

Aloha Estates Association
Board Meeting Minutes
April 6, 2024, 9:00AM
18-4070 Mauna Loa Drive (Barfield's lanai)

Meeting called to order at 9:07am

Attendance:

Glen Barfield, President
Denise Enos, Vice-President
Gary Gergely, Treasurer
Patty Needham, Director
Tom Hoots, Secretary
Leilani Kruger, Wix webmaster and AEA Advisor (via telephone conference)
Janine McCusker, Guest/Accounting Advisor

Review and accept the minutes from March 2, 2024

Patty: Motioned to accept the minutes as submitted.

Denise: Seconded motion.

Motion carried 100%

Old Business

1. Road shoulder maintenance

Glen Pierson, 2023 board member, began work on a Scope of Work for Roadside Mowing and Maintenance.

Tom: Will contact Glen Pierson to obtain the related documents he has. Based on Glen's work, Tom will prepare a draft Scope of Work for review/discussion at the May board meeting.

Leilani: Will send the relevant documentation she has to Tom.

2. Outsourcing book keeping/general finance assistance

Patty: Motion to have Janine McCusker, Bookkeeper, audit the 2023 accounting records.

Tom: Seconded the motion.

Motion carried 100%

Using information gleaned in during the audit, Janine McCusker and Gary will develop a proposal for a Scope of Work for review/discussion at the May board meeting.

Until an outside contractor is hired to perform some of the Treasurer's duties, Gary and Glen will process and clear liens. Gary will continue to deposit Road Dues check.

3. AEA credit card

Glen and Gary went to the HFS Federal Credit Union (Kea'au Branch) to open a Savings/Checking Account for the Aloha Estates Association (AEA) and to apply for credit card in the name of the AEA. They were unsuccessful because HFS management refused to accept their documentation (e.g. a Payment Voucher that included our Employee Identification Number (EIN), issued by the Internal Revenue Service (IRS).

Gary obtained a current document stating our EIN from the IRS. Gary and Glen are scheduled to meet with HFS to continue the process of opening an account next week.

Leilani noted that WIX (the company that hosts our AEA website) has her personal credit card information. She asked that, once we have an AEA credit card, we change that information.

4. Changing financial institutions

See discussion in #3 above.

Gary said that, upon further investigation, he learned that the automated investing platform he is confident in using (such as Wealthfront) only service individuals, not entities like AEA. Therefore, he advises to take advantage of the banking/investment services offered by HFS; the board agreed with his suggestion.

5. Road Surfaces/Pot Holes

Denise conducted an inventory of pavement deficiencies. Her findings were made on a color coded map that she gave to Glen. He will now make an appointment to meet with Loeffler Construction, the Hilo based company that has performed paving and maintenance for the past few years, to inspect the roads and provide a repair estimate.

Denise noted that the last portion of Ua Nani Road (Road 5) is unpaved. Glen said that when he meets with Loeffler, he will request an estimate to 1) gravel the unpaved section, and 2) pave the remaining portion of the road.

Tom noted that several of the existing speed bumps need to be re-striped. Using pavement marking tape provided by Glen, *Denise* will coordinate to accomplish the work (weather permitting).

New Business

1. Treasurer's report

<i>Gary:</i> Checking total -	\$ 10,917.70 (includes \$566.27 April, 2024 received income)
Savings total -	\$100,948.18 (includes \$4,951.83 received income)
Expenditures -	none

Leilani: Historically, the Treasurer has provided a formal banking statement that is attached to the minutes. The Board agrees that they will continue to post that statement of revenues on the AEA website.

Denise: Requested an annual Treasurer's Report be posted which details income, expenditures, etc. Such a report has been included in past in the annual Treasurer's Report.

2. Mauna Loa Drive and 3 Road culvert status

Glen: Reported that he contacted both the County Department of Public Works, and Highway Maintenance Division Chief, Neil Azevedo in order to determine the status of promised repair and/or realignment of the culvert under Mauna Loa Drive at Na'u Nani Road (3 Road). Glen reiterated that storm damage on the Mauna Loa side of that road cannot take place until the County corrects the alignment in their culvert.

Glen: Contacted Council Person Matt Kanealii-Kleinfelder and is awaiting guidance on next steps. Matt suggested delayed responses could be understandable in light of extra work associated with Merrie Monarch activities.

Glen: A letter writing campaign might be a effective solution.

