

**Aloha Estates Association
Board Minutes
October 5th 2024, 9:00 AM
18-4070 Mauna Loa Drive (Barfield's lanai)
(Meeting moved from Denise Enos' house)**

Meeting called to order at 9:15AM

Attendance:

Glen Barfield, President
Denise Enos, Vice-President
Gary Gergely, Treasurer
Patty Needham, Director
Tom Hoots, Secretary

Review and accept September 6th, 2024 Board Minutes

Patty motioned to accept after making adjustments and corrections
Denise Seconded the motioned
Voted and approved 100%

Old Business

1. Road shoulder maintenance

Glen spoke to Ray and agreed that the next mowing will occur in December.

2. Road Surfaces/Pot Holes

Glen spoke to Mrs. Loeffler and informed her that the Board had accepted the recent bid/proposal. Glen signed and returned the bid/proposal via emailed. Loeffler Construction is extremely busy and it is hoped that the work will be complete by the end of the calendar year. (Bid attached to last month's minutes.)

3. AEA credit card

Gary did extensive research and could not locate a credit card company that does not require a personal credit check. The banks demand someone to take personal responsibility for an organizational credit card. The Board, unanimously, agrees this is not an option.

Because debit cards (HFS immediately issued AEA a debit card upon opening our savings/checking account) are unprotected if used fraudulently, the Board agrees that using any debit card to pay for transactions should be avoided. Currently, the only two expenditures that the AEA has that require a credit and/or debit card (will not accept an AEA check) are the web host and the company that processes Road Dues made over the internet.

Tom is going to make arrangements to confer with a management level employee at HFS to for advice on how to rectify the problems we are encountering.

Possible solution include: capping the dollar amount the debit card can be used in any given time-frame; opening a new account (separate from the existing AEA checking/savings/money market accounts) with a minimal dollar amount added each month, and using a new debit card. In the off chance that fraudulent activity happens, our loss would be limited to the dollar amount in that “stand-alone” account.

4. Changing financial institutions

Glen withdrew additional money from the Bank of Hawaii account(s), leaving only \$1,700. Gary noted that AEA was charged \$2.00 because we failed to maintain the Bank’s minimum balance to qualify for free checking.

As agreed in the “Special Meeting” held after this meeting – Minutes included in the September Board Meeting Minutes – Glen will close all accounts at Bank of Hawaii and deposit those funds into one of the AEA accounts at HFS.

5. Installing a Convex Mirror at the intersection of Road 1 (‘Ōhi‘a Nani) and Maunakea Drive

Glen was unable to get to the store in Kailua-Kona to purchase ‘break-away’ sign posts to install the convex mirror.

Denise noted that there is an un-used AEA-owned sign post on ‘Ōhi‘a Nani Road. She will investigate to determine if it is feasible to re-purpose it for use with the convex mirror.

6. AEA Annual Operating Budget

Gary was able to compile some historical expenditures.

Patty used those figures, along with estimates compiled last month to produce the following *DRAFT Annual Operating Budget*. The purpose of this document is to provide future new Board Members with an idea of the expenses this board incurs each year.

AEA Operating Budget

PROJECTED ANNUAL INCOME	Income 1			PROJECTED BALANCE (Projected income minus expenses)	
	Extra income				
	Total annual income				
ACTUAL ANNUAL INCOME	Income 1			ACTUAL BALANCE (Actual income minus expenses)	
	Extra income				
	Total annual income				
				DIFFERENCE (Actual minus projected)	

OPERATING BUDGET	Projected Cost	Actual Cost	Difference
Loeffler Road Repairs	\$14,000		
All Day Ray Roadside Mowing	\$4,200		
Accounting Services (\$35/hr, Audit)	\$1,000		
Annual Meeting Newsletter & mailin	\$400		
Community Mtg/Announcement Ban	\$150		
Pot Hole Patching (Board)	tbd		
Office Supplies	\$200		
Printing Services	\$60		
Liability Insurance	\$1,000		
Culvert Repairs (long range planning)	\$200,000		
Total	\$221,010	\$0	\$0

New Business

1. Treasurer's report

View attached at end of this document

Open Discussion

Glen asked if future Agenda could contain the monthly Treasurer's Report. Tom and Gary agreed that would happen.

Denise is still waiting to hear back from a local vendor about a larger format *CAUTION* signage to replace the recently installed signs between 'Ōhi'a Nani Road and Hapu'u Nani Roads.

Denise processed a *Lien Release* this past month. She will write a "cookbook-recipe card" (step-by-step) set of instructions that Patty will add to the *Policies and Procedures Handbook* she is compiling.

* Patty made motion that any Road Maintenance Fees that are not paid, in full, by March 1st of the year an invoice is issued will be assessed a PAST DUE FEE of 10%.

* Denise seconded the motion.

