

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
(808) 929-9910 Fax (808) 929-9623  
Toll Free: 866-241-7294  
Email: [office@hoveroad.com](mailto:office@hoveroad.com)  
www.hoveroad.com

## Monthly Board Meeting Minutes January 3, 2006

- I. **Quorum Present:** yes
- II. **Called to Order:** 4:05 PM
- III. **Adoption of Agenda:** yes
- IV. **Opening:** No Remarks
- V. **Roll Call**
  - Attended:* Loren Heck, President; Eleanor Shannon, 1<sup>st</sup> Vice President; Randy VanLeeuwen, 2<sup>nd</sup> Vice President; Jimmy Yocom, Treasurer; Marshall Gluskin, Board Member; Meleana Smith, Administrative and Operations Director.
  - Absent:* Rhoda Torres, Board Member
  - Guest attended:* Bill Vinson, and Mary Kastle.
- VI. **Approval of Prior Minutes**
  - Motion** made by Randy VanLeeuwen to accept the December 1, 2005 Special Meeting Minutes as amended. The amendment is to the 1<sup>st</sup> motion under General Orders which should include the location of the vehicles, the violation and the owner's name. Seconded by Eleanor Shannon.  
All in favor: Unanimously Passed
- VII. **Officer's Reports**
  - A. **President** – The Corporation has developed committees. These committees are set up to benefit the Corporation and will also help the Board of Directors work on the responsibilities of the Corporation together. A letter was sent to the President and 1<sup>st</sup> V.P. by Merle Martin with concerns on road setbacks and encroachments, hiring an Executive Director and regarding the RMC website. A response letter will be sent to Mr. Martin from the President and 1<sup>st</sup> VP
  - B. **1<sup>st</sup> Vice President** – The organizational chart has been expanded to reflect corporation departments.

- C. **2<sup>nd</sup> Vice President** – On the Ohia and Paradise dead end bulldozer tracks were seen on roadway. Also, the vehicles on Palm and Orchid are still there.
- D. **Treasurer** – Reported the financial situation of the Corporation (written report attached).

**Motion** made by Eleanor Shannon to accept the Treasurer’s report and the suggestion to include in the report expenses by month. Seconded by Randy VanLeeuwen. All in favor: Unanimously Passed

- E. **Secretary** – No Report

**F. Administrative and Operations Director**

- 1. **Foreman’s Report** – Written Report attached
  - a. A gate has been placed on Kailua dead end off of Lehua and is encroaching onto the road way. The property owner whose access is on Kailua dead end cannot get to their property because of the gate, which doesn’t belong to them. A letter will be written to the known owner of the gate to remove the encroachment.
- 2. **Office Report** – Written Report attached
  - a. **Motion** made by Randy VanLeeuwen to purchase paint in the amount of \$7500.00. Seconded by Eleanor Shannon. All in favor: Unanimously passed.
  - b. The Board suggested calling the police to ticket the vehicles on Palm and Orchid. Melvin Soder has not yet moved his vehicles and towing them would cost approximately \$200 per vehicle.

**VIII. Committee Reports**

**A. Administrative**

**1. Bylaws**

- a. Appointment of Committee Chairs and Members
  - 1. Bylaws Committee chair is Eleanor Shannon.  
Members: Jimmy Yocom, Rhoda Torres and Loren Heck
  - 2. Budget and Finance Committee chair is Jimmy Yocom.  
Members: Marshall Gluskin and Loren Heck
  - 3. Legal Committee chair is Eleanor Shannon.  
Members: Loren Heck, Rhoda Torres
  - 4. Personnel Committee chair is Eleanor Shannon.  
Members: Loren Heck, Rhoda Torres
  - 5. Building and Equipment Committee is Jimmy Yocom.  
Members: Mary Kastle and Loren Heck

6. Road Maintenance/Planning Committee chair is Randy VanLeeuwen  
Members: Bill Vinson and Loren Heck
7. Membership Committee chair is Mary Kastle.  
Members: Loren Heck, Eleanor Shannon
8. Safety Committee chair is Randy VanLeeuwen.  
Members: Bill Vinson, Mary Kastle, Loren Heck and Marshall Gluskin

- b. Board of Directors Application revision was tabled for the next meeting.
- c. Officer's Duties Report made to Board at its December 1, 2005 meeting.
- d. Committee Duties made to Board at its December 1, 2005 meeting.

**2. Budget and Finance**

**Motion** made by Jimmy Yocom to approve implementing a \$10.00 finance charge per property for owners on the payment plan for six months or more and who have not missed any payments, instead of charging the 12% finance charge on the past due. Seconded by Eleanor Shannon. All in favor: Unanimously passed.

3. **Legal** – Community Emergencies and the use of Corporation equipment and personnel will be discussed at the next legal committee meeting.

**4. Personnel**- No Report

**B. Operations**

1. **Building and Equipment** – No Report
2. **Road Planning/Construction**– No Report
3. **Membership**– No Report
4. **Safety and Abandoned Vehicles**– No Report

**IX. Special Orders**

- a. **Appointment to the Board @ 4:45 pm - Motion** made by Jimmy Yocom to nominate Bill Vinson and Mary Kastle to the Board. Seconded by Eleanor Shannon. All in favor: Unanimously passed.

- b. **Appointment of Secretary – Motion** made by Randy VanLeeuwen to nominate Mary Kastle as Secretary of the Board. Seconded by Eleanor Shannon. All in favor: Unanimously passed.

**X. Unfinished Business**

- 1. **Equipment Building Update:** The building is in Hilo and we have received the final plans for the building.  
**Motion** made by Jimmy Yocom to send an architect the building plans to get a plot plan and foundation plan added to the final for building permits and send out request for proposal to license contractors.  
Seconded by Marshall Gluskin. All in favor: Unanimously passed.
- 2. **Guardrail Quote:** tabled until next meeting

**XI. General Orders**

**XI. Open Forum – None**

**XII. Announcements – None**

**XIII. Adjournment**

**Motion** made by Bill Vinson to adjourn the monthly meeting at 6:16 pm.  
Seconded by Jimmy Yocom. All in favor: Unanimously passed.

Meeting Adjourned: 6:16 pm on January 3, 2006.

Submitted By: Meleana Smith

Approved By: \_\_\_\_\_

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## Monthly Board Meeting Minutes February 7, 2006

- I. **Quorum Present:** yes
- II. **Called to Order:** 4:14 PM
- III. **Adoption of Agenda:** adopted without change
- IV. **Opening:** Recognition of guest, Dina Lovely.
- V. **Roll Call:** *Attended:* Loren Heck, President; Jimmy Yocom, Treasurer; Mary Kastle, Secretary, Marshall Gluskin, Board Member; Bill Vinson, Board Member; Rhoda Torres, Board Member; Meleana Smith, Administrative and Operations Director; Teddi Stransky, Recording Technician.  
  
*Absent:* Eleanor Shannon, 1<sup>st</sup> Vice President; Randy VanLeeuwen, 2<sup>nd</sup> Vice President
- VI. **Approval of Minutes**  
  
**Motion** made by Mary Kastle to accept the January 3, 2006 Board Meeting Minutes. Seconded by Marshall Gluskin. All in favor: Unanimously Passed
- VII. **Officer's Reports**
  - A. *President* – The Board can vote on issues requiring immediate action without waiting for the issue to go through committee.
  - B. *1<sup>st</sup> Vice President* – No report
  - C. *2<sup>nd</sup> Vice President* – No report
  - D. *Treasurer* – The Treasurer submitted the written financial report (attached).  
  
**Motion** made by Marshall Gluskin to accept the Treasurer's report. Unanimously Passed
  - E. *Secretary* – No Report

***F. Administrative and Operations Director***

*1. Administration*

- a. Customer refunds and disputes, and Investment Policy Statement forwarded to the Budget and Finance Committee.
- b. Property Foreclosure information forwarded to the Legal Committee.
- c.
  1. Employee Drug Policy information forwarded to the Personnel Committee.
  2. The ADMINISTRATIVE ASSISTANT will be going on maternity leave beginning March 1<sup>st</sup>; she will return to work after 8 weeks. A part-time clerk is needed to do filing and assist with office routine during her absence.

**Motion** made by Loren Heck to approve the hiring of a part-time clerk at \$6.50 an hour, one day a week.  
Unanimously passed.

d. Office Report – Written Report attached

1. YEAR END AUDITS for 2002 and 2003 are still in process.
2. THE BILLING has been completed and payments are being received and recorded.
3. The owner of the property at Kailua and Lehua, discussed at the last meeting, has been notified of the ENCROACHMENT ISSUE in a letter, dated February 1 2006 and sent by Registered Mail, requesting the removal of the encroachment within 45 days. No response has yet been received.

**Motion** made by Loren Heck to send a follow-up letter 30 days after the first letter, which would include an estimated charge of \$125.00 an hour for labor and equipment, if the owner refuses to remove the encroachment and the Corporation is forced to remove it.  
Unanimously passed.

- e. The OFFICE COPY MACHINE and LASER JET PRINTER are over 5 years old, out of warranty and expensive to repair. The Director recommends that the Board consider purchasing or leasing an all-in-one machine which will do copying,

faxing, printing and scanning. Quotes for lease and purchase will be available for the Building and Equipment Committee meeting.

- f. The office has found and acquired from the Bureau of Conveyances a copy of Document 2001-045176, recorded March 29, 2001, outlining the agreement between PI'IKOI KAWANANAKOA, owner of the "upper subdivision" and the HOVE Road Maintenance Corporation, for assessments allowing access to Mr. Kawananaoka's property using our roads.

## 2. *Operations*

- a. Foreman's Report – Written Report attached

- b. Safety and Abandoned Vehicles

1. The County is removing ABANDONED VEHICLES from our subdivision and has requested that we assist.

**Motion** made by Bill Vinson that the Corporation help by using our equipment to move AVs on our streets to a designated area for pickup by the County.  
Unanimously passed.

