



*H.O.V.E. RMC Board Meeting Minutes
January 24th, 2012*

I. QUORUM: Yes

President: Laura Foster
 2nd VP: Bill Vinson (UA)
 Secretary: Mike Million
 Director: Jim Steenburg

VP: Mike Finn (Late)
 Treasurer: Stephanie Macdonald
 Director: Jim O'Hara

(= Present / = Absent)

II. CALL TO ORDER: 10:00a.m. by President, Laura Foster.

III. ADOPTION OF AGENDA: Adopted as written.

IV. APPROVAL OF MINUTES

- a. **December 27th, 2011 Board Meeting Minutes:** Stand as written.
- b. **December 27th, 2011 Executive Session Results:** An update on union negotiations was given to all board members. An agreement was reached last month and paperwork was signed. The Operating Engineers union asked the board to resign the paperwork because the paper that was used originally was insufficient. HOVERMC is waiting for the final draft to be returned by the union.
- c. **January 8th, 2012 Executive Session Results:** Session called to speak about HOVERMC's employees. Part of the agreement that was made with the union and the road crew was to have a seven day work week. Now that the crew is down to three workers their schedule has been changed to a Monday through Friday (five day) schedule. Board is in the process of making an agreement with an outside contractor to cover the weekends on an "as needed" basis. The topic of hiring a General Manager, and what the board would expect of them was also discussed during that session.

V. REPORTS

- a. **President's report:** The president spoke several times with Yamada Construction about the road they repaired from the water well site to the water fill station. The president feels that the repair work was not satisfactory and is waiting to meet with them to discuss a solution.
The president also followed up with the foreclosure attorney on the properties that HOVERMC is foreclosing on. Five of the properties that the corporation originally turned over to the attorney have been sold through county auction. HOVERMC will be able to collect surplus funds for only one of the five properties from the county.
- b. **Treasurer's report:** The treasurer reported that as of December 31st, 2011 the corporation's operating cash available is \$688,034.39. The amount in the corporation's non-operating investment fund is \$1,066,613.04. The amount of collected assessment income for the month of December was \$17,931.22, which brings the year-to-date collected total to approximately \$1,118,000. The year-to-date spent amount was \$722,790.73. That is approximately 85% of the forecasted 2011 budget of \$896,100. This means HOVERMC came under budget even with pre-expensing part of the road work on Tiki, which was approved for the 2012 road plan. Also expensed out in December were some of the insurance premiums for 2012. The full report will be on file at the office.
- c. **Secretary's report:** The secretary reported that as of January 1st, 2012 the membership quorum is 10,576 eligible lots. In order to approve the budget and any operational items this year the corporation will have to receive 1,058 votes or 10% of the quorum. Furthermore, to approve any bylaw & article changes the corporation will have to receive 1,586 votes or 15% of the quorum.

- d. **Office report:** The office staff billed out approximately \$60,000 in finance charges on December 31st. The office has been busy with the 2012 billing process. All of the 2012 statements were mailed out to members on January 18, 2012.
- HOVERMC leases a postage meter from Pitney Bowe's, which costs approximately \$4,500 a year. The meter seals and stamps every mail out that the corporation sends. The current Pitney Bowe's postage meter lease has come to an end and to continue using the machine the board will have to sign a new five-year lease. The board discussed whether or not HOVERMC should switch to using STAMPS.COM, where the staff would purchase and print postage to apply to all of the mailings. Although the fees for processing and printing the postage through STAMPS.COM may be cheaper, the labor time and costs would most definitely increase. After several minutes of discussion the board decided to continue with signing the Pitney Bowe's lease.
- e. **Road report:** The road crew is continuing to patch, paint and take care of old signs. The corporation currently has new street signs on order. The corporation's paint sprayer has been out of commission, but should be in working order soon.

VI. UNFINISHED BUSINESS

- a. **Rick Ward's Emergency Communication System:** Mr. Ward was not present at the meeting. The president suggested removing him from the agenda until further contact was made with him.
- b. **Email System:** Director Jim O'Hara said that the corporation will be purchasing a three-year server agreement from GoDaddy to send out mass emails. The agreement would allow the corporation to send out 25,000 emails a month. It will cost approximately \$440 for the three-year period.
- c. **Endless Building Completion:** The contractor completed the installation of doors on the endless building in two and a half weeks and has been paid for the work performed. The chip-spreader is currently being housed in the building.
- d. **Kyle Pua Update:** The president spoke with Mr. Pua recently. He said he hopes to have the mile and a half of upper Tiki finished by the beginning of February.
- e. **Lehua Update (Road & Signage):** The secretary received an email from Nelson Ho, the Administrative Assistant to Brittany Smart, regarding the signage. He mentioned that there are currently no county codes that deal with truck routes in the County of Hawaii. So in order for HOVERMC to place no right turn for water truck signs at the entrance of the water fill station, something will have to be introduced into legislation and approved to change the code.
- f. **General Manager Position:** The board has discussed this topic extensively and they feel there is a need to hire a "go-to" person that would deal with the crew, office staff and board directly. Their position would alleviate most of the work that the board has taken on over the years and make sure everything with this corporation is running smoothly.

MOTION: Place a 10-day "General Manager Wanted" ad in both the West Hawaii Today and North Hawaii News newspapers. Motion made by Jim Steenburg. Passed unanimously.

- During the discussion of the General Manager Position the president gave an update on the office building and landscaping plan. The president mentioned that she will be resubmitting a landscaping plan to the county after a few changes were made. Once the plan is approved, the corporation will be able to move forward with the building permits for the office building. She said the contractor is anxious to get started with the building. In addition, the president will be taking the building plans back to Mr. Wally Fullerton to be redone.
- g. **Jim Simmons Update:** Jim Simmons owns and operates Jim Simmons Construction Inc. His business deals with several different things, but one of the primary aspects of his business is the removal of old heavy metal such as abandoned vehicles. The HOVERMC secretary called and spoke with Mr. Simmons recently. Apparently Mr. Simmons was in the hospital and therefore could not attend last month's meeting. The secretary asked Mr. Simmons to mail some brochures to the corporation so that they can be distributed to the public. To contact Mr. Simmons please call him at (808) 328-2198.
- h. **Foreclosure Update:** Five properties that are up for foreclosure are currently being dealt with by the corporation attorney. The attorney will be sending out demand letters to the individual owner's of each property.

Also, the corporation still has two foreclosed properties listed with South Hawaii Realty, which will hopefully be sold soon.

VII. NEW BUSINESS

- a. **IT Evaluation Needed ASAP:** The board discussed briefly the need to have the office's computer systems evaluated by a technician. The treasurer mentioned that on several occasions she has tried to complete a task on an office computer and has had to wait due to it's sluggishness. The corporation pays for yearly updates of it's accounting software; the updates have not been applied to the systems in many years because a technician would need to install them. The treasurer suggested that this be done soon to improve productivity and the work performance. The board will look into finding a local technician.