* Motion voted and carried 100%.

Patty asked that a NEW BUSINESS topic for the November meeting will be to research how similar organizations handle late fees.

Glen will ask Janine to provide a list of any property owners whose Road Maintenance Fees are subject to a lien because they are \$250 in arrears.

Glen initiated discussion about plans to prepare AEA's annual Newsletter and Road Maintenance Dues invoices.

Glen will write the *President's Article*.

Patty will write the *Neighborhood Watch Article*.

Denise will contact previous Board Members to retrieve the formatted *INVOICE* file.

Denise said she would contact previous Board Members to ascertain if any of them can help locate the "Mailing List" file.

TIME FRAME FOR NEWSLETTER

- 2025 Community Meeting
 - February 1st, 2025 at Mountain View Community Center

- Newsletter Mailing
 - December 31st, 2024

- Newsletter Sent To Printer
 - December 15th, 2024

- Articles and Treasurer's Report Sent To Glen
 - December 5th, 2024

Next meeting will be on November 2nd, 2024 at Glen Barfield's house at 9:00AM

Meeting adjourned at 12:00PM

Aloha Estates Association – Treasurer’s Report

September 1, 2024 – September 30, 2024

Bank of Hawaii

Checking Account		Amount
Beginning Balance		\$8,826.08
Credits		
	Interest	\$0.11
	Transfer	\$100,952.41
Debits		
	Expenses	-\$1,663.19
	Transfer	-\$108,078.49
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Ending Balance		\$36.92

Savings Account		Amount
Beginning Balance		\$100,952.41
Credits		
	Interest	\$0.25
Debits		
	Service Fee	-\$2.00
	Transfer	-\$100,952.41
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Ending Balance		-\$1.75

		HFSFCU	Amount
Checking Account (35-008)			
Beginning Balance		\$2,066.45	
Credits			
	None		
Debits			
	Expenses	-\$191.38	
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Ending Balance			\$1,875.07
Savings Account (35-000)			
Beginning Balance		\$3,662.09	
Credits			
	Interest	\$0.45	
Debits			
	None		
<hr/>			
Ending Balance			\$3,662.54
Money Manager (35-010)			
Beginning Balance		\$0	
Credits			
	Deposit	\$108,078.49	
	Interest	\$61.39	
Debits			
	Transfer to CD	-\$25,000	
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Ending Balance			\$83,139.88
Total Aloha Estates Association Balance:			\$113,712.66

*expenses: mail, website, domain name, printing, mail, meeting place rental, road supplies, mowing, etc.

Submitted by Gary Gergely on September 5, 2024

**Aloha Estates Association
SPECIAL Board Minutes
October 24th, 2024, 4:00PM
18-4070 Mauna Loa Drive (Barfield's lanai)**

Meeting called to order at 4:05PM

Attendance:

Glen Barfield, President
Denise Enos, Vice-President
Gary Gergely, Treasurer
Patty Needham, Director
Tom Hoots, Secretary
Janine McCusker, Bookkeeping Contractor

* Glen said he called the special meeting because he recently received a fairly large amount of data from 2023 AEA Secretary Shelley Pierson that was provided in his request for information on how that Board had prepared the Annual Newsletter. Specifically, he asked if there is an automated way to update the mailing list and the Road Dues attachment. Shelley told him that last year the Board did that work manually. He wanted to query the 2024 to see if any one had ideas about more efficient methods.

* Janine said that the popular **QuickBooks** accounting software is changed its business practice and it no longer offers “off-line” abilities. Additionally, subscriptions rates for the new “on-line” version have risen dramatically (approximately a couple hundred dollars per year).

Based on her research, Janine suggests the AEA Board purchase a paired-down software called *Quicken*. There is a \$100 per year fee. In addition to being more affordable, the software can be used “off-line” and the data can be shared amongst multiple users.

* Tom motioned the Board authorize Janine to purchase **Quicken** using the AEA debit card. She will then do preliminary investigation to become familiar with the software.
Patty seconded the motion.

* General Discussion: After Janine purchases the software, Patty and Tom will transfer all data from the previous spreadsheet(s) into the new **Quicken** program.

Voted and carried unanimously.

* Janine will coordinate with Gary to obtain our debit card information.

* Glen said that he closed all of the AEA accounts at Bank of Hawaii. He transferred all the funds into our account at HFS Credit Union.

* Glen asked if anyone has prepared a step-by-step procedure document that outlines how to both create and release liens for overdue Road Dues., which is a function of the Board.

* Denise said that she will work with Leilani to prepare that document.

Tom motioned to adjourn the meeting
Patty seconded the motion.

Voted and carried unanimously.

Meeting adjourned at 5:05PM

Minutes submitted for posting to AEA web page on November 7, 2024 by Tom Hoots, Secretary