2. The 1980 MACK DUMP TRUCK is in need of a new steering shaft and U-joints.

**Motion** made by Jimmy Yocom that the Corporation purchase parts and perform needed repairs on the truck.  
Unanimously passed.

## VIII. **Committee Reports**

### A. Administrative

#### 1. *Bylaws Committee*

The Organizational Action Plan, including Board Committee Responsibilities, has been developed by the Bylaws Committee.

**Motion** made by Loren Heck that the Board accept the Vision Statement: "The Hawaiian Ocean View Estates Road System shall be the best in the State of Hawaii."  
Motion passed with 3 approvals and 2 opposed.

**Motion** by Marshall Gluskin to table consideration of the plan until the next regular meeting when the chair of the Bylaws Committee could be present.

Unanimously passed.

2. *Budget and Finance Committee* – No Report
3. *Legal Committee* – No Report
4. *Personnel Committee* – The Personnel Committee met on January 24<sup>th</sup>.

Agenda Item A, Review of Position Descriptions: The Committee has provided recommendations to the Board for a review of Position Descriptions (written report attached).

The following items were discussed and action will be taken at the next regular Board Meeting:

- #1: Provisional Status of Position Descriptions / Desk Audits
- #2: Desk Audit Schedule
- #3: Knowledge, Skills, Abilities and Other Characteristics
- #4: Clerk/Receptionist Position
- #5: Administrative and Operations Director Position

The Supervisory parameters for the Administrative and Operations Director position were discussed, as stated in Items #6 and 7 of the report.

**Motion** made by Jimmy Yocom to accept the recommendations of the committee as to item #6.

Unanimously passed.

**Motion** made by Marshall Gluskin to accept the recommendations of the Committee as to items #7 (first-line supervision) and #8 (second-line supervision).

Unanimously passed.

Agenda Item B, a review of applications for Security Personnel, remains in Committee.

## B. Operations

1. *Building and Equipment* – No Report
2. *Road Planning/Construction* – No Report
3. *Membership* – No Report



4. *Safety and Abandoned Vehicles* – No Report

**IX. Special Orders** – None

**X. Unfinished Business**

1. **Equipment Building Update:** The Building is on-site and we have a proposal from Bob Taylor of Taylor Built Construction (copy attached) to provide all services needed to erect the building, for a total cost of \$52,916.32.

**Motion** made by Jimmy Yocom to approve the Proposal and Quotation from Taylor Built Construction with one amendment, to item #8 of the proposal, adding the words: “All concrete supplied, placed and finished by T.B.C.C.I.”  
Unanimously passed.

2. **Guardrail Quote:** The office has received a quote from Sun Industries in the amount of \$18,500 for purchase and installation of guardrails for Coral Parkway below Hawaii Blvd.

**Motion** made by Bill Vinson to accept the quote and schedule installation as soon as possible.  
Unanimously passed.

**XI. General Orders**

1. **Purchase of Supplies:** The Administrative and Operations Director presented a list of replacement supplies and equipment needed for shop, road and crew. (List attached.)

**Motion** made by Jimmy Yocom to purchase supplies, at a cost of \$10,321.95.  
Unanimously approved.

2. **Purchase of Signage:** The Administrative and Operations Director presented a list of signage, street signs, poles, caps and associated hardware required to replenish on-site supply and complete the upgrading of our signage to comply with County Standards.

**Motion** made by Marshall Gluskin to proceed with purchase of needed signage and supplies, at costs of \$17,933.00 and \$3,344.81.  
Unanimously approved.

3. **VHF Radios:** The office has received a quote from Pacific Wireless Communications in the amount of \$10,529.10, for VHF Portable and Mobile radios and equipment; needed to enable communication between jobsites and with the shop and office. The quote covers a 3dB antenna system, six portable radios, four mobile (vehicular-mount) radios, a repeater antenna for the baseyard, and includes installation and maintenance as well as FCC licensing and 3-year warranty.

**Motion** made by Jimmy Yocom to accept the quote from Pacific Wireless Communications and proceed with installation as soon as possible. Unanimously approved.

**XI. Open Forum – None**

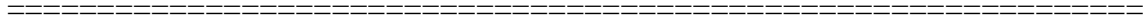
**XII. Announcements – None**

**XIII. Adjournment**

**Motion** made by Mary Kastle to adjourn the monthly meeting. Unanimously approved.

**Meeting Adjourned:** 6:10 pm on February 7, 2006.

**The Next Regular Meeting** of the HOVERMC Board of Directors will be held on March 7, 2006, beginning at 4:00 pm at the RMC Office.



Minutes prepared by Teddi Stransky, Recording Technician.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Kastle, Secretary

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

**OR**

Approved by the Board of Directors with pen & ink corrections on \_\_\_\_\_.  
Date

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**Monthly Board Meeting Minutes  
March 7, 2006**

**I. Called to Order:** 4:00 pm

**II. Quorum:**

**Roll Call:** *Attended:*

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Loren Heck, President;               | <input type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| <input checked="" type="checkbox"/> Randy VanLeeuwen, 2 <sup>nd</sup> VP | <input checked="" type="checkbox"/> Jimmy Yocom, Treasurer;   |
| <input checked="" type="checkbox"/> Mary Kastle, Secretary,              | <input type="checkbox"/> Marshall Gluskin, Board Member;      |
| <input type="checkbox"/> Bill Vinson, Board Member;                      | <input type="checkbox"/> Rhoda Torres, Board Member;          |

Meleana Smith, A&O Director

**Absent:** Marshall Gluskin, Rhoda Torres, Bill Vinson, Eleanor Shannon

**III. No Quorum**

**IV. Date and Time set for Adjourned Meeting:** 4:00 pm, March 15, 2006

**V. Meeting Adjourned:** 4:05 pm

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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**Adjourned Board Meeting Minutes  
March 15, 2006**

**I. Called to Order:** 4:00 pm

**II. Quorum:**

**Roll Call:** *Attended:*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Loren Heck, President;    | <input checked="" type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| <input type="checkbox"/> Randy VanLeeuwen, 2 <sup>nd</sup> VP | <input checked="" type="checkbox"/> Jimmy Yocom, Treasurer;              |
| <input checked="" type="checkbox"/> Mary Kastle, Secretary,   | <input type="checkbox"/> Marshall Gluskin, Board Member;                 |
| <input type="checkbox"/> Bill Vinson, Board Member;           | <input type="checkbox"/> Rhoda Torres, Board Member;                     |

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

**Absent:** Marshall Gluskin, Rhoda Torres, Bill Vinson, Randy VanLeeuwen

**III. No Quorum**

**VI. Meeting Adjourned:** 4:05 pm

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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## Monthly Board Meeting Minutes April 4, 2006

I. **Called to Order:** 4:00 pm

II. **Quorum:**

**Roll Call:** *Attended:*

- |  |  |
|--|--|
| <input type="checkbox"/> Loren Heck, President;                          | <input checked="" type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| <input checked="" type="checkbox"/> Randy VanLeeuwen, 2 <sup>nd</sup> VP | <input checked="" type="checkbox"/> Jimmy Yocom, Treasurer;              |
| <input checked="" type="checkbox"/> Mary Kastle, Secretary,              | <input type="checkbox"/> Marshall Gluskin, Board Member;                 |
| <input type="checkbox"/> Bill Vinson, Board Member;                      | <input type="checkbox"/> Rhoda Torres, Board Member;                     |

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

**Absent:** Marshall Gluskin, Rhoda Torres, Bill Vinson, Loren Heck

**Guest:** Bill Monroe of Stationer's Inc., representing Kyocera Corporation

III. **No Quorum**

IV. **Date and Time set for Adjourned Meeting:** 9:00 am, Friday, April 7, 2006

An informal discussion was held so that attending Board Members could discuss the attributes of the Kyocera Printer/Copier currently under discussion for purchase with the Kyocera representative. The board requested a cost breakdown from him on lease vs. direct purchase. He said he would provide the information by Thursday afternoon.

V. **Meeting Adjourned:** 4:40 pm

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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## Adjourned Board Meeting Minutes April 7, 2006

I. **Called to Order:** 10:05 am

II. **Quorum:**

**Roll Call:** *Attended:*

- |  |  |
|--|--|
| <input type="checkbox"/> Loren Heck, President;                          | <input checked="" type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| <input checked="" type="checkbox"/> Randy VanLeeuwen, 2 <sup>nd</sup> VP | <input checked="" type="checkbox"/> Jimmy Yocom, Treasurer;              |
| <input checked="" type="checkbox"/> Mary Kastle, Secretary,              | <input type="checkbox"/> Marshall Gluskin, Board Member;                 |
| <input checked="" type="checkbox"/> Bill Vinson, Board Member;           | <input type="checkbox"/> Rhoda Torres, Board Member;                     |

Meleana Smith, A&O Director; Teddi Stransky, Recording Secretary

**Absent:** Loren Heck, Marshall Gluskin, Rhoda Torres

II. **Adoption of Agenda:** Problems attaining quorum added to New Business –  
Adopted as amended

III. **Opening:** It was noted that, in the absence of the President, the First Vice  
President is presiding.

### Approval of Minutes:

**Motion** made by Randy VanLeeuwen to accept the Minutes of the February 7,  
2006 Board Meeting as amended. Seconded by Bill Vinson.  
Unanimously Passed

**Motion** made by Randy VanLeeuwen to accept the Minutes of the March 7, 2006  
Board Meeting. Seconded by Mary Kastle.  
Unanimously Passed

**Motion** made by Mary Kastle to accept the Minutes of the March 15, 2006 Board  
Meeting. Seconded by Randy VanLeeuwen.  
Unanimously Passed

**Motion** made by Mary Kastle to accept the Minutes of the April 4, 2006 Board Meeting. Seconded by Randy Van Leeuwen.  
Unanimously Passed

**VII. Officer's Reports**

**A. President** – No report.

**B. 1<sup>st</sup> Vice President** – No report

**C. 2<sup>nd</sup> Vice President** – No report

**D. Treasurer** – The Treasurer submitted a written financial reports for March and April (attached).

**Motion** made by Randy VanLeeuwen to accept the Treasurer's reports for March 7<sup>th</sup> and April 4<sup>th</sup>. Seconded by Bill Vinson.  
Unanimously Passed

**E. Secretary** – No Report

**F. Administrative and Operations Director**

**1. Administration**

The Administrator requested that a combined meeting of the Budget, Planning and Safety Committees be scheduled to discuss the 2007 Planning Schedule, Road Plans and Truck Routes.