VIII. GENERAL DISCUSSION

- IX. ADJOURNMENT:** 11:01a.m. by President, Laura Foster. The next monthly board meeting will be held on Tuesday, February 28th, 2012 at St. Jude's Episcopal Church at 10:00a.m.

Minutes submitted by: Madison Kaupu

Approved by: Michael Million, Secretary

Dated: 01/27/12



*H.O.V.E. RMC Board Meeting Minutes
February 28th, 2012*

I. QUORUM: Yes

President: Laura Foster
 2nd VP: Bill Vinson
 Secretary: Mike Million
 Director: Jim Steenburg

VP: Mike Finn
 Treasurer: Stephanie Macdonald
 Director: Jim O'Hara

(= Present / = Absent)

II. CALL TO ORDER: 10:00a.m. by President, Laura Foster.

III. ADOPTION OF AGENDA: Adopted as written.

IV. APPROVAL OF MINUTES

- a. **January 24th, 2012-** Director Jim O'Hara suggested a correction be made to the wording in the secretary's report. He recommended that quorum be changed to membership. After a discussion the board decided not to change the wording. Adopted as written.

V. REPORTS

- a. **President's report:** The president said there were several things to mention from last month. First off, the president wanted to make note that a community member, Mr. Mike McCormick, volunteered to remove graffiti on the stop signs around HOVE. He has already cleaned the stop signs with the largest amount of graffiti on Lotus Blossom and will continue cleaning other signs throughout the subdivision. The president suggested that the board of directors write a letter to Mr. McCormick to thank him for his volunteerism.

HOVERMC received a letter from the owner of Arrow Hawaiian, Mr. Joe Chamberlain. Mr. Chamberlain wanted everyone to know how appreciative he is of the board's work from last year.

HOVERMC also received a letter from the Friends of Puna. They were asking for support for the fuel tax revenue bill HB1626. Included with their letter was a petition in support of that bill. After a short discussion all of the directors signed the petition to show their support.

The president reported that HOVERMC's annual drug testing has been completed.

The president mentioned that a couple of months ago the board of directors made arrangements to hire a contractor to work on any weekend work that may arise such as down stop signs and trees. A contract was never produced so the president asked that a director volunteer to draw one up. The board treasurer volunteered to create a contract so that it can be signed soon.

All of the formal union papers have been received and have been properly signed. The new union agreement is a three year contract that will be in effect until September 30th, 2014. The president said there will be an executive session held at the end of the meeting to discuss ongoing personnel issues.

The president spoke with Raymond Hasagawa's office this morning and they are almost finished with the demand letters. They said that HOVERMC should receive the letters by the end of this week or the beginning of next week. After the letters have been approved they can be sent.

There is a lot of safety painting to be done throughout the subdivision. Before the crew can begin painting they must first mix all of the paint by hand, which slows productivity. The president mentioned that the board has been looking into purchasing a paint shaker. One of the cheapest shakers that was found cost nearly \$4,000. The president asked the board if they knew of any used shakers for

sale. Director Jim Steenburg mentioned that he had one at his home. The board will need to discuss this matter further.

The architect that drew up HOVERMC's office plans, Mr. Wally Fullerton, has finished correcting those plans. The president picked them up and took them to the County of Hawaii Planning Department office on Monday. Unfortunately, the county planner, Mr. Keola Childs, was not in the office that day. The president left the plans at Mr. Child's office for him to review and hopefully approve.

- b. Treasurer's report:** The treasurer reported that as of January 31st, 2012 the corporation's operating cash available is \$691,335.51. That total is comprised of \$87,136.37 in the Bank of Hawaii account and \$604,199.14 in the Merrill Lynch operating fund. The amount in the corporation's restricted non-operating investment fund account is \$479,438.99, with a one-month investment gain of \$18,711.19. The amount in the corporation's non-operating investment account at Merrill Lynch is \$630,249.26, with a one-month investment gain of \$24,364.02. The gains were the result of a rising stock market. The treasurer anticipates a nice gain in the investment accounts through the first quarter of the year. The amount of collected assessment income for the month of January was \$103,364.02. The treasurer expects the monthly income to surge in February and March because the office will be receiving payments for the newly billed assessments. The expenditures in January were higher primarily because the corporation's annual insurance premiums were due. The treasurer also mentioned that she is anticipating notable expenditures for February and March. One expense will be the billing for the current 2006 audit work, which should be finished in the next sixty days. The treasurer met with the budget committee on February 10th and presented the draft budget for 2013. The treasurer and the budget committee are scheduling tentative meetings to complete the budget. The treasurer would like to present the 2013 budget to the board at the April monthly board meeting. After the treasurer gave her report, the president asked which Merrill Lynch account will the investment gains be moved to. The treasurer replied that the gains will be moved to the investment account. As of today the gains have not been moved.
- c. Office report:** The office has been busy with the annual billing, deposits and working on audits. The annual billing was sent out in early January. The postage expense to send out the annual billing was roughly \$3,500. The office staff did not place or release any liens during the month of January. They staff will begin placing liens during the month of April. The County of Hawaii held their property tax auction in mid-December. HOVERMC will receive surplus funds from the county's auction. HOVERMC will be able to collect \$12,500. The account specialist, Drew, believes that the membership compliance is at or above the ninety percent mark. He hopes that he can get membership compliance to at least ninety five percent annually. According to Drew, out of the ten percent of past due accounts, five percent of them are only one year in arrears. The secretary also mentioned that only a few short years ago the membership compliance was only at sixty seven percent.

VI. UNFINISHED BUSINESS

- a. Kyle Pua Update:** The board approved a partial payment be made to Mr. Pua this past week. He was paid \$20,000 of the \$40,000 that is still owed to him. He will receive the remainder once the task has been completed. Safety painting still needs to be done along with the rest of the road work. So far, one and a half miles have been completed. Kristyn, an office clerk, asked if there has been any documentation made for the work being done by Mr. Pua. She asked because she is currently dealing with the auditors on a similar subject. Kristyn wanted to make sure things are documented so when it comes time for the 2012 audit everything will run smoothly.
- b. G.M. Position Update:** A "General Manager Needed" ad was posted in several Hawaii newspapers, on Craigslist and also on the HOVERMC website. After running the ad for fifteen days, HOVERMC received a total of 20 applications for the general manager position. The board is currently reviewing those applications and will schedule interviews soon.
- c. I.T. Evaluation Resolution:** The board has discussed the need for new computer systems for the office several times now. The treasurer stated that at this time, the three systems being used in the office are seven years old and extremely outdated. The current systems cannot support any of the MAS updates. The age and outdated software of these systems are slowing the productivity of the office staff. The treasurer's resolution is to purchase five new systems, a stand-alone server, dual backup systems and the help of an I.T. specialist. The treasurer estimates the cost to be between \$10,000 and \$12,000. The treasurer will email all of the information she has for the new systems to

the rest of the board for discussion and decision. A special meeting may be called to approve the purchase.

