTEE REPORTS**

**Treasurer's Report** – Michael Pipta submitted September expenditures. The balance in the General Account is \$486,530.06, and the Payroll Account is \$23,183.65. The Community Fund Savings Account holds \$2,883.84.

All bank statements are kept on file at the Association Office.

**BE IT RESOLVED** that the Treasurer's report be approved as presented. Motioned by Joyce Harris, seconded, and unanimously approved.

On December 6 the Board unanimously approved, by telephone vote, an expenditure of \$29.86 for the purchase of 12-volt, 16' Christmas lights to decorate the tractor and pick-up truck for the Ainaloa Christmas parade.

### **OLD BUSINESS**

**Update on repairs to playground bathrooms** – This repair was authorized at the December meeting. Wendy Martin will order the materials from HPM, and the work will be performed by the in-house crew.

**Update on progress of TMC database to Quickbooks** – Board members will meet with Accountant Nancy Kramer to discuss payment for work performed thus far on the Quickbooks migration. The Board will ask that certain corrections by Nancy and her team be made in order for all data fields to populate as stipulated in our original agreement.

**Update on meeting with Representative Chris Todd** – Randy Kilhoffer and Joyce Harris met with Mr. Todd to discuss problems in communicating with the Pahoia Postmistress. Mr. Todd will begin his term as our State Representative on January 1 and will contact U.S. Representative Jill Tokuda, to explain our plight. He believes this may be a good opening to draw attention to this ongoing problem. Additionally, Mr. Todd suggested that this federal problem be brought to the attention of our U.S. Senators Maizie Hirono and Brian Schatz. This item may be posted to our website.

**Update on annual meeting announcement and election of board members** – The Proposed Budget was sent to the printer today, January 9, 2023. Printing time will be between three and six weeks.

**Update on 501 (c) (3)** – Becky Jones reported that this can be formed as a Property Charity. An organization needs various legal documents in order to apply for this tax-exempt status.

Michael Pipta will contact accountant Nancy Kramer to seek her advice on the procedure, as well as to our insurance company, to learn what liabilities may need to be considered.

**NEW BUSINESS**

**Update on 2023 projected budget** – Please refer to the minutes dated January 6, 2023, of the Board's completion of the projected budget. This projected budget will be presented to the general membership as part of the Annual Meeting on March 6, 2023.

**Professional audit of Ainaloa's financial records** – The Board addressed a possible audit with our CPA, who advised that a full audit involves an extensive set of procedures established by the American Institute of Certified Public Accountants (AICPA) and will run in the vicinity of \$10,000. Her advice is that in the interest of efficiency and cost, a specific area for audit be identified. She counseled that a broad or general audit would likely produce more information than is required and said that so long as there is good Board oversight, there should not be concerns. Her experience with such audits is that inquiries usually revolve around the revenue side rather than the expenditure side, and that large transactions are generally the only real concern on the expenditure side. The Board is willing to arrange for an audit and asked that any member request for one specify what area of the budget the party/ies would like to see audited.

**Additional security cameras for the shop/playground/mailbox areas** – Due to vandalism and theft involving our security cameras, and illicit activities in certain park areas, the Board elected to add camera coverage in these areas. This expense will be billed to the General Maintenance account.

**BE IT RESOLVED** that a replacement camera and eight additional security cameras be purchased and installed at a cost NTE \$1,400.00. Motioned by Randy Kilhoffer, seconded, and unanimously approved.

Joyce Harris will work with Stan Gapol to purchase and install the new additions.

**ADJOURNMENT**

In a motion by Randy Kilhoffer, seconded, and unanimously approved, the meeting was adjourned at 7:40 p.m.

Next meeting: Monday, February 6, 2023.

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Joyce Harris, Secretary