**Ainaloa Community Association**

**Minutes of Regular Meeting**

**August 7, 2023**

**CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by Board Member Michael Dodge.

**ATTENDANCE**

Board members present: Michael Dodge, Ed Eisermann, Judy Haney, Joyce Harris, Wendy Martin, and Michael Pipta. Members absent: Randy Kilhoffer

Association members present: Hunter and Colleen Chumbley, Katina Eisermann, Becky Jones, Kathryn Katada, Allen and Lois Kennedy, Tashi McKurdy, Ruth Love, and Sheldon Santiago.

**STATEMENT FROM GUESTS**

Becky Jones reminded those present that the Neighborhood Watch meeting is scheduled for Tuesday, August 8 at the Longhouse picnic tables. Also scheduled for Ainaloa residents is a Movie Night on Friday, August 11 at the Longhouse, and the Community Yard Sale on Saturday, August 12, also at the Longhouse.

Ruth Love was given permission to repurpose two concrete pads remaining by the mail structure.

Tashi McCurdy appealed to the board to consider the needs of disabled children as they plan for playground improvements. This would include not only equipment designed to accommodate their special requirements, but access to and from the play area, which currently presents impediments to wheeled equipment.

**APPROVAL OF MINUTES**

Review of minutes of the meeting held on July 3, 2023.

**BE IT RESOLVED** that the minutes of the meeting held on July 3, 2023, be approved as presented. Motioned by Ed Eisermann, seconded, and unanimously approved.

**COMMITTEE REPORTS**

**Treasurer’s Report** – Michael Pipta submitted July and August expenditures. In July the balance in the General Account was $401,912.48, and the Payroll Account was $21,284.59. The Community Fund Savings Account held $3,706.12.

In August the balance in the General Account was $589,443.67 and the Payroll Account was $18,205.73. The Community Fund Savings Account will be recorded quarterly, with the next report at the close of September, 2023.

**BE IT RESOLVED** that the Treasurer’s reports for July and August be approved as presented. Motioned by Joyce Harris, seconded, and unanimously approved.

**Obtaining a 501(c)(3) status** – Michael Pipta and Michael Dodge will meet with Committee members to discuss the way forward in this effort.

**Update on Delinquent Dues Policy** – The committee, consisting of Ruth Love, Becky Jones, Daniel Zwayer, Donna Chinn, and Gerry Hanley, has worked diligently to produce a draft of policies and procedures surrounding this topic. Board members were given a copy to review.

A Special Meeting will be held at 6:00 p.m. Monday, August 21 to discuss, debate, and settle on a final policy and procedure for collecting delinquent assessment payments.

**OLD BUSINESS**

**Approval to close the PayPal account** – At a special meeting on March 20 it was decided that the PayPal account would be closed as soon as our new website was up and running.

**Speed bumps for Macadamia Drive** – Becky Jones secured the signatures of residents of Macadamia Drive, who overwhelmingly chose to have three (3) speed bumps on that street in order to relieve the persistent speeding of vehicles that use Macadamia to access Ainaloa Drive, particularly during night hours. This item will appear on the September agenda.

**Calculation of interest on tardy dues** – Hawaii state law limits interest charges on such dues to 10 percent unless otherwise noticed to property owners. Whereas such notice has previously been given on the annual statement, it was absent on this year’s billing. This item will be revisited at the September 2023 meeting, where it will be officially increased to 12 percent on the 2024 statements.

**SAM to Quickbooks migration** – Office Manager Kathryn Katada reported that the SAM system is still being used in order to minimize paper use, because with SAM records searches can be done by name. The board suggested that we stop using SAM and note how much difference it makes.

**Pearl Drive property sale** – The ACA owns a property on Pearl Drive, which it has decided to sell.

**BE IT RESOLVED** that the Ainaloa Community Association retain the services of a realtor, the firm to be determined, to sell the parcel identified as

TMK 3-1-6-76-94, and designate Michael Pipta as the authorized signatory, with the sale proceeds to be applied to the General Operating Account. Motioned by Michael Pipta, seconded, and unanimously approved.

**Mailbox installation update** – Wendy Martin has worked to determine the names of those on the waiting list for mailboxes. No assignments of boxes may be made until the Pahoa Post Office designates a number for each box. Once so designated, the question arises, is it possible for the board to freeze the acquisition of a mailbox assigned to any property with unpaid assessments? This item will appear on the September 2023 agenda, when a Strategic Planning Committee for administering the new mailboxes will be chosen.

**Adult swings in Ainaloa’s play area** – Wendy Martin has identified appropriate equipment that would accommodate adults and disabled children. The shipping expense is proving to be extraordinary, therefore, Michael Dodge is working with some of his contacts who may be of help to us in this regard.

**NEW BUSINESS**

**PayPal residual monies** – The board requested that Randy Kilhoffer Michael Pipta and/or Office Manager Kathryn Katada contact Paypal and request that PayPal issue a check for the residual balance in our PayPal account, issued to Randy Kilhoffer, who will endorse the check to the ACA.

**BE IT RESOLVED** that any residual monies from the Association’s PayPal account be placed in the ACA Reserve Account. Motioned by Joyce Harris, seconded, and unanimously approved.

**Paint for fire equipment storage house** – A request for financial assistance in the purchase of supplies to paint the multiuse warehouse that houses fire apparatus. He presented the scope of work, the materials needed, and the time frame for completion.

**BE IT RESOLVED** that the Association provide $250 toward the power washing, prep, and painting of the fire equipment storage house. Motioned by Ed Eisermann, seconded, and unanimously approved.

**Termite treatment for ACA buildings** – Both the Longhouse and the Groundskeeper’s Cottage need to be treated for termites.

**BE IT RESOLVED** that the Board approve the expenditure of up to $1,000 for the estimate for extermination of termites in the Longhouse and the Groundskeeper’s cottage. Motioned by Ed Eisermann, seconded, and unanimously approved.

**Letter of Engagement with ACA Bookkeeper** – The Association has no current Letter of Engagement with our Bookkeeper.

**BE IT RESOLVED** that the Association secure a Letter of Engagement from Bookkeeper Liz Fronte, for services rendered. Motioned by Wendy Martin, seconded, and unanimously approved.

**CardPointe set-up and use** – Office Manager Kathryn Katada reported that the use of CardPointe is working very well. A three percent fee is paid by the customer. A charge of $6.75 goes toward the merchant fee, and at month’s end CardPointe takes three percent, leaving the Association with $225.00.

**Hawaii National Bank access to ACA accounts** – Michael Pipta reported that it might be possible to give access to our accounts to Office Manager Kathryn Katada.

**Paved walking trail around the park** – Before any work can begin on this project the area on the west side of the park behind the fire equipment storage building needs to be cleared of long grasses that people are living or hiding in. Wendy Martin will get bids on clearing costs, and will learn the cost of fencing the area. This item will appear on the September 2023 agenda for discussion and action.

**EXECUTIVE SESSION**

The board moved to an executive session at 7:24 p.m. to discuss a personnel matter.

In a motion made by Ed Eisermann, seconded, and unanimously approved, the executive session was adjourned at 7:32 p.m.

**ADJOURNMENT**

In a motion made by Joyce Harris, seconded, and unanimously approved, the general meeting was adjourned at 7:32 p.m.

**ADJOURNMENT**

Next regular meeting: Tuesday, September 5, 2023, at 6:00 p.m.

Joyce Harris, Secretary