VII. NEW BUSINESS

- a. Monsanto Representative:** The secretary contacted Mr. Jack Hardy, who is the West Coast & Hawaii Field Representative for Monsanto Corporation that makes RoundUp. He will be visiting the Big Island in mid-May. He is willing to meet with the board of directors about the product and also provide any training that may be needed to the HOVERMC road crew. Director Jim O'Hara suggested that the crew should test a small area using the product and then lay a coat of red cinder over the area to stop the growth. Account specialist Drew also recommended using a seed inhibitor with the RoundUp to stop any future growth.
- b. County Council Update:** The secretary has been working with Brittany Smart's office since November 2011 on getting a "no right turn for water trucks" sign installed in front of the water fill station. Ms. Smart's office sent the proposed legislation to the department of public works and also to the police department to get feedback. The police department had an objection with the placement of the sign in that location. They felt there weren't any safety related concerns with the placement of the sign but from the monitorial standpoint they wouldn't be able to support it. The board will have to retool the letter that supports legislation and address it to the county council. This topic will be introduced on March 20th.
- c. County of Hawaii Delinquent Road Assessments:** The County of Hawaii currently has nineteen properties in HOVE or eighty one acres. Sixteen of those properties have been unpaid for years. The current past balance for all of those properties is \$16,240.80. According to the county, there was an agreement made between them and HOVERMC in the early 1990s that exempts the county from paying road maintenance assessments. The secretary has searched for the agreement and has found nothing that proves that statement to be true. The board asked the account specialist, Drew, to write the county a letter requesting immediate payment or receive a possible lien on each of their properties.
- d. Friends of Puna Request:** The president covered this topic during her report.
- e. Reimbursements:** The treasurer suggested that a policy be made that would limit reimbursements requests to emergency items only. Any other purchases should be made or paid through the office so the proper accounting principles are followed. It will also help maintain accurate book-keeping for the corporation.
- f. Letter for Distribution to Email Members:** Each board member will read over the distribution letter and submit any changes they may have to each other. The president suggested that once the letter is approved that it should be emailed to all of the members through the office. Any emails sent would be strictly outgoing. If members had concerns about the letters they would have to contact the office staff or board directly.
- g. GoDaddy Account Access:** Director Jim O'Hara asked that this topic be moved to executive session.

VIII. GENERAL DISCUSSION

IX. ADJOURNMENT: 11:15a.m. by President, Laura Foster. The next monthly board meeting will be held on Tuesday, March 27th, 2012 at St. Jude's Episcopal Church at 10:00a.m.

Minutes submitted by: Madison Kaupu

Approved by: Michael Million, Secretary

Dated: 02/29/12



*H.O.V.E. RMC Board Meeting Minutes
March 27th, 2012*

I. QUORUM: Yes

President: Laura Foster
 2nd VP: Bill Vinson
 Secretary: Mike Million
 Director: Jim Steenburg

VP: Mike Finn
 Treasurer: Stephanie Macdonald
 Director: Jim O'Hara

(= Present / = Absent)

II. CALL TO ORDER: 10:00a.m. by President, Laura Foster.

III. ADOPTION OF AGENDA: With amendments to accept the resignation of Mike Million and to appointment a new secretary.

MOTION: To accept Mike Millions resignation. Vote passed unanimously.

MOTION: For Jim Steenburg to assume the position as secretary.

Vote passed unanimously.

A special meeting will be held on Tuesday April 3rd at 12:00 pm in the office to approve the March 27th minutes.

IV. APPROVAL OF MINUTES

a. **February 28th, 2012-** Stand as written.

b. **February 28th, 2012 (Executive Session Results)-** Resulted in scheduling a meeting with the crew and Operating Engineers Local #3 on March 6th, 2012.

c. **March 15th, 2012 (Special Meeting)** – Resulted in the approval of purchasing new computers and hardware for the office. Also discussed and approved was contracting Triple K to complete Tiki Lane from Kailua Blvd. down to Hwy 11.

V. REPORTS

a. **President's report:** No Report.

b. **Treasurer's report:** As of 2/29/12 cash available is \$1,042,418.50. Investment fund is \$1,124,042.67. Last months revenue was \$431,454.16. Expenditures for the month were \$123,127.50. Report is on file at the office.

c. **Office report:** The office has been busy processing payments and assisting TIH with the 2006 audit.

d. **Road report:** The crew covered 35 miles of roadway in painting/stripping, pothole repair and emergencies.

VI. UNFINISHED BUSINESS

a. **GM Position:** Is currently on-going unfinished business.

b. **County Council Update:** Bill No. 205 passed last week, but still needs to go to a final council for a second reading. This bill will enable HOVERMC to enforce the use of the truck routes and reprimand those who don't. It would also enable HOVERMC to post a "No Right Turn" sign when water trucks are leaving the water spigot site on Lehua Lane. Thanks to Mike Million for his hard work on this project.

- c. **C.O.H. Road Assessments:** The COH has responded to our billing by stating that they won't be paying for anymore properties except for the property that contains the water well. Will be following up with this matter.
- d. **Monsanto Rep. Scheduling:** Meeting has been scheduled for May 8th at 1:00 pm to meet with the BOD and crew.
- e. **Demand Letter from Attorney:** Waiting for the sample letter from the attorney for the board to review.
- f. **2006 Audit Update:** 2006 audit is almost complete. There were a few items that needed more attention.
- g. **Member Emails:** Originally started with Go Daddy but due to glitches with the system the BOD is considering using Gmail. Gmail is a free program in comparison to a charge of \$35.00 per month using Go Daddy.

VII. NEW BUSINESS: None

VIII. GENERAL DISCUSSION: Need to speak with Naalehu Main Street about ballot counting and Colors of Hawaii about printing the 2012 newsletter. The possibility of hiring or contracting a part time mechanic for the shop.

IX. ADJOURNMENT: 10:43 a.m. by President, Laura Foster. The next monthly board meeting will be held on Tuesday, April 24th, 2012 at St. Jude's Episcopal Church at 10:00a.m.

Minutes submitted by: Kristyn Haina

Approved by: Jim Steenburg, Secretary

Dated: March 27, 2012

H.O.V.E. RMC Board Meeting Minutes
April 24, 2012

I. QUORUM: Yes

Present: Laura Foster, Stephanie Macdonald, Bill Vinson, Jim Steenburg, Jim O'Hara

Absent: Mike Finn

II. CALL TO ORDER: 10:00am by Laura Foster

III. ADOPTION OF AGENDA: With amendment to add the County Bill 205/Truck Routes to the agenda.

IV. APPROVAL OF MINUTES:

- a. **March 27th, 2012 Board Meeting.** Approved as written.
- b. **April 3rd, 2012 (Special Meeting).** Resulted in accepting Jim Steenburg's resignation as Secretary and appointing Stephanie Macdonald to this position.
- c. **April 10th, 2012 (Special Meeting).** Resulted in accepting the minutes of the April 3rd meeting.