3. Website/WIX – Leilani will train/assist Board officer to manage website

Leilani: Will meet with Denise, Glen, and Janine at Barfield’s (Tuesday, April 9, 10:00AM) to teach them how to upload documents onto the AEA website.

4. Community members’ participation in AEA Board meeting

General Discussion: The status quo is the AEA Board Members are elected at the annual meeting the Aloha Estates Property Owners (general held in the early months of each year.) The only requirement is that Board Members must be a registered property owner. Board Members meet once each month (time and location of meeting posted in the minutes on the AEA website) to discuss ways to best maintain and/or improve the condition of the six roads within the legally designated Aloha Estates Sub-Division. Board Members names are posted on the AEA website. Information about how to access the website is published in the annual Newsletter that is mailed to every property owner at the close of each year. Each Board Member has a Yahoo.com email address. The Board can be contacted individually or as a group, though links on the AEA website (alohaestates.org). The general public is welcome to attend Board Meetings as observers. After the following motion was passed, the Board agreed to publish this update in the minutes but not to send emails announcing the decision.

Patty: Motioned AEA adopt guide-lines as stated in [https://www.capitol.hawaii.gov/sessions/session2020/bills/HB2711 .htm](https://www.capitol.hawaii.gov/sessions/session2020/bills/HB2711.htm). Specifically, "The association may adopt written reasonable rules expanding the right of members to speak and governing the frequency, duration, and other manner of member statements, which rules shall be consistent with this subsection and may include a sign-up sheet for members wishing to speak." The motion is clarifies that the general public is welcome to address the Board in person, during the “OPEN DISCUSSION” portion of their meeting, when at the beginning of the meeting, the following steps are met: 1) the individual wishing to address the Board will provide her/his name on a sign-in sheet and 2) the topic and/or nature of discussion. The data will be given to the President before the meeting begins and she/he will recognize the speaker after Board business is concluded but before the meeting adjourns.

Tom: Seconded the motion

Motion carried 100%

5. Annual Tax Filing

General Discussion: AEA does not, nor has it ever, filed with the IRS. Leilani provided a historical document stating that AEA is a non-profit entity; Glen clarified that AEA is not a 501(c) tax-exempt nonprofit organization. Denise raised the question as to whether or not we should file with the IRS. Leilani suggested someone ask Matt Kanealii-Kleinfelder if he know how other sub-division deal with this issue.

Patty: Motioned that she will contact a Hawaii Tax Lawyer

Denise: Seconded the motion.

Motion carried 100%

Patty will set an ZOOM-Type appointment with a Tax Lawyer that she and Glen will attend and report back on their finding at the next board meeting.

6. Install a Convex Mirror at the intersection of Road 1 (Ohia Nani) and Mauna Kea Drive

Denise: She was contacted by property owner asking if the Board would install a convex mirror at the intersection of Mauna Kea Drive and ‘Ohia Nani Road (1 Road). Because of the design of that intersection, there have been multiple instances of near collisions between traffic on the two roads. Because the mirror would be located on the County right-of-way, she contacted Matt Kanealii-Kleinfelder. He and she are in the process of determining how to best make that happen.

Patty: In addition to the traffic concerns, school children walking on Mauna Kea Drive go to and from the school bus are at risk due to extremely limited visibility so additional cautionary signage is warranted.

Denise will provide results of her discussion(s) at the next Board Meeting.

7. 2023 Audit-Janine McCusker

See discussion in OLD BUSINESS, Item #2.

Open Discussion

General discussion: Gary is still researching the best options to invest AEA’s funds currently held at Bank of Hawaii in a Savings Account. He said that HFS offers a wide variety of Certificate of Deposit (CD). Glen suggested the Money Market Accounts also offer better interest than a traditional Savings Account and may have advantages over a CD. Patty said that a prudent investment option might be staggered short-term CD’s; where by the total available funds are invested into 3-month CD’s. Any funds that are not required to meet AEA expenses will be re-invested in a new CD when one matures.

Gary: Motioned he be authorized to purchase one CD for the amount of \$25,000.00 from HFS when he and Glen are able to open an AEA account with them.

Patty: Seconded the motion.

Motion carried 100%

Next meeting will be on May 4th at Tom Hoots’ house (18-2034 Na‘u Nani Road) at 9:00am

Meeting adjourned at 11:15am

Minutes submitted for posting on AEA website: May 5, 2024