The heads of the committees agreed on a meeting to be held Tuesday, April 25, 2006 at 4:00 pm

**2. Operations**

a. Foreman's Report – Written Report attached

**Motion** made by Randy VanLeeuwen to accept the Foreman's report.  
Seconded by Mary Kastle.  
Unanimously Passed

**VIII. Committee Reports**

**A. Administrative**

**1. Bylaws Committee**

a. The Organizational Action Plan remains in Committee.

b. The Bylaws Committee met to discuss Parliamentary Procedure on the Agenda and Minutes. No written report was provided. A matrix format

has been developed (copies provided to Board Members) to assist in tracking Board decisions.

**Motion** made by Mary Kastle to accept the tracking matrix developed by the Bylaws Committee, and maintain it as a part of the Minutes.

Seconded by Bill Vinson

Unanimously passed..

*2. Budget and Finance Committee*

a. The A&O Director presented items, including the Investment Policy Statement, which required signatures.

b. Customer Refunds

**Motion** made by Mary Kastle to proceed with refunds on overpaid accounts. Seconded by Randy VanLeeuwen.

Unanimously passed.

c. Problem accounts

**Motion** made by Randy VanLeeuwen to not accept an offer of a tax-encumbered parcel in exchange for past due balances. Seconded by Bill Vinson.

Unanimously passed.

**Motion** made by Randy VanLeeuwen to table discussion of writing off any Finance Charges, and to add that item to the Budget and Finance Committee agenda. Seconded by Bill Vinson.

Unanimously passed.

*3. Legal Committee*

**Motion** made by Mary Kastle that the A & O Director should pursue information on bids from Escrow Companies to handle foreclosure procedures. Seconded by Jimmy Yocom.

Unanimously passed.

*4. Personnel Committee*

**Motion** made by Randy VanLeeuwen to table discussion of Position Descriptions. Seconded by Mary Kastle.

Unanimously Passed.

Copies of proposed Employee Handbook formats were distributed to the Board Members for future discussion.

B. Operations

*1. Building and Equipment*



**Motion** made by Randy VanLeeuwen to accept the lower of two bids received on strobe flashers for our work vehicles. Seconded by Mary Kastle.  
Unanimously passed.

**Motion** made by Randy VanLeeuwen to accept the bid submitted by Taylor Built Construction for the erection of the equipment building. Seconded by Bill Vinson.  
Unanimously passed.

Consideration of the proposal on a copier/printer from Kyocera was tabled pending receipt of another proposal from Toshiba. No motion was made.

2. *Road Planning/Construction* – No Report
3. *Membership* – No Report
4. *Safety and Abandoned Vehicles* – No written response has yet been made to the Department of Health on their letter concerning abandoned vehicles. However, the A & O Director has been in close contact with both the County and State, and the issues are being addressed at this time.

**Motion** made by Bill Vinson that we proceed with contracting for several “rollaway” dumpsters to assist in removal of trash we are now collecting at the cinder pit. Seconded by Randy VanLeeuwen.  
Unanimously passed.

**IX. Special Orders**

**A. Unfinished Business**

**B. General Orders**

Discussion of Properties for sale near the basyead was tabled for the next regular meeting. No motion was made.

**X. New Business**

- A. Problems with Quorum** – It was determined that the form signed at the April 4 meeting, placing Board Member Rhoda Torres on Leave of Absence, while it clears Ms. Torres for absence, will not ameliorate the quorum issue.

**Motion** made by Mary Kastle to remove Rhoda Torres from the Board of Directors until such time as she is able to return; at which time she would be immediately reinstated upon her request. A letter will be written explaining the situation and wishing her a speedy recovery. Seconded by Jimmy Yocom.  
Unanimously passed.

**XI. Open Forum – None**

**XII. Announcements – None**

**XIII. Adjournment**

**Motion** made by Randy VanLeeuwen to adjourn the monthly meeting.  
Unanimously approved.

**Meeting Adjourned:** 11:10 pm on April 7, 2006.

**The Next Regular Meeting** of the HOVERMC Board of Directors will be held on May 2, 2006, beginning at 4:00 pm at the RMC Office.

=====

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

**OR**

Approved by the Board of Directors with pen & ink corrections on \_\_\_\_\_.  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

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**May Monthly Board Meeting Minutes  
May 2, 2006**

**I. Called to Order:** 4:05 pm

**II. Quorum: Yes**

**Roll Call:** *Attended:*

Loren Heck, President;

✓ Eleanor Shannon, 1<sup>st</sup> VP;

✓ Randy VanLeeuwen, 2<sup>nd</sup> VP

✓ Mary Kastle, Secretary,

✓ Jimmy Yocom, Treasurer;

Marshall Gluskin, Board Member;  Bill Vinson, Board Member;

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

**Absent:** Loren Heck, Bill Vinson, Marshall Gluskin

**Guest:** Sita Peacock, First Vice President of Investments, Merrill-Lynch

**III. Adoption of Agenda:** Sita Peacock's presentation was added to the agenda. Adopted as amended.

**IV. Opening:** It was noted that, in the absence of the President, the First Vice President is presiding.

**V. Guest Speakers: Bob Taylor** failed to appear for the meeting.

**Sita Peacock** from Merrill-Lynch Investments

Sita went over our investment package, which is doing well.

**Motion** by Randy Van Leeuwen that the Corporation liquidate the IPB account as suggested by the Investment Advisor. Seconded by Mary Kastle.  
Unanimous.

**Motion** by Randy Van Leeuwen that the Corporation reinvest the monies from the IPB account into PTF, a Canadian reserve sand/oil petroleum fund, in order to diversify our portfolio. Seconded by Mary Kastle.  
Unanimous.

**Motion** by Randy Van Leeuwen that the Corporation withdraw \$200 thousand from the operating cash account to invest in the Oppenheimer Senior Floating Rate Account. Seconded by Mary Kastle. Three in favor, with Jimmy Yocom abstaining.

**VI. Approval of Minutes**

The minutes were approved with one typographical correction.

**VII. Officer's Reports**

**A. President** – absent

**B. 1<sup>st</sup> Vice President** – No report

**C. 2<sup>nd</sup> Vice President** – No report

**D. Treasurer** – The Treasurer submitted the written financial report (attached). It was accepted as presented.

**E. Secretary** – A letter dated 4/28/06 was sent to Rhoda Torres, as recommended by the Board.

**F. Administrative and Operations Director**

1. *Administration* – Written report attached

a. Preparation of the 2005 tax returns is currently underway.

b. At this time, 81% of the 2006 assessments have been collected.

2. *Operations*

a. Foreman's Report – Written Report attached.

The rebuilding of King Kamehameha Blvd. has been completed as far down as Luau. There are numerous encroachments in the next few blocks which will have to be dealt with.

b. Safety and Abandoned Vehicles

1. Rollaways are currently being loaded with the roadside trash accumulated at the cinder pit.

2. There are currently 40 abandoned vehicles left to be removed from the area at Lurline and Mahimahi. The County is now removing only two a day.

3. AVs are still being dumped on our roadsides.

4. A response letter has been sent to the Department of Health.

c. Ratification

**Motion** made by Randy Van Leeuwen that three decisions resulting from the Special Meeting held April 25<sup>th</sup>, to wit:

1. Approval of 2007 Budget
  2. Approval of 2007 Road Plan
  3. Approval of Truck Routes; be ratified by a quorum of the Board.  
Seconded by Mary Kastle.
- Unanimous.

### **VIII. Committee Reports**

- A. Administrative
1. Bylaws
    - a. Organizational Action Plan placed on the Adjourned Meeting Agenda
  2. Budget & Finance – no report
  3. Legal
    - a. The A & O Director is still working on foreclosure procedures.
  4. Personnel
    - a. Position Descriptions placed on Adjourned Meeting Agenda
    - b. Employee Handbook placed on Adjourned Meeting Agenda
- B. Operations
1. Building & Equipment – no report
  2. Road Maintenance – no report
  3. Membership – no report
  4. Safety
    - a. See A & O Director's Report, paragraph 2.6

### **IX. Special Orders**

**Motion** made by Eleanor Shannon that the Corporation shall purchase, from Stationer's Corporation of Hawaii, a Kyocera KM-3035 Copier, for a purchase price of \$8,131.00; approval pending verification in writing of Warranty information. Seconded by Randy Van Leeuwen.

Unanimous.

### **X. General Orders**

**Motion** made by Randy Van Leeuwen that the Corporation dispose of the wrecked 1986 Dodge truck, either by selling for parts or by hauling to salvage. Seconded by Mary Kastle.

Unanimous.

**XI. New Business**

A. The Newsletter is coming up, we need to start gearing up to have the copy to the printer by July 1. We will need a “Letter from the President” and any information / articles from Board members by June 1.

B. The first Tuesday of July falls on July 4<sup>th</sup>.

**Motion** by Randy Van Leeuwen to reschedule the regular Monthly Meeting in July from July 4<sup>th</sup> to July 11<sup>th</sup>. Seconded by Eleanor Shannon.