V. REPORTS:

- a. **President's Report:** Laura introduced Brad Wohlman as RMC's new general manager. Laura reminded the board of the meeting with the Monsanto representative on May 8th at 1p at the yard. She noted and paid tribute to a volunteer member who recently removed paint graffiti from road signs, covering 1/3 of Ocean View in 2 months. Laura provided a foreclosure process update – letters for 7 approved properties have been sent.
- b. **Secretary/Treasurer's Report:** As of 3/30/2012, operating funds available totaled \$1,183,613.99, made up of BOH balance of \$163,724.57 and ML operating fund balance of \$1,019,889.42. Non-operating funds totaled \$1,100,054.94 (comprised of restricted and investment funds at ML). Assessment income totaled \$178,719.24. Of this amount, \$22,229.27 were past due amounts collected by the account specialist. Monthly expenditures were within budget with the exception of large purchase of road supplies, 3 payroll periods and recent computer purchase. The 2006 audit is nearing draft completion. A complete report is on file at the office.
- c. **Office Report:** The office continues to process payments from the billing cycle and completing tasks for the audit process.
- d. **Road Report:** The road crew is focusing on potholes and painting within the assigned quadrant; the new GM will focus on road plan and budgets, will provide a complete report at the next board meeting.

VI. UNFINISHED BUSINESS: – None

VII. NEW BUSINESS:

a. Road Maintenance:

Update/discussion on truck that needs tires to pass May inspection, estimate (\$1000) for tires provided. Motion passed to purchase tires for the truck.

Discussion on the cost of 'No Parking' plastic stencils. Jim O'Hara will research option to make these stencils vs. purchase.

Discussion on cost estimates to purchase replacement signs. This matter was deferred to the next board meeting to allow further review of the road budget

Update provided on purchase of tires for the bobcat. All 4 tires were replaced.

Update on the new office building – permits not received as of meeting date.

b. Newsletter:

Jim O'Hara referred the board to the newsletter schedule. Reminded all that June 8th is the deadline for content.

c. Truck Routes/Bill 205:

The second reading was on April 17th, deadline for changes due on April 26th. Discussion followed on the draft truck route map. Motion passed to remove the Mahimahi section and keep the rest of the map. Discussion that the new bill requires an educational component for haulers, trucking companies that may include letters, signage, flyers. Jim O'Hara raised the suggestion of using email for communication as well. Laura Foster made special mention of thanks to councilwoman B. Smart for her work in the passage of this bill.

VIII. GENERAL DISCUSSION:

General update on BOD elections in the fall; Bill Vinson's seat is open, Mike Finn's position is up for re-election, there are 2 board positions open. Suggestion to post open board positions in the office window and on the RMC website.

Lehua road update discussion. Suggestion made to write a letter to the county with an estimate of repair along with the historical narrative.

Triple K road update discussion. Brad met with Kyle Pua, will establish project schedule.

IX. ADJOURNMENT:

Meeting adjourned at 10:58am by Laura Foster. The next monthly board meeting will be held on Tuesday, May 22nd, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Stephanie Macdonald, Secretary

Dated: May 2nd, 2012



H.O.V.E. RMC Board Meeting Minutes

May 31st, 2012

(Monthly BOD meeting on May 22nd rescheduled due to lack of quorum)

I. QUORUM: Yes

Present: Laura Foster, Stephanie Macdonald, Bill Vinson, Jim Steenburg, Jim O'Hara

Absent: Mike Finn

II. CALL TO ORDER: 12:01p by Laura Foster

III. ADOPTION OF AGENDA: Approved as written.

IV. APPROVAL OF MINUTES:

April 24th, 2012 Board Meeting. Approved as written.

V. REPORTS:

a. President's Report: Laura provided an update on the office building construction; anticipates the start on July 1st with possible completion by October, 2012. Laura reported that 2011 corporate tax forms were filed on time; that an October 2009 emergency withdrawal of \$50,000.00 by the board from the ML investment account to keep operations going was replaced in May. Also reported was the implementation of a best practices purchase order system. In continuing efforts to collect past due member assessments, 2 properties were acquired due to foreclosure action, 5 properties are in the process of foreclosure. A cost amount for processing is forthcoming. Laura also reported that on Mother's Day, a number of traffic signs were knocked down, repaired/replaced.

b. Secretary/Treasurer's Report: The treasurer provided balances for operating and non-operating funds. In May, a separate BOH account was established for the construction of the office building, new board investment policies with regard to gold and silver were implemented. Also reported was current expenditures to budget; as of April 30th, the corporation had used 44% of the 2012 budget, close monitoring continues. The 2006 financial audit nears completion. A detailed financial report for the month of May is on file at the RMC office.

c. Office Report: With the overall goal set at 90% compliance for collecting assessments, 70% had been achieved by the end of April. Nearly 101K was collected in April along with lien and foreclosure notices.

d. Road Report: The Tiki Road project continues (5.5 miles). Painting, pothole repairs and other road maintenance work continues. With new GM hired the corporation seeks to do more than 5.5 miles of road a year moving forward.

VI. UNFINISHED BUSINESS:

a. Monsanto. Members present expressed concerns about the usage of Roundup to control weeds. The board proposed areas for testing. Motion carried for the corporation to move ahead with test areas spray plan and report findings to the membership.

b. Newsletter. Jim O'Hara reminded the board of the scheduled June 8th meeting to discuss layout and content, Noon at RMC office.

c. 2013 Budget. Discussion and approval deferred until board members could complete their review of the budget. The treasurer will resend out draft budget via email to the board.

d. Road Signage. Discussion on No Parking stencils and painting the speed limit (25MPH) on the roads where necessary. The board approved using high intensity signage and to investigate costs to implement. Also discussed was the need to have the county traffic code clearly listed on No Parking signage to ensure county enforcement.

e. Truck Routes. Laura provided update that the bill to include the HOVE truck route into the county traffic code will be discussed by the council of June 6th and 20th with the anticipation of having the bill signed into law shortly after the second meeting.

VII. NEW BUSINESS:

June Road Plan. The June Road plan was discussed with overview provided by Laura and Brad.

VIII. GENERAL DISCUSSION:

Office Building update – RMC received county letter on sewer usage permit. Laura reported that

this matter was an unfinished matter from 2009, no longer valid.

IX. ADJOURNMENT:

Meeting adjourned at 1:04p by Laura Foster. The next monthly board meeting will be held on

Tuesday, June 26th, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Stephanie Macdonald, Secretary

Dated: June 10th, 2012



*H.O.V.E. RMC Board Meeting Minutes
June 26th, 2012*

I. QUORUM: Yes

Present: Laura Foster, Stephanie Macdonald, Jim Steenburg, Jim O'Hara

Excused Absence: Mike Finn

Unexcused Absence: Bill Vinson

II. CALL TO ORDER: 10:00am by Laura Foster

III. ADOPTION OF AGENDA: Approved as written.

IV. APPROVAL OF MINUTES:

May 31st, 2012 Board of Directors Meeting. Approved as written.

V. REPORTS:

a. President's Report: Laura provided an update on the Lehua county roadwork related to the new well. While she has received no word from the county's contractors – Bolton and Yamada, she did receive word that the county was working on a solution. Laura also provided an update on the office building construction; materials were expected to arrive the end of the week. Other updates included the Tiki Road resurfacing project nearing completion, that final payment would be made pending completion of the return of RMC equipment, finishing listed repairs.

Laura reminded the board that the office would be closed on July 4th and that Madison would be on vacation from July 4th through the 29th.

Laura mentioned that the office has begun providing email reminders for monthly board meetings at member's request.

With regard to the truck route, Laura updated the board that the final reading occurred in late June and she had requested from the county a list of companies/individuals that were awarded water permits to enable RMC to send out truck route notices.

b. Secretary/Treasurer's Report: Stephanie provided May end of month key financial information as well as collection efforts summary per the written treasurer's report. She further updated the board that the 2007 audit was nearly completed and the 2008 audit was already underway. A complete report is on file at the office.

c. Office Report: The office continues to process payments from the billing cycle and completing tasks for the audit process.

d. Road Report: The 2012 Tiki road project nears completion, the road crew continues with signage, potholes, striping/painting. Stencils for 25MPH and NO PARKING were purchased and usage begun.

VI. UNFINISHED BUSINESS:

a. 2013 Budget. The board approved the 2013 budget.

b. 2013 Assessment. The board approved the 2013 assessment. It remains the same as 2012.

Jim O'Hara initiated discussion that the board will need to look at ways to formulate a road plan that upgrades up to 15 miles of road a year, ensuring a 10 year cycle in which all roads would be upgraded. The board approved an internal study to see how this could be accomplished and what impacts this would mean to future assessments beginning in the year 2014.

c. Newsletter. Brief summary discussion on content and print schedule, Laura has been in touch with the Civic.Club for vote count.

- d. Road Signage.** Laura reminded Brad (GM) for submitting purchase orders covering cold patch, nuts/bolts and signage.
- e. Foreclosures.** Laura provided an update on the count on foreclosures, that the process was proceeding legally to the court adjudication.
- f. Office Building.** Laura updated the board that \$31,064 would be due shortly to the building contractor, Detwiler Construction.

VII. NEW BUSINESS:

- a. July Road Plan:** The July road plan is the same as June's.
- b. Driveways:** A general reminder to board members that RMC does not make driveways.
- c. Aprons.** A general reminder to board, members that RMC does not make driveways.
- d. Presorted Mailing.** With an interest to see if postage costs can be saved, Stephanie gave an overview of what presorted mailing would cost and some of the processes needed to incorporate savings. The board decided that further investigation would be needed to use presorted class mailing for newsletters.

VIII. GENERAL DISCUSSION:

- a. Future Audits.** While there is no firm contract as yet with an auditor for upcoming audits (2009 forward), the board discussed the benefits of having audit reviews vs. full audits. Discussion also covered the current bylaws requirement for audits.
- b. Intersection Changes.** Discussion followed on how better to manage truck traffic on roads that are not truck routes. Possible strategic placement of stop signs discussed and the board requested Brad (GM) to investigate possible placement sites.
- c. Computer Battery Backups.** Inquiry into the purchase of individual computer workstation battery backups. Current older units are being used; Stephanie would be initiating purchase of better backup systems once research is completed.
- d. Server Backups.** Inquiry into frequency of backups – Stephanie updated the board that backups were performed daily after hours and portable backup drives were in use.
- e. Office Floor Color.** Jim S. provided specs, color, application, timing and durability.

IX. ADJOURNMENT:

Meeting adjourned at 11:09am by Laura Foster. The next monthly board meeting will be held on Tuesday, July 24th, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Stephanie Macdonald, Secretary

Dated: July 13th, 2012



*H.O.V.E. RMC June Board Meeting Minutes
July 24, 2012 @ 10:00am*

I. QUORUM: All members were present.

President: Laura Foster
VP: Mike Finn
2VP: Bill Vinson

Treasurer/Secretary: Stephanie MacDonald
Director: Jim O'Hara
Director: Jim Steenburg

II. CALL TO ORDER: 10:00 am by President, Laura Foster

III. ADOPTION OF AGENDA: Approved as written.

IV. APPROVAL OF MINUTES:

- a. June 26th Monthly Board Meeting – Approved as written with the addition of the 3 motions made at that time.
 - I. Stephanie made a motion to approve 2013 budget. Jim S. 2nd.
 - II. Jim O. made a motion to approve the 2013 assessment for \$99.00 per year with a \$9.00 discount, if paid early. Stephanie 2nd.
 - III. Jim O. made a motion that we will come up with a road plan that will cover 15 miles of roadway per year, by next year. Jim S. 2nd.
All motions passed unanimously.
- b. July 4th Executive Meeting
- c. July 7th Committee Meeting

V. REPORTS

- a. **President's report:** With Madison being out of the office the email reminders to members about the board meeting did not get sent out.
Building update: The concrete foundation has been completed along with the exterior walls, next week they will be putting in the trusses.
The State Dept. of Unemployment came in and did an audit on our 2011 Payroll and they have determined that we owe \$1,400.00 to 1,600.00 in unpaid unemployment taxes.
The 2007 audit is finished and the 2008 will be a full audit and is currently being worked on and will probably take several months to complete.
- b. **Treasurer's report:** Operating cash available is \$971,044.18. Investment fund is \$1,151,742.88. Last month's income was \$43,210.70. Year-to-date spent is \$575,322.19. Report is on file at the office.
- c. Secretary's report:
- d. **Office report:** The 15 lots owned by the County of Hawaii have been officially Liened for non-payment. 80% of all accounts have been paid in full and there are another 307 accounts have balances below \$100.00, 247 accounts have balances above \$1,000.00 and 131 have negative balances. A new tool in trying to increase collections is the use of a pink envelope.
- e. **Road report:** The crew has been busy installing new signs, painting 3 miles of centerlines, patching, potholes and complaints. We have approved the purchase of 2 front tires and tubes for the mower and 2 front tires for the backhoe from Ka'u Auto repair for \$1832.00.

PO Box 6227 • Ocean View, HI 96737

Phone (808) 929-9910 • Fax (808) 929-9623 • Toll Free: 1-866-241-7294

Email: office@hoveroad.com • Website: <http://www.hoveroad.com>

VI. UNFINISHED BUSINESS:

- a. 2012 Newsletter: **MOTION: Jim O. motioned for the 2012 newsletter be approved. Jim S. 2nd.** The newsletter will be going to the printer on Wednesday and will be back by Friday.
- b. Tiki Lane Project: Kyle is finished with this project and will be notified to pick up his final check.