Unanimous.

C. Due to time constraints, an Adjourned Meeting will be held on May 23<sup>rd</sup> at 4:00 pm to address issues not covered in this meeting. Additional items to be considered at the Adjourned Meeting will be the lots for sale adjacent to our baseyard, and the possible construction of a Cement Batching Plant in Ocean View, and the upcoming annual newsletter.

**XII. Adjournment**

**Motion** made by Randy VanLeeuwen to adjourn the May monthly meeting. Seconded by Jimmy Yocom.

Unanimous.

**Meeting Adjourned:** 5:30 pm on May 2, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_  
Date

**OR**

Approved by the Board of Directors with corrections on \_\_\_\_\_  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
(808) 929-9910 Fax (808) 929-9623  
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[www.hoveroad.com](http://www.hoveroad.com)

## Adjourned Board Meeting Minutes May 23, 2006

**I. Called to Order:** 4:03 pm

**II. Quorum: Yes**

**Roll Call:** *Attended:*

✓ Loren Heck, President;

✓ Eleanor Shannon, 1<sup>st</sup> VP;

✓ Randy VanLeeuwen, 2<sup>nd</sup> VP

✓ Mary Kastle, Secretary,

Jimmy Yocom, Treasurer;

Bill Vinson, Board Member;

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

*Absent:* Bill Vinson, Jimmy Yocom

**III. Adoption of Agenda:** Adopted as written.

**IV. Opening:** The President introduced Bob Taylor, of Taylor Built Construction, and requested that Mr. Taylor address the Board.

Bob Taylor proposed to the Board that his company be allowed to rent, lease or otherwise acquire access to our cinder pits, as we are no longer using cinder on the roadways. The proposal was briefly discussed, and the Board agreed to consider the ramifications of Mr. Taylor's request and report back to him.

**V. Roll Call**

**VI. Approval of Minutes**

The minutes of the May meetings will be approved at the June meeting.

**VII. Officer's Reports**

*A. President* – No report

*B. 1<sup>st</sup> Vice President* – No report

*C. 2<sup>nd</sup> Vice President* – No report

*D. Treasurer* – No report

*E. Secretary* – No report

*F. Administrative and Operations Director*

1. *Administration*

a. Standard Operating Procedures sent to Bylaws Committee on May 2<sup>nd</sup> 2006

2. *Operations*

a. Fines / Rewards for Abandoned Vehicles sent to Safety Committee on May 2<sup>nd</sup> 2006

### VIII. Committee Reports

A. Administrative

1. Bylaws

a. Organizational Action Plan review – Eleanor Shannon reported that some minor changes have been made to the existing OAP, for clarification; they are changes in wording but not intent. Among these is changing the name of the document itself from “Organizational Action Plan” to “Corporate Action Plan”.

**Motion** made by Loren Heck that the Corporation accept the Corporate Action Plan as amended, with the understanding that the document will be further developed and amended as needed. Seconded by Randy Van Leeuwen.

Unanimous.

2. Budget & Finance – no report

3. Legal

a. Mortgage Foreclosures - The A & O Director reported that a Real Estate Lawyer must handle property foreclosure proceedings. We have a list of recommended firms and individuals. Further research will be done by the Legal Committee.

4. Personnel

a. Position Descriptions – The A & O Director has existing position descriptions which were developed by a prior Board. The Personnel Committee would like to further refine these descriptions.

**Motion** made by Mary Kastle that the existing position descriptions be accepted by the Board until further refinements can be made. Seconded by Randy Van Leeuwen.

Unanimous.



**Motion** made by Loren Heck that desk audits be scheduled to fine-tune the existing position descriptions. Seconded by Randy Van Leeuwen. Unanimous.

b. Employee Handbook – A draft of the Employee Handbook was submitted to the prior Board by the A & O Director, but no action was taken. Eleanor Shannon has reorganized and indexed the draft handbook, and added a preface. Grievance procedures need to be added. The A&O Director agreed to investigate grievance procedures through the Department of Labor; Eleanor agreed to investigate procedures established by the EEO. The Personnel Committee will do an initial review on June 14, 2006.

- B. Operations
1. Building & Equipment – no report
  2. Road Maintenance – no report
  3. Membership – no report
  4. Safety – no report

**Combined Committee Meetings** were scheduled for the month of June:

- Bylaws / Personnel / Legal / Membership committees will meet on Wednesday, June 14, at 4:00 pm at the RMC office.
- Safety / Budget & Finance / Building & Equipment committees will meet on Monday, June 26, at 4:00 pm at the RMC office.

## IX. Special Orders

### X. A. Unfinished Business

1. Lots for Sale  
**Motion** made by Randy Van Leeuwen that the Corporation make an offer of \$30,000 on each lot adjacent to the baseyard. Seconded by Mary Kastle. Unanimous.
2. Warranty on Copier  
**Motion** made by Randy Van Leeuwen that the Corporation accept the proposed warranty for the Kyocera copier, and proceed with purchase. Seconded by Mary Kastle. Unanimous.

### B. General Orders

1. Removal of non-attending Board Members.

**Motion** made by Randy Van Leeuwen that the Corporation accept Marshall Gluskin’s letter of resignation. Seconded by Mary Kastle.  
Unanimous.

- XI. New Business** – none
- XII. Open Forum** – none
- XIII. Announcements** – none

**XII. Adjournment**

**Motion** made by Randy VanLeeuwen to adjourn the meeting. Seconded by Loren Heck.  
Unanimous.

**Meeting Adjourned:** 5:25 pm on May 23, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

***OR***

Approved by the Board of Directors with corrections on \_\_\_\_\_.  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
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## Monthly Board Meeting Minutes June 6, 2006

**I. Called to Order:** 4:05 pm

**II. Quorum: Yes**

**Roll Call:** *Attended:*

✓ Eleanor Shannon, 1 <sup>st</sup> VP;	✓ Loren Heck, President;
✓ Mary Kastle, Secretary,	✓ Randy VanLeeuwen, 2 <sup>nd</sup> VP
✓ Bill Vinson, Board Member;	<input type="checkbox"/> Jimmy Yocom, Treasurer;

Meleana Smith, A&O Director

*Absent:* Jimmy Yocom (ill)

**III. Adoption of Agenda:** Adopted as written.

**IV. Opening:** none

**V. Roll Call – Quorum Present**

**VI. Approval of Minutes**

The minutes of the May Monthly meeting and Adjourned meeting were approved without change.

**VII. Officer's Reports**

**A. President** – Jimmy Yocom will not be returning as a Board Member due to severe illness. His wife gave the President a verbal resignation on his behalf, which was accepted considering the circumstances. He remains hospitalized.

The President introduced Dr. Rell Woodward and Ken Wicks, Ocean View residents and prospective board members. Both have volunteered to serve on the Board of Directors. Loren asked for a show of hands approving appointment of Dr. Woodward and Mr. Wicks; approval was unanimous. This appointment will be formalized by a vote of the membership in the 2006-7 elections.

**B. 1<sup>st</sup> Vice President** – No report

**C. 2<sup>nd</sup> Vice President** – No report

**D. Treasurer** – At the President’s request, Dr. Woodward agreed to serve as Treasurer.  
**Motion** made by Mary Kastle to appoint Rell Woodward Treasurer of the Corporation.  
Seconded by Eleanor Shannon.  
Unanimous.

**E. Secretary** – No report

**F. Administrative and Operations Director**

**1. Administration**

a. Employee Reviews – since office personnel are not included in the Union contract, annual reviews are recommended on the date of hire. Mac, as foreman, handles personnel reviews for the crew, which are done in September.

**2. Operations**

a. Paint Striper – the old, hand-pushed paint striper is inadequate now that we are committed to safety striping the majority of the roads. The office is researching the availability and costs of a truck-pulled or self-propelled striper and will report to the Building and Equipment committee before the committee meeting on June 26.

b. Chipper – the A&O Director recommends that the corporation consider purchasing a chipper-shredder to deal with green waste. The office will research availability and cost and report to the Building & Equipment committee before the meeting June 26.

c. Emergency / Disaster evacuation plan – OVCA is working on a community evacuation plan; the A&O Director recommends that the Safety committee consider coordinating with OVCA to establish evacuation routes for all areas.

d. The A&O Director informed the board that submissions for the annual newsletter must be in by July 13<sup>th</sup>, including nominations to the board. Board members who were not elected by the membership last year will need to submit bios and have their application papers in order.

**VIII. Committee Reports**

**A. Administrative**

**1. Bylaws**

a. Standard Operating Procedures – Eleanor has prepared an outline as a guide to the committee for establishing operating procedures. On examination of the outline, the board suggested that “hiring” and “disciplinary action” be added as subjects for discussion and development.

Eleanor also pointed out that the SOPs are only a part of the Corporation’s Governance Documents, and that the entire packet needs to be studied. She

further suggested that the office should get a new bookcase to establish a “legal library.”

2. Budget & Finance –

- a. 2007 assessment – The A&O Director recommended that the assessment for 2007 be set at \$85.00, based on calculations of income and expenses for the upcoming year. Considerable discussion ensued.

It was pointed out that current “surplus” income, due to increased collection of past-due amounts, would lessen as the number of delinquent accounts decreases. Randy added that, with the growing population, improvements such as traffic signals could become necessary, and it was certain that oil prices would continue to rise. In addition, with the coming of the well, a school in the subdivision is very likely, and we would be wise to manage our resources so that funds would be available to cover school zones, signaling systems, and the sidewalks and walkways which would be required in the area of a school.

Loren suggested that further discussion be held at the Budget and Finance Meeting scheduled for June 26<sup>th</sup>. Mele reminded the board that a decision was needed before July 13<sup>th</sup>.