VII. NEW BUSINESS: None

VIII. ADJOURNMENT: 10:51 am by President, Laura Foster. The next monthly Board meeting will be Tuesday, August 28th, 2012 at St. Jude's Church at 10:00 am.

Minutes submitted by: _____ Kristyn Haina

Approved by: _____ Secretary

Date: July 26, 2012

H.O.V.E. Road Maintenance Corporation
Monthly Board Meeting
August 28, 2012 @ 10:00 a.m. St. Jude's Church.

I. QUORUM: Yes.

Present: President, Laura Foster; 1st VP, Mike Finn; Director, Jim O'Hara; Director, Jim Steenburg.
Absent: 2VP, Bill Vinson (excused).

II. CALL TO ORDER: 10:00am by President Laura Foster

a. First order of business we need to have a secretary for this meeting, Jim O'Hara has been assigned with this temporary task. Jim S. Seconded. All in favor.

Second order of business Bill Vinson is excused from this meeting and Stephanie MacDonald has regretfully resigned from the Board of Directors due to personal obligations.

b. Laura made the motion to accept Stephanie MacDonald's resignation effective immediately. M. Finn Seconded. Motion passed unanimously.

III. ADOPTION OF AGENDA: Agenda will be adopted with the change of the New Business to an Executive session at the end of this meeting, all in favor.

IV. APPROVAL OF MINUTES: July 24th, 2012 Board of Directors Meeting. Minutes will be adopted with the change noted to the Motion on Page 2 in regards to the approval of the 2012 Newsletter, All in favor.

V. REPORTS:

a. President's Report: Would like to thank J. O'Hara and the ladies in the office for getting the 2012 Newsletter out in a timely manner.

New office update: The painter should be finished today with the exterior of the building.

b. Treasurer's Report: Operating cash available is \$883,548.16. Investment fund is \$1,163,571.03. Last month's income was \$49,810.02. Year-to-date spent is \$713,298.96. Report is on file at the office.

c. Secretary Report: No report.

d. Office Report: Madison is back and Drew is continuing to work on collections.

e. Road Report: Crew used 10 tons of cold patch on potholes & patching and 12 buckets of white paint placing the "25 MPH" on various streets. A lot of weed whacking has been completed, trees have been planted for the landscaping and stairs have been installed between the shop and the storage building. New front tires have been purchased for the mower and backhoe. The full report is available at the office.

VI. UNFINISHED BUSINESS:

a. Office Building

Signage: Signs informing members of our location should be placed at the front gate and on the office building.

Parking Lot: We will need to complete the parking lot and have wheelchair assessable stall/signs.

Gate: The gate needs to be changed or modified.

b. Truck Routes: Will be moved to signage for the October Meeting.

c. Rob Tucker FoPF: All current board members have busy schedules to get involved at this time.

VII. NEW BUSINESS:

VIII. GENERAL DISCUSSION:

IX. ADJOURNMENT: Meeting adjourned at 10:29am by Laura Foster.

The next monthly board meeting will be held on Tuesday September 25th, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Kristyn Haina _____ 08-29-12

Approved by: Jim O'Hara, Secretary _____ 08-29-12

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**H.O.V.E. Road Maintenance Corporation
Monthly Board Meeting
September 25, 2012 @ 10:00 a.m. St. Jude's Church.**

I. QUORUM: Yes.

Present: President, Laura Foster; 2VP, Bill Vinson; Director, Jim Steenburg.
Absent: 1 VP, Mike Finn (excused); Director, Jim O'Hara (excused).

II. CALL TO ORDER: 10:00am by President Laura Foster

III. ADOPTION OF AGENDA: Agenda will stand as written.

IV. APPROVAL OF MINUTES: Minutes will stand as written.

V. REPORTS

a. President's Report: With the resignation of Stephanie MacDonald last month's temporary Secretary was Jim O'Hara. For this meeting the task is assigned to Jim Steenburg. The ballots have been steadily coming in and are being delivered to the counters once a week every week.

b. Treasurer's Report: We are on track to finish this year in the black. Operating cash available is \$807,761.00. Investment fund is \$1,169,738.02. Last month's assessment income was \$29,072.72. Year-to-date spent is \$713,602.35. Report is on file at the office. The auditors are planning on coming out to the office to do field work in October.

c. Secretary Report: No report.

d. Office Report: The office continues to work on processing payments and placing/releasing liens. Office staff has mentioned that the amount of members calling in to the office with confusion over the ballots has dropped considerably this year. The last day to receive ballots in the mail is at the end of the work day on Friday October 12th, members who have not voted and would like to may do so at the beginning of the Annual meeting on October 13th. We are currently at 83% compliance with full attention being paid on collecting on all balances due. There are 5 accounts set for foreclosure.

e. Road Report: Road crew has been working within its budget paying attention to potholes, signage, weeds and safety painting. All maintenance and safety inspections are current on vehicles. The crew did a good job on the rock wall and parking lot for the new office. We are currently waiting for our final inspection and occupancy certificate for the office.

VI. UNFINISHED BUSINESS

a. Truck Routes: We still have a major problem with truck drivers not abiding by the truck route law.

b. Kahuku Park: Robin Lamson has asked Laura to speak to the board about putting up parking blocks around the entire park for the walking path. This is going to be moved to the October agenda and will be discussed at that meeting.

IX. ADJOURNMENT: Meeting adjourned at 10:05am by Laura Foster.

The next monthly board meeting will be held on Tuesday September 23rd, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Kristyn Haina _____ 10/04/12

Approved by: Jim Steenburg, Secretary _____ 10/04/12

**H.O.V.E. Road Maintenance Corporation
Annual Membership Meeting
Saturday October 13th, 2012 @ 10:00 a.m. OVCA**

I. QUORUM: Yes

Present: President, Laura Foster; 1 VP, Mike Finn; Director, Jim Steenburg.
Absent: 2 VP, Bill Vinson (Excused); Director, Jim O'Hara (Excused).

II. CALL TO ORDER: 10:03 am by President Laura Foster
Last call for voting was at 10:05 am a total of 8 votes were cast at this meeting.

III. ADOPTION OF AGENDA: Agenda will stand as written.

IV. REPORTS

a. President's Report: Our new office building is finished we are just waiting on the Certificate of Occupancy to be awarded so that we may start moving in. Happy to report out of the \$100,000.00 allocated for the new office building 95,500.00 was spent. Our board members put a lot of voluntary work into this new office.

b. Treasurer's Report: Our auditors Taketa, Iwata, Hara & Associates met with us on Thursday and did a walk through they expect to have our 2012 audit done by February 2013. They may have a few recommendations for us as far as accounting procedures go but in all they seem very satisfied with how things are being run. We are definitely ending 2012 in the black which is wonderful news. We have currently spent \$700,000.00 on a \$940,000.00 budget. 5.5 miles of roadway was a big part of this. Road crew is continuing with safety painting, potholes and repairs. We do have a volunteer who goes around and cleans up graffiti off of stop and street signs.

c. Secretary Report: Acting secretary Jim Steenburg has no report.

d. Road Report: Cost is a huge problem for road work; oil, materials, labor, etc. Hopefully we can stick to the current budget as is with today's prices. The crew is busy keeping up with pothole repairs, safety painting, signage and complaints.

V. VOTING RESULTS: There have been 1275 ballots submitted resulting in 1855 votes tabulated. No ballots were rejected. There are currently 38 votes not yet counted. The final results will be announced at the monthly Board meeting held Tuesday, October 23rd. There are not a sufficient number of outstanding votes to alter the results of this election. The preliminary results are as follows:

Approval of the 2013 Budget	Yes: 1674	No: 152
Approval of the 2013 Road Plan	Yes: 1702	No: 102
Approval of the By Law Changes	Yes: 1523	No: 277
Elections:		
Mike Finn	2847	
Kathy Garner	1120	
Bruce Petrovic	1930	
Mike Taylor	1237	

~ A non-profit group, The Hawaiian Civic Club received and counted the votes ~ Mahalo

VI. ADJOURNMENT: Meeting adjourned at 10:36 am by Laura Foster.
The next monthly board meeting will be held on Tuesday October 23, 2012 at 10am, St. Jude's Church.

Minutes submitted by: Kristyn Haina 10/15/12

Approved by: Jim Steenburg, Secretary 10/15/12

H.O.V.E. Road Maintenance Corporation
Monthly Board Meeting
October 30, 2012 @ 10:00 a.m. HOVERMC Office

I. QUORUM: Yes.

Present: President, Laura Foster; 1st VP, Mike Finn; Director, Jim Steenburg; Director, Jim O'Hara; Director, Bruce Petrovic

II. CALL TO ORDER: 9:59am by President Laura Foster

The board has appointed Kathy Garner to fill vacancy left by Stephanie Macdonald term to end in 2014.

The board has appointed Mike Taylor to fill vacancy left by Mike Million term to end in 2013.

We officially have 7 board members.

III. ADOPTION OF AGENDA: Agenda will stand as written.

IV. APPROVAL OF MINUTES:

09/12/2012 Minutes will stand as written.

10/13/2012 "Annual Board Meeting" needs to be changed to "Annual Membership Meeting".

Otherwise the Minutes will stand as written.

V. REPORTS:

a. President's Report: Will be covered in New Business.

b. Treasurer's Report: We will finish this year in the black. Operating cash available is \$768,766.00. Investment fund is \$1,183,271.00. Last month's assessment income was \$27,582.90. Year-to-date spent is \$786,700.11. Report is on file at the office. The new building checking account has a balance of \$32,683.56 which will be transferred back into BOH checking account. Our old advisor from Merrill Lynch has left the company and re-located to a new firm. The new advisor from Merrill Lynch would like to get together with the board a date and time need to be set. The BOD would also like to meet with Juslyn Ikeda at Raymond James Financial and make a decision then.

c. Secretary Report: No report.

d. Office Report: The office staff is starting to pack up and prepare for the move to the new office. We are planning on moving November 12th thru November 23rd and open for business in the new location on Monday November 26, 2012. Hawaiian Telcom is on standby to transfer our phones and Jim O has volunteered to oversee moving and re-installing our computer system.

Drew continues to collect and he has been working on a new billing format.

We received an audit from the Operating Engineers and no discrepancies were found.

The Dept. of Labor Unemployment's audit resulted in HOVE RMC paying unemployment taxes on the contract laborers. This has been dealt with, no penalties were assessed and they waived all late fees against us. The process is which we pay our part-time or on-call employees has been changed and so this will not be an issue in the future.

e. Road Report: Crew has been working on the East side of HOVE repainting faded yellow lines and placing the 25 MPH on the road, some patching was needed in this area. They also repainted one of the storage tanks. The crew also completed the parking lot and rock wall for the new office both done very nicely.

VI. UNFINISHED BUSINESS:

a. New Office Building: As of 10/29/12 our Certificate of Occupancy has been signed. Since then it has been picked up and is hanging in the new office. The office building is going to be blessed on November 10th at 10:00am.

b. Truck Route: The County Department of Water is planning on having a meeting sometime soon and it would be a good idea if we put together Truck Route flyers and have them available at this meeting.

c. Signage: Motion to approve the HOVE entrance sign presented at the meeting. (Drawing attached). These signs to be installed at each of the 12 subdivision entrances. Quotes for signs will be presented at the next Board Meeting. Motion made by Jim S. passed unanimously.

d. Kahuku Park: Motion to offer to sell the parking blocks to Friends of the Park at \$33.00 apiece. Motion made by Jim S. passed unanimously.

Motion to send a letter to the Friends of the Park to maintain the weeds inside the walking path or HOVE RMC will be forced to take out the parking blocks so that our crew will be able to come in and use the mower.

Motion made by Jim S. passed unanimously.

VII. NEW BUSINESS:

a. Lehua Lane: Bolton has finished repairing the roadway on Lehua from the water fill station to just around the corner on Keaka.

b. Audits: The 2008 audit is just about complete. TIH is going to complete the 2008 audit, go through 2009, 2010, and 2011 and finish off with the 2012 audit. Audits are looking good there has been no evidence of fraud and/or theft. Just a few accounting errors in the Mas 90 system that need to be corrected. The 2012 audit should be complete by the end of February.

c. Old Equipment: Kyle Pua has made a bid on our old oil distributor and Ladd Hashimoto is interested in our old paint sprayer. We have decided to hold onto both generators.

IX. ADJOURNMENT: Meeting adjourned at 11:10am by Laura Foster.

The next monthly board meeting will be held on Tuesday November 27, 2012 at 10am, HOVERMC office building.

Minutes submitted by: Kristyn Haina _____ 11/12/12

Approved by: Jim O'Hara, Secretary _____ 11/12/12

Note: After the Board Meeting was concluded a special meeting was called in order to vote on Board Member positions. The following positions were approved:

Laura Foster - President

Mike Finn – 1st VP

Jim Steenburg - 2nd VP

Kathy Garner - Treasurer

Jim O'Hara - Secretary

Mike Taylor – Director

Bruce Petrovic - Director

H.O.V.E. Road Maintenance Corporation
Monthly Board Meeting
November 27, 2012 @ 10:00 a.m. HOVERMC Office

I. QUORUM: Yes.

Present: President, Laura Foster; 1st VP, Mike Finn; Director, Jim Steenburg; Director, Jim O'Hara; Director, Bruce Petrovic. Excused absences: Treasurer, Kathy Garner; Director, Mike Taylor.

II. CALL TO ORDER: 10:00 am by President Laura Foster

III. ADOPTION OF AGENDA: Agenda will be adopted with the following changes: add the executive session after adjournment and add the October 30th and November 24th executive sessions to approval of prior minutes. All in favor.

IV. APPROVAL OF MINUTES:

10/30/12 Board Meeting: Minutes will stand as written.
10/30/12 Executive Session: Minutes will stand as written.
11/24/12 Executive Session: Minutes will stand as written.