- b. Sales of Cinder – We have 5 acres of cinder, which we no longer use on the roads. The surrounding cinder pits have been dug down far below the level of ours, and there is some danger of collapse due to poor mining practices in neighboring pits. The A&O Director suggests that we bring cinder down to the baseyard on Lehua and sell it to HOVE property owners who wish to haul it in their own vehicles. We would offer it one day a week, and load it for them.

We might also utilize the chipper/shredder (VII. F. 2. b . above) to shred green waste from our roadsides, and create a usable cinder/compost mix for yards and gardens.

3. Legal

- a. Mortgage Foreclosures - The A & O Director has provided a list of Real Estate Lawyers who might be willing to handle property foreclosures.

4. Personnel

- a. Position Descriptions – Based on Mele’s suggestion, the first desk audit should be Kristyn’s, and then Mele’s, based on date of hire.

**Motion** made by Eleanor that Kristyn’s desk audit be performed, followed by Mele’s.  
Seconded by Bill Vincent.  
Unanimous.

- b. Employee Handbook – Grievance Procedures and EEO Complaint Procedures need to be developed. Information is being gathered and will be presented to the committee on the 14<sup>th</sup>. Employee Handbook and Drug and Alcohol Contract will need

to be dealt with separately. Eleanor wants to know if the D&A contract will be an addendum to the Union contract or corporation personnel policy; as an addendum to the Union contract it would only affect Union employees. It was suggested that it should be both.

**B. Operations**

1. Building & Equipment – there will be a meeting with OVCA to discuss our purchase or use of their currently undeveloped lot for a new office building, on Thursday June 8 at 10:00 am.
2. Road Maintenance – no report
3. Membership – Newsletter – input is needed, including the President’s letter, current accomplishments and upcoming plans, and new board member bios by July 13.
4. Safety
  - a. Truck Routes – The A&O Director will provide information on times, weight limits, special permitting and County and State standards and directives for the Committee Meeting scheduled for June 26 at 4:00 pm.
  - b. Fines/Rewards – The A&O Director requested that the Safety Committee discuss a system of fines for traffic violations, abandoned vehicles and damage to Corporation property (signs, road surfaces, etc), as well as a reward system for information leading to the arrest/conviction of the persons responsible. It would be nice to have information on this for the newsletter.

**IX. Special Orders**

**X. A. Unfinished Business**

1. Lots for Sale – Mary brought information that the lot adjacent to the lots we would like to purchase recently sold for \$20,000.

**Motion** made by Eleanor Shannon that we have a Realtor represent HOVERMC in the purchase of these properties, and that Karen Ingraham of Rare Earth Properties be chosen as our Buyer’s Representative. Seconded by Ken Wicks.

Passed with four in favor, Mary Kastle abstaining, Bill Vinson not present.

**Motion** made by Rell Woodward that the prior motion to offer \$30,000 for each lot be amended to an offer of \$20,000 for each lot, offering \$1,000.00 down on each, 5-day time to respond, with the President given discretion to sign an offer of up to \$30,000 each. Seconded by Eleanor Shannon.

Unanimous.

**B. General Orders – none**

**XI. New Business – none**

**XII. Open Forum – none**

**XIII. Announcements** – none

**XII. Adjournment**

**Motion** made by Eleanor Shannon to adjourn the meeting. Seconded by Ken Wicks.  
Unanimous.

**Meeting Adjourned:** 5:45 pm on June 6, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

***OR***

Approved by the Board of Directors with corrections on \_\_\_\_\_.  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Mary Kastle, Secretary

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**Monthly Board Meeting Minutes  
July 11, 2006**

**I. Called to Order:** 4:12 pm

**II. Quorum: Yes**

**Roll Call:** *Attended:*

✓ Loren Heck, President;

Eleanor Shannon, 1<sup>st</sup> VP;

✓ Randy VanLeeuwen, 2<sup>nd</sup> VP

✓ Mary Kastle, Secretary;

✓ Rell Woodward, Treasurer

Bill Vinson, Board Member;

Ken Wicks, Board Member

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

**III. Adoption of Agenda:** Adopted as written.

**IV. Opening:** Acknowledgement of guests: Valerie Tudor, committee member; and Piikoi Kawananakoa, member

**V. Roll Call – Quorum Present;** Eleanor Shannon is on Maui, Ken Wicks is in Alaska, Bill Vinson's wife is ill

**VI. Approval of Minutes**

**Motion** made by Randy Van Leeuwen that the minutes of the June Meeting be approved without change. Seconded by Mary Kastle.  
Unanimous.

**VII. Officer's Reports**

**A. President** – No report.

**B. 1<sup>st</sup> Vice President** – Absent

**C. 2<sup>nd</sup> Vice President** – No report

**D. Treasurer** – Written report attached



*E. Secretary* – No report

*F. Administrative and Operations Director*

1. *Administration*

a. Administrative issues are all in committee.

2. *Operations*

a. The A&O Director presented information to the Board on the need for a smaller and more versatile piece of equipment to do small heavy tasks and work in restricted areas. BobCat produces several small machines with multiple attachments which allow it to function as a scoop, roller, forklift, etc. There are similar machines produced by other vendors. The Board requested that she gather information to present to the Building and Equipment Committee.

b. The A&O Director recommends that the Corporation consider purchasing a trailer to transport the paint striper, and added that, if a multi-purpose machine such as a Bobcat is purchased in the future, a larger trailer would be needed to transport that machine from place to place as they are too slow to drive for any distance on the roads. The Board requested that she gather information on locally available trailers to present to the Building and Equipment Committee.

**VIII. Committee Reports**

A. Administrative

1. Bylaws

a. Standard Operating Procedures – the committee is reviewing the SOPs and will continue with the review at the July 20<sup>th</sup> meeting.

2. Budget & Finance –

a. 2007 assessment – The committee discussed the 2007 assessment at the June 26<sup>th</sup> meeting. Continual increases in oil prices over the last year, as well as overall costs of materials and supplies, indicate that we can no longer hold the assessment at its current low rate. The committee recommended an assessment of \$90.00 for 2007.

**Motion** made by Randy Van Leeuwen that an assessment of \$90.00 for 2007 be presented to the membership for a vote. Seconded by Mary Kastle.  
Unanimous.

b. Sales of Cinder – Offering cinder from our pits to members was again discussed. Piikoi Kawanakoa pointed out that mineral rights belong to the State, and it was possible that we could not sell the cinder itself, but only the services involved in providing it, such as mining and transportation. Permits may be required before we can utilize our cinder for other than road purposes.

**Motion** made by Randy Van Leeuwen that the Corporation proceed with working out the details of loading and transporting cinder to the baseyard

for possible sale in committee, and announce our intentions in the upcoming newsletter. Seconded by Rell Woodward.  
Unanimous.

3. Legal
    - a. Mortgage Foreclosures - in committee.
  4. Personnel
    - a. **Motion** made by Rell Woodward that the Executive Session be moved to the end of the regular Board meeting. Seconded by Randy Van Leeuwen.  
Unanimous.
    - b. Desk audits to develop position descriptions are currently underway; the A & O Director position is currently being audited.
    - c. Employee Handbook – tabled until after 7/20 committee meeting.
    - d. Drug & Alcohol Contract – tabled until after 7/20 committee meeting.
- B. Operations
1. Building & Equipment
    - a. Wood Chipper –  
**Motion** made by Rell Woodward that we purchase the 9’ Bearcat Chipper from Kona Rent-All, who has offered the best price. Seconded by Randy VanLeeuwen.  
Unanimous.
    - b. Paint Striper – the price for the Kelly-Creswell striper went up \$2,000.00  
**Motion** made by Randy Van Leeuwen that we purchase the Grayco striper.  
Seconded by Rell Woodward.  
Unanimous.
    - c. Property update – we have offered \$30,000 per lot for two lots facing Lehua, adjacent to the baseyard. We have not yet received a response.  
Rell reports that there are another three 89’ lots for sale which face onto Aloha Boulevard and abut the back of the baseyard. He will check into it.  
  
**Motion** made by Rell Woodward that the President be authorized to offer up to \$35,000 on the two lots facing Lehua. Seconded by Mary Kastle.  
Unanimous.
    - d. OVCA Building Proposal –  
**Motion** made by Rell Woodward that consideration of the OVCA’s proposal be tabled. Seconded by Mary Kastle.  
Unanimous.
  2. Road Maintenance – no report

3. Membership – Newsletter – input is needed, including the President’s letter, current accomplishments and upcoming plans, and new board member bios by July 13.

4. Safety

- a. Truck Routes – The Safety Committee has established truck routes for large haulers operating in Ocean View. A letter will go out to such haulers, providing them with a map and restrictions, and inviting them to attend a board meeting if they have any questions.
- b. Fines/Rewards – Research revealed that a procedure was established in 2001 to offer rewards and levy fines for vandalism of corporate property and illegal dumping in Ocean View, whether it be trash or abandoned vehicles. The procedure was never really implemented. The Committee recommends that we implement this procedure and post signs at all entrances.

**Motion** made by Randy Van Leeuwen that the Corporation offer a \$500.00 reward for information leading to the arrest and conviction of persons damaging signs or other corporation property, or illegally dumping trash or junk cars on the roadways in Ocean View. Signs should be placed at each entrance to the subdivision. Seconded by Rell Woodward.

Unanimous.

- c. Evacuation plans will be further discussed at the next safety committee meeting.

**IX. Special Orders**

- X. A. Unfinished Business** – none
- B. General Orders** – none

**XI. New Business** –

- 1. Walkways on Paradise Circle – the Corporation would like to provide safe roadside walkways in the area of Kahuku Park, so that park goers would not have to walk on the roadways
- 2. Bus Stop areas – the Corporation would like to provide safe roadside areas and shelters for children waiting for schoolbuses

**Motion** made by Rell Woodward that the Corporation proceed with contacting the County to determine appropriate bus stop areas, and with the determination of appropriate placing for safety walkways in the park area. Seconded by Randy Van Leeuwen.

Unanimous.

**XII. Open Forum** – none

**XIII. Announcements** – none

**Executive Session** called to order at 5:32 pm

**XII. Adjournment**

**Motion** made by Randy VanLeeuwen to adjourn the Executive Session and the monthly meeting. Seconded by Mary Kastle.

Unanimous.

**Meeting Adjourned:** 5:48 pm on July 11, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

***OR***

Approved by the Board of Directors with corrections on \_\_\_\_\_.  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

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## Monthly Board Meeting Minutes August 1, 2006

I. **Called to Order:** 4:15 pm

II. **Quorum: Yes**

**Roll Call:** *Attended:*

- |                                     |                                      |                                     |                                      |
|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | Loren Heck, President;               |                                     |                                      |
| <input checked="" type="checkbox"/> | Eleanor Shannon, 1 <sup>st</sup> VP; | <input checked="" type="checkbox"/> | Randy VanLeeuwen, 2 <sup>nd</sup> VP |
| <input type="checkbox"/>            | Mary Kastle, Secretary;              | <input checked="" type="checkbox"/> | Rell Woodward, Treasurer             |
| <input type="checkbox"/>            | Bill Vinson, Board Member;           | <input checked="" type="checkbox"/> | Ken Wicks, Board Member              |

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

III. **Adoption of Agenda:** Adopted with changes:

Topic added: VII:F:1:b - Election of Board Members;

Topic added: XI:1 - Letter of Support for Waste Transfer Station

IV. **Opening:** Acknowledgement of guests: Valerie Tudor, committee member; and Antonia Vergona, property owner

V. **Roll Call – Quorum Present**

VI. **Approval of Minutes:** Approved as amended:

VIII:A:4:a – “Executive Committee Meeting” changed to “Executive Session”

XIII – Results of Executive Session should be included in August minutes

**Motion** made by Randy Van Leeuwen that the minutes of the July meeting be approved as amended. Seconded by Rell Woodward.

Unanimous.

VII. **Officer’s Reports**

A. **President** – The President announced the results of last month’s Executive Session; brief report attached.

B. **1<sup>st</sup> Vice President** – No report.

*C. 2<sup>nd</sup> Vice President* – No report

*D. Treasurer* – Written report attached

Eleanor requested a change to the format of the Treasurer's report, to include a Budget comparison column.

Meleana reported that the independent audit of year 2002 is almost finished, and we will be able to announce the results of the audit at the annual meeting.

*E. Secretary* – No report

*F. Administrative and Operations Director*

1. *Administration*

- a. Since the A & O Director's baby is due around the time of the Annual Meeting, the office staff may have to do the meeting without her. She requested input from the Board in advance, so that the staff could be prepared with whatever the Board required at the meeting.

2. *Operations*

- a. The A&O Director presented information to the Board on a trailer available here in the subdivision which would be perfect for the new Paint Striper and other small equipment the crew needs to move from site to site. It is a single-axle utility trailer, 5' wide x 12' long, with a built-in fold down ramp. It is for sale for \$2,200; a comparable trailer at Troy's in Kona, which did not have a ramp, was priced at \$2,500.

**Motion** made by Randy Van Leeuwen that the trailer with the ramp be purchased.  
Seconded by Rell Woodward.

Unanimous.

## VIII. Committee Reports

A. Administrative

1. Bylaws

- a. Standard Operating Procedures – the committee is reviewing the SOPs and will continue to do so.
- b. The wording in Section 3.1 of the Bylaws and Article 6 of the Articles of Incorporation, having to do with the annual elections, is ambiguous as to the number of Board Member to be elected at any one time, and the specifics of Board Member rotation.

**Motion** made by Eleanor Shannon that we request our lawyer to provide an official interpretation of Section 3.1 of the Bylaws and Article 6 of the Articles of Incorporation for us to follow. Seconded by Rell Woodward.

Unanimous.

2. Budget & Finance –
  - a. Cinder sales – since the members of the Budget and Finance Committee will be present at the combined operations meeting (date to be determined), Mele requested that a brief B&F discussion be held at that time to determine the costs of mining, transporting and loading cinder for members, in order to decided on a loading fee for cinder. She is still gathering information on permits and liability.
3. Legal
  - a. At the suggestion of the A & O Director, the Board agreed that a combined meeting of the Bylaws, Legal and Personnel comittees will be held at the office on Thursday, August 17<sup>th</sup>, at 10:00 am.
4. Personnel
  - a. The A & O Director’s Desk audit is still underway.
  - b. The Employee Handbook is on hold until desk audits can be completed, as that information will affect the contents of the handbook.

B. Operations

1. Building & Equipment
  - a. Land purchase – We have received no response to our offers on the Lehua Lane properties near the baseyard. The asking price is exorbitant considering the amount of work that would have to be done to make the land usable.

Rell examined a lot available near the OVCA on Leilani Circle (considered for the office) and reported that it would be very difficult to build on and is unsuitable for our purposes.

There are six contiguous lots available on Aloha Blvd. above Hawaii Blvd., three of which abut the back part of our existing baseyard. All six lots are relatively smoothe and would not require major work to be buildable. Rell recommended that we make offers on the three abutting the baseyard. Randy recommended that we look to the future and purchase all six lots, so that if we need to expand again in a few years to keep up with the current rate of growth we will have the space, as there may be nothing adjacent for sale by then.

**Motion** made by Rell Woodward that we make an offer on the 6-acre parcel (TMKs 3/9-2-021-041; 042; 043; 044; 045; 046). He asked that he be authorized to offer \$35,000 per lot (\$210,000), and to go as high as \$40,000 per lot (\$240,000) if necessary. Seconded by Ken Wicks.

Unanimous.

**Motion** made by Rell Woodward that the A&O Director cut an “earnest money” check for \$6,000.00 (\$1,000 per lot) to be deposited to an escrow account if our offer is accepted. Seconded by Ken Wicks.

Unanimous.

2. Road Maintenance – no report

3. Membership – The newsletter has been completed and delivered to the printer. We should have them back and be able to start mailing them by next week.

4. Safety

a. Evacuation plans are still under discussion.

b. A letter was received from Pastor David Lomas, praising us for the work we do in the subdivision, and requesting that we address the issue of the “salvage operation” on the edge of our roadway on Tiki Lane below Princess Kaiulani. This is one of many requests we have received to deal with this situation. We have contacted the property owner several times in the past, as have the police and the Solid Waste Division.

The A & O Director agreed to send a 30-day notice of encroachment; if the materials are not removed from our easement within that time, we will remove them and the owner will be assessed labor and equipment charges for the time we have to spend in cleanup. If the charges are not paid, a lien will be placed on his property for the amount owing.

**IX. Special Orders**

**X. A. Unfinished Business** – none

**B. General Orders** – none

**XI. New Business** – Letter of Support to the Mayor and County Council

**Motion** made by Rell Woodward that the President draft a letter to the Mayor and County Council in support of placing the proposed waste transfer site on land offered for that purpose in the area below the highway known as Keone’s Ranchos, TMK 3/9-2-150-060. Seconded by Randy VanLeeuwen.

Unanimous.

**XII. Open Forum** – none

**XIII. Announcements** – none

**XII. Adjournment**

**Motion** made by Rell Woodward to adjourn the August meeting. Seconded by Ken Wicks. Unanimous.

**Meeting Adjourned:** 5:45 pm on August 1, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.



Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

***OR***

Approved by the Board of Directors with corrections on \_\_\_\_\_.  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
(808) 929-9910 Fax (808) 929-9623  
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[www.hoveroad.com](http://www.hoveroad.com)

## Monthly Board Meeting Minutes September 5, 2006

**I. Called to Order:** 4:04 pm

**II. Quorum: Yes**

**Roll Call:** *Attended:*

✓	Eleanor Shannon, 1 <sup>st</sup> VP;	✓	Loren Heck, President;
✓	Mary Kastle, Secretary;	✓	Randy VanLeeuwen, 2 <sup>nd</sup> VP
□	Bill Vinson, Board Member;	✓	Rell Woodward, Treasurer
		✓	Ken Wicks, Board Member

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician

**III. Adoption of Agenda:**

Loren moved that the agenda be amended to include the following Personnel topics

Topic added: VIII:A:4:c – Admin Assistant’s Performance Evaluation

Topic added: VIII:A:4:d – Performance Evaluation Form

Topic added: VIII:A:4:e – Notification for Personnel Action

Topic added: VIII:A:4:f – Pay Scale for Admin Personnel

The motion was seconded by Mary Kastle; all approved.

Eleanor moved that the agenda be amended to include the Bylaws topics:

Topic added: VIII:A:1:c – Director’s Terms

Topic added: VIII:A:1:d – Lien Policies

Topic added: VIII:A:1:e – Executive Session

Mary Kastle seconded; all approved.

**IV. Opening:** none

**V. Roll Call – Quorum Present**

**VI. Approval of Minutes:**

**Motion** Randy Van Leeuwen moved that the minutes of the August meeting be approved as amended. Seconded by Rell Woodward.

Unanimous.

**Motion** Eleanor Shannon moved that, since the Secretary was not present for the August meeting, another officer who was present be designated to sign the minutes of that meeting. Seconded by Rell Woodward.

Unanimous.

Eleanor pointed out that the August minutes, item VIII:B:2 Road Maintenance states “No Report;” however in item XIII: Announcements, the information given there should have come under Road Maintenance. Further discussion determined that instead, the item should go under VII:4 Safety.

**Motion** Eleanor Shannon moved that the August minutes be amended to reflect that that Item XIII – Announcements be placed under VII:4 Safety. Seconded by Rell Woodward.

Unanimous.

## VII. Officer’s Reports

A. **President** – The President offered information on an upcoming “Rural Leadership Development Program” which may be offered soon in our area. He recommended that Board Members and prospective members consider attending the class.

B. **1<sup>st</sup> Vice President** – No report.

C. **2<sup>nd</sup> Vice President** – No report

D. **Treasurer** – Written report attached

Meleana reported that the independent audit of year 2002 has now been completed. Due to the unexpected opportunity to purchase land adjacent to our existing baseyard, roughly \$250,000 will be moved from the Operating Fund to the Investment Account, to replace monies expended on the land.

E. **Secretary** – No report

F. **Administrative and Operations Director**

### 1. Administration

- a. Meleana requested that the Board schedule their meetings ahead for the next couple of months, so that the office can have materials ready for them as needed. A combined Operations meeting was scheduled for September 26<sup>th</sup>.

For purposes of scheduling, Loren informed the Board that he would be absent from September 11<sup>th</sup> thru September 24<sup>th</sup>; Mary informed the Board that she would be absent from September 14<sup>th</sup> through September 28<sup>th</sup>, and Eleanor informed the Board that she would be absent from October 12<sup>th</sup> through the 26<sup>th</sup>. It was agreed by the Board that a regular meeting would be held on October 3<sup>rd</sup>, in addition to the board meeting scheduled after the Annual Meeting on October 14<sup>th</sup>.

2. *Operations*

Mele provided a cost breakdown for cinder sales, to cover the transport, equipment and wages necessary to enable us to offer cinder to our membership.

It was suggested that Mac do the bulldozing of the newly-acquired lots to prepare them for use; it was also suggested that we rent a bulldozer from Allied Machinery.

**Motion** Eleanor Shannon moved that the Board refer this matter to the Road Maintenance Committee for discussion. Seconded by Rell Woodward.  
Unanimous.

Mele informed the Board that there would be a delay in finishing the rebuild of King Kamehameha as the Chevron Corp. shipped asphalt instead of SS-1 to our supplier. We should have the correct oil in about 2 weeks.

Ken Wicks mentioned that the handwritten mechanic's maintenance report at the end of the Road Foreman's report was illegible.

**Motion** Ken Wicks moved that the mechanic's report, at the bottom of the Road Foreman's Report under "Notes," should be typewritten. Seconded by Eleanor Shannon.  
Passed with five in favor, Randy Van Leeuwen abstaining.

**VIII. Committee Reports**

A. Administrative

1. Bylaws

a. Corporate Action Plan Revisions

**Motion** Eleanor Shannon moved "That the Corporation Action Plan be revised to include Authority of Board of Directors (Page 2) and Corporation Employee's Responsibilities (Page 3) in fulfilling the Corporate Mission and Objectives." Seconded by Rell Woodward.  
Unanimous

b. Standard Operating Procedures

(1.) SOPs of Previous Boards

**Motion** Eleanor Shannon moved "That the following actions be taken on the SOPs approved by previous Boards whose approval dates are unknown: Paragraphs 1 through 8 be eliminated; Paragraph 9 be referred to the Legal Committee; Paragraph 10 be referred to the Road Maintenance Committee; Paragraphs 11 and 12 be referred to the Budget and Finance Committee."  
Seconded by Randy Van Leeuwen  
Unanimous

- (2.) A/O Director’s Additions to previous Board’s SOPs entitled “Things to add to the Standard Operating Procedures” (“Things Unnumbered)

**Motion** Eleanor Shannon moved “That all items that are identified as ‘Office Procedures’ be eliminated that all items already listed on the “Bylaws Committee Worksheet” of SOPs provided the Committee on August 30, 2006 be eliminated; that “Executive Board Meeting Procedures” and “Lien/Release Procedures” be addressed by the Board.”

Seconded by Rell Woodward

Unanimous

- c. Board of Director’s Terms:

**Motion** Eleanor Shannon moved “That the List of Board of Directors and the expiration dates of their terms, as documented by the Bylaws Committee Executive Session on August 17, 2006, be made a part of the record.”

Seconded by Randy VanLeeuwen.

Unanimous

- d. Leave Policy:

**Motion** Eleanor Shannon moved “That a Leave Policy for all Corporation employees be established so long as such policy is not in conflict with the Union Contract; that such policy be drafted by the Personnel Committee.”

Seconded by Randy VanLeeuwen.

Unanimous

- e. Executive Session:

**Motion** Eleanor Shannon moved “[That] Executive session procedures be developed by the Bylaws Committee and such committee assures that such procedures are within the scope of the Corporation Bylaws and Roberts Rules of Order.”

Seconded by Rell Woodward.

Unanimous

3. Legal

**Motion** Eleanor Shannon moved “That Lien and Foreclosure procedures be developed before the Corporation issues a notice of proposed foreclosure.”

Seconded by Rell Woodward.

After much discussion the motion was amended to:

“That a procedure to implement a Lien and Foreclosure process be developed before the Corporation issues a notice of proposed foreclosure, and that the letter of the notice of proposed foreclosure be reviewed.”

Unanimous

4. Personnel

a. Desk Audit: A & O Director’s Position Description

**Motion** Eleanor Shannon moved “That the Personnel Committee review all comments and recommended changes to the current draft, and finalize the position description for Board approval at their next meeting on October 3, 2006.”

Seconded by Randy VanLeeuwen.

Unanimous

b. Maternity Leave

(1.) Leave Request and Approval:

**Motion** Eleanor Shannon moved “That the subject of the memorandum dated 30 August 2006 be ‘Re: A & O Director’s Maternity Leave Request and Approval.’”

Seconded by Randy VanLeeuwen.

Unanimous

(2.) Maternity Leave Contract:

**Motion** Eleanor Shannon moved “That the Board approve the ‘Maternity Leave Contract’ as recommended by the Personnel Committee.”

Seconded by Rell Woodward.

**Not Approved;** after considerable discussion the “Maternity Leave Contract” issue was returned to committee for review of TDI.

c. Kristyn’s Performance Evaluation

**Motion** Eleanor Shannon moved “That Kristyn’s Performance Evaluation be approved as presented to the Personnel Committee on August 30, 2006.”

Seconded by Randy VanLeeuwen.

Unanimous

d. Performance Evaluation Form

**Motion** Eleanor Shannon moved “That the Performance Evaluation Form be forwarded to the Personnel Committee for further development.”  
Seconded by Rell Woodward.

Unanimous

e. Notification for Personnel Action Form

**Motion** Eleanor Shannon moved “That the Notification for Personnel Action Form be approved with minor adjustments in spacing.”  
Seconded by Rell Woodward.

Unanimous

f. Pay Scale for Administrative Staff

**Motion** Eleanor Shannon moved “(That) the Corporation establish a pay scale for the Administrative staff and such scale be developed by the Budget and Finance Committee and presented to the Board for approval at their December 5, 2006 meeting, to be made effective the first pay period in January, 2007.”  
Seconded by Rell Woodward.

Unanimous

B. Operations

1. Building & Equipment – Our bid for 6 lots on Aloha Blvd., abutting and adjacent to the existing baseyard, was successful. We now have space for materials storage, cinder sales, and eventually our new office building.

a. **Motion** Rell Woodward moved that the Corporation proceed with the purchase of a Bobcat loader at a cost of \$31,759.42, and a trailer at a maximum cost of \$7,500.00.  
Seconded by Eleanor Shannon

Unanimous

b. Parking Blocks for Paradise Circle walkway – Bid from South Point U-Cart (\$32.00 each) is half the amount bid by Sun Industries; approximately 250 will be required. Stan will replace any that break during installation, and is offering a quantity discount at completion of the project because it is for the community.

**Motion** Rell Woodward moved to acquire 200+ concrete bumpers, as required for completion of the Paradise Circle project, from South Point U-Cart at a maximum of \$32.00 each. Seconded by Ken Wicks.

Unanimous

2. Road Maintenance

- a. Cinder Sale Flyer – discussion of details to be announced at the General Meeting in October.

**Motion** Rell Woodward moved that the flyer be amended as discussed, and copies be made for distribution at the October General meeting.  
Seconded by Ken Wicks.

Unanimous

3. Membership

- a. Annual Meeting Agenda – Mele is drafting the agenda for the Annual Meeting and requests input from the Board by 9/25/06

4. Safety

- a. The first batch of legal notices have been sent to property owners who have encroachment violations.

**Motion** Rell Woodward moved that the SOPs should include a mandate that as soon as an encroachment is identified, a letter be sent to the property owner, and that a list be kept of all such encroachment issues and brought to the Board on a quarterly basis. Seconded by Eleanor Shannon.

Unanimous

**IX. Special Orders**

- X. A. Unfinished Business** – Letter of Support for Transfer Station - a copy of the letter was provided to the Board.

- B. General Orders** – OVCA Parking Lot Potholes – Discussion

**Motion** Rell Woodward moved that, since our crew built the original driveway at a time when the OVCA and the RMC were under one management, we will fix the potholes in the parking lot which were caused by runoff, having already re-bermed the entryway to stop the runoff. Our responsibility for this issue is now terminated. Seconded by Eleanor Shannon.

Unanimous

**XI. New Business** - none

**XII. Open Forum** – none

**XIII. Announcements** - none

**XII. Adjournment** - **Motion** Rell Woodward moved to adjourn the September meeting.  
Seconded by Ken Wicks.

Unanimous.

**Meeting Adjourned:** 6:28 pm on August 1, 2006.



Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_  
Date

***OR***

Approved by the Board of Directors with corrections on \_\_\_\_\_  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
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## Monthly Board Meeting Minutes October 3, 2006

I. **Called to Order:** 4:05 pm

II. **Quorum: Yes**

**Roll Call:** *Attended:*

✓ Eleanor Shannon, 1<sup>st</sup> VP;

✓ Mary Kastle, Secretary;

Bill Vinson, Board Member;

✓ Loren Heck, President;

✓ Randy VanLeeuwen, 2<sup>nd</sup> VP

✓ Rell Woodward, Treasurer

✓ Ken Wicks, Board Member

Meleana Smith, A&O Director

III. **Adoption of Agenda:** adopted

IV. **Opening:** **Motion** Loren Heck moved that Bill Vincent's absences be excused for medical reasons. Seconded by Randy Van Leeuwen  
Unanimous

V. **Roll Call – Quorum Present**

VI. **Approval of Minutes:**

**Motion** Randy Van Leeuwen moved that the minutes of the September meeting be approved as amended. Seconded by Eleanor Shannon.  
Unanimous.

VII. **Officer's Reports**

A. *President* – No report

B. *1<sup>st</sup> Vice President* – No report.

C. *2<sup>nd</sup> Vice President* – No report

D. *Treasurer* – Written report attached

E. *Secretary* – No report

***F. Administrative and Operations Director***

*1. Administration*

Discussion of Annual Meeting.

Meleana may not be there (baby due). The office is providing informational handouts, posters and displays. Mele explained the posters for the Board. Sita will be there to present investment information. There will be a drop box and slips for members to ask questions; Board members will be expected to answer questions from the audience during the Open Forum. There will also be a sign-up clipboard for members wishing to join committees. Teddi and Kristyn will be there to set up and help answer questions.

Corporate Action Plan – Eleanor wants the chart to be placed following the index.

*2. Operations*

The working out of composting and mulching details was assigned to the Road Maintenance Committee. A flyer on cinder sales has been produced for the annual meeting.

**VIII. Committee Reports**

**A. Administrative**

1. Bylaws – Executive Session Procedure

**Motion** Rell Woodward moved that, at the suggestion of the Bylaws Committee, the Bylaws and Robert’s Rules of Order should be followed during Executive Sessions.

Unanimous

*References: Bylaws Sec. 3.12 and 9.10; Robert’s Rules, Pg. 92, lines 25 & 35; Pg. 93, lines 10 & 15*

2. Budget and Finance

**Motion** Rell Woodward moved that, at the suggestion of the Budget and Finance Committee, the regular office staff (excepting the A & O Director) should continue to be paid on an hourly basis.

Approved; six in favor, Eleanor Shannon abstaining

**Motion** Rell Woodward moved that, at the suggestion of the Budget and Finance Committee, that separate pay scales for annual (technical and professional) and hourly (trainees and clerical) employees should be established.

Approved; six in favor, Eleanor Shannon abstaining

3. Legal

**Motion** Rell Woodward moved that, at the suggestion of the Legal Committee, the office should continue with its current policy on liens; should then follow with a foreclosure notice; and proceed to foreclose on accounts on which property taxes have been paid, but road maintenance has not been paid.

Unanimous

4. Personnel

**Motion** Rell Woodward moved that, as recommended by the Personnel Committee, a motion made during the August 17th Executive Session be rescinded.

Unanimous

**Motion** Mary Kastle moved that the Corporation should accept Rell Woodward's recommendation and provide a \$425.00 bonus for Meleana Smith, for past duties performed beyond expectations. Seconded by Randy Van Leeuwen.

Unanimous

**Motion** Eleanor Shannon moved that the Administration and Operations Director Position Description be approved as presented.

Unanimous

**B. Operations**

1. Building & Equipment – New properties need to be surveyed and staked before we do any work on them. Mele provided two quotes, from Manulele Services (\$965.00) and Wes Thomas Associates (\$2,028.00).

**Motion** Randy VanLeeuwen moved that the Board accept the bid from Manulele Services. Seconded by Mary Kastle.

Unanimous

Design of the Office Building will be sent to committee. Mele presented a map to the Board showing Mac's recommendations for the location of driveways, the new office building, and materials storage.

A Special Use Permit will be required for the building if we intend to allow other organizations to utilize it for meeting space.

2. Road Maintenance – no report

3. Membership – no report

4. Safety – Truck routes have been established, letters have been sent to all trucking firms on the island, notifying them of the routes. Mele presented a draft of a "size

and weight limit” letter, and requested input and/or approval, so that this information will be available at the annual meeting, and the information disseminated to truckers. Mele would also like to have insurance certificates for frequent haulers.

**Motion** Randy Van Leeuwen moved that the letter defining size and weight limitations be approved as presented, and that it be sent out. Seconded by Ken Wicks.  
Unanimous

**IX. Special Orders**

- X. A. **Unfinished Business** – none
- B. **General Orders** – none

**XI. New Business** – Sunshine Law – Eleanor pointed out that the Sunshine Law applies to government agencies, but not to private agencies. Considerable discussion ensued.

**Motion** Randy VanLeeuwen moved that we ask our lawyer if the Sunshine Law applies to non-profit corporations. Seconded by Ken Wicks.  
Unanimous

**XII. Open Forum** – none

**XIII. Announcements** - none

**XII. Adjournment - Motion** Rell Woodward moved to adjourn the October meeting. Seconded by Ken Wicks.  
Unanimous.

**Meeting Adjourned:** 5:53 pm on October 3, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_  
Date

**OR**

Approved by the Board of Directors with corrections on \_\_\_\_\_  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
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## Annual General Membership Board Meeting Minutes October 14, 2006

I. **Called to Order:** 10:05 pm

II. **Quorum: Yes**

**Roll Call:** *Attended:*

Eleanor Shannon, 1<sup>st</sup> VP;

Mary Kastle, Secretary;

Bill Vinson, Board Member;

Loren Heck, President;

Randy VanLeeuwen, 2<sup>nd</sup> VP

Rell Woodward, Treasurer

Ken Wicks, Board Member

Kristyn Haina, Interim A&O Director; Madison Kaupu, Office Assistant;

Teddi Stransky, Recording Technician; Guest: Sita Peacock, Merrill Lynch

III. **Announcement of Voting Results:**

**Budget/Assessment:** 805 in favor, 223 against

**Road Plan:** 904 in favor, 80 against

**New Board Members:**

Mary Kastle: 1,026

Ken Wicks: 1,030

Bill Vincent: 990

Rell Woodward: 965

IV. **Introduction of Board Members:** President Loren Heck introduced the standing Board Members to the audience, along with the new Board Members who were voted in this term.

V. **Open Forum:** Mr. Heck spoke briefly about the accomplishments and efforts of the RMC in the last year. He reported on the progress of the Board in establishing committees to help guide the Board in making informed decisions, particularly in the areas of Safety and Personnel, and requested interested members to join these committees to help us improve the corporation. The President then opened discussion with the members by reading some of the comments and suggestions submitted on the voting forms. Many topics were discussed and questions answered. Members were requested to notify the RMC office of any issues with the roads, signage or traffic. The establishment of cinder sales was officially announced and the procedure outlined for interested members.

Mr. Heck also explained the RMC's plans to construct a walking path around Paradise Circle, for the safety of park users and exercise walkers. Creation of safe bus stop areas for HOVE's kids is also a priority, and volunteers are being sought to donate materials and help to erect shelters and benches for the school kids.

An attending member asked if there were ordinances governing the height to which materials could be stacked at the Baseyard. The office staff did not have that information at hand, but readily agreed to research it and provide the information to the Board in time for the next monthly meeting on November 7<sup>th</sup>.

Another attendee brought up the visibility of our street signs. Some of the older signs, in particular, are non-reflective, and on poles so tall that they cannot be seen by the driver when they are stopped at the intersection. While all of our new street signs are reflective and on standard-length poles, many of the older signs have not yet been replaced. The Board agreed to discuss this issue and come up with a time frame for a solution.

The Board and Office staff discussed the procedure for reporting abandoned vehicles in HOVE to the Police and County Waste Management for removal, and phone numbers were provided. Joe Kaipo, owner of Lehua Water, offered information on the dangers of bootleg water haulers with unlicensed and unpermitted trucks. Several complaints were heard about big trucks not using the truck routes, and trucks being in the subdivision before 7:00 am. Those who complained were asked to identify the offending trucking companies so a notification and request for compliance letter could be sent. It was pointed out that there was a County Ordinance dealing with noise pollution; it was also mentioned that everyone demanded compliance until they were the ones who were out of water. The office agreed to acquire a copy of the Ordinance dealing with noise pollution.

**VI. Adjournment - Motion** Rell Woodward moved to adjourn the Annual meeting.  
Seconded by Ken Wicks.  
Unanimous.

**Meeting Adjourned:** 11:53 am on October 14, 2006.

A brief Executive Session was called following the Annual Meeting, for the purpose of electing officers. Results will be announced at the next monthly meeting, November 7th.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_  
Date

**OR**

Approved by the Board of Directors with corrections on \_\_\_\_\_  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
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[www.hoveroad.com](http://www.hoveroad.com)

## Monthly Board Meeting Minutes November 7, 2006

**I. Called to Order:** 4:05 pm

**II. Quorum:** Yes

**III. Roll Call:** *Attended:*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Loren Heck, President;    | <input checked="" type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| <input type="checkbox"/> Randy VanLeeuwen, 2 <sup>nd</sup> VP | <input checked="" type="checkbox"/> Mary Kastle, Secretary;              |
| <input checked="" type="checkbox"/> Rell Woodward, Treasurer  | <input checked="" type="checkbox"/> Sam Bayaoa, Board Member             |
| <input type="checkbox"/> Bill Vinson, Board Member;           | <input checked="" type="checkbox"/> Ken Wicks, Board Member              |

Meleana Smith, A&O Director; Kristyn Haina, A&O Interim Director;

Teddi Stransky, Recording Technician; Mac Kaupu Crew Foreman

**