V. REPORTS:

a. President's Report: New Office update: The blessing was held on Saturday November 10th, 2012. We began moving into the new office on Tuesday November 20th and were open for business on Monday November 26th, everything is up and running. Old Office update: Vicky cleaned it a final time and the electricity was turned off on November 29th

b. Treasurer's Report: Operating cash available is \$791,001.66. Investment fund is \$1,184,181.27. Last month's assessment income was \$21,530.53. Year-to-date spent is \$814,753.93. Report is on file at the office.
We originally moved 130,000.00 into the office building account we were left with \$32,683.56 with all expenses for new office paid out.

MOTION: Close the office building checking account and move balance over to HOVERMC's regular checking account. Motion made by Mike F. passed unanimously.

Discussion was held on how to cut back on paper clutter by possibly signing up for electronic statements and do away with paper statements from the Bank of Hawaii. The office staff may have to make adjustments to their procedures on how they handle the bank statement prior to the president or treasurer's first viewing. It was suggested that we sign up for paperless statements from the bank and keep our regular mailed statements to see which would be easier to use and make a decision at a later date.

The Board has recently met with representatives from both Merrill Lynch and Raymond James.

MOTION: To move HOVERMC's investment accounts from Merrill Lynch to Raymond James. Motion made by Jim O. passed unanimously.

Note: Raymond James will cover any costs of transferring the accounts.

c. Secretary Report: No report.

d. Office Report: A lot of the month was spent preparing for and the actual move into the new office. The office will be sending out the board packets electronically for the December meeting we will see how this works.

e. Road Report: The crew has been working in the northern section of HOVE. Painting of the 25 MPH is finished in this area as well as potholes and patching bad areas along the roadside.

VI. UNFINISHED BUSINESS:

a. Signage:

MOTION: Order 12 Entrance signs from GP Roadway Solutions.

Motion made by Jim O. passed unanimously.

MOTION: Order HOVERMC office entrance sign.

Motion made by Jim S. passed unanimously.

VII. NEW BUSINESS:

- a. Lehua Court:** Lehua Court would like HOVERMC to tear out the existing roadway, widen and then rebuild the roadway from the highway to the entrance into his commercial property on Lehua Lane between the highway and Keaka Pkwy. This is a topic that needs more attention and needs to be kept up on.
- b. Trees:** HOVERMC purchased trees from the State Forestry nursery to obtain the landscaping final for the new office and have a few trees left that need to be planted.
- c. Tiki Lane:** Upper Tiki needs some repair work so we will need to contact the contractor Kyle Pua to see if he guarantees his work.
- d. December Board Meeting:** December's board meeting falls on Christmas Day so the board has agreed to move the meeting to Thursday December 27th, 2012.

VIII. GENERAL DISCUSSION:

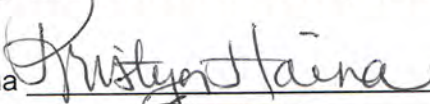
a. Water fill station:

MOTION: Jim S. suggested that HOVERMC approach the County and offer to paint the parking lines in the water fill station parking lot in exchange for a water meter.

Motion made by Jim O. passed unanimously.

IX. ADJOURNMENT: Meeting adjourned at 11:06 am by Laura Foster.

The next monthly board meeting will be held on Thursday December 27, 2012 at 10am, HOVERMC office building.

Minutes submitted by: Kristyn Haina  12/07/12

Approved by: Jim O'Hara, Secretary  12/07/12

H.O.V.E. Road Maintenance Corporation
Monthly Board Meeting
December 27, 2012 @ 10:00a.m. in the RMC Office

I. QUORUM: Yes.

Present; President, Laura Foster; 1st VP, Mike Finn; Secretary, Jim O'Hara; Director, Bruce Petrovic; Director, Mike Taylor

Excused; Treasurer, Kathy Garner; Director Jim Steenburg

II. CALL TO ORDER: 10:05am by President Laura Foster

III. ADOPTION OF AGENDA: Agenda will stand as written.

IV. APPROVAL OF MINUTES:

11/27/12 Minutes will stand as written.

V. REPORTS:

a. President's Report: The stop sign at Keaka and Lehua has been run over twice in the past few weeks so the crew has relocated it farther away from the roadway. It was also noted that this intersection is hazardous because of a dip on Lehua. The Board made an executive decision to make that intersection a 4-way stop due to the increase in traffic and the line of sight issue.

Road resurfacing for 2013 will be started on Paradise Parkway below Paradise Circle.

b. Treasurer's Report: The year-to-date expenditures were \$846,767.03. Last month's assessment income was \$14,171.47 and the expenses for the month of November were \$30,608.26.

It was noted that we will be ending 2012 under budget.

With the operating funds available as of December, the Corporation is coming close to its goal of having full funding on hand to cover the budget made for the following year.

The complete Treasurers report is on file at the RMC office.

c. Office Report: The office staff is handling the end of the year process and preparing for the 2013 billing. Drew continues to work on the past due accounts.

d. Road Report: \$4,500.00 was spent on cold patch and diesel this past month.

The crew is continuing with the painting of the stop bars at intersections.

Our road system has been drawn up into four sections to improve our work schedule. Having the crew working in a specific section each month is proving to be very effective.

Discussion was made on the price we pay for road paint from HPM and GP Roadway. Mike F. will be looking into prices at Home Depot and Lowes which both offer an equal quality product.

We need to purchase new fuel meters for the diesel storage tanks as the existing pump meters are not working properly.

VI. UNFINISHED BUSINESS:

a. Signage: The signs for the HOVE entrances and our office should be here soon.

b. Lehua Court: Bill Stockton held a meeting in early December to explain details of Lehua Court. They are still waiting on a zoning change. We will address Lehua Lane when appropriate.

c. Truck Routes: Changing our truck routes has come up and needs further discussion.

VII. NEW BUSINESS:

a. Annual Assessment Letter Insert: We will be using an insert for general information to our members.

b. Security System: Installing an alarm system which will include security cameras for the new office and the maintenance buildings was discussed. The plan will be ready for approval by next month.

c. Storage Building: Bruce P. and Jim O. will be looking into purchasing a container to be used as secure storage for the office.

d. Triple K Trucking: Hold off until the next Board meeting.

e. Resolution for Expenditures.

Motion: To authorize the stipulations of Art. VIII, Sec. 8.3, of the RMC Bylaws relating to expenditures. Item 1 and 4 of Sec 8.3 and all other purchases over \$1000.00 requires Board approval and 3 written bids if available.

Motion made by Mike F. The motion Passed unanimously.

IX. ADJOURNMENT: Meeting adjourned at 11:02 am by Laura Foster.

The next monthly Board Meeting will be held on Tuesday January 22nd, 2013 at 10:00am, in the RMC office building.

Minutes submitted by: Kristyn Haina 1/3/2013

Approved by: Jim O'Hara, Secretary 1/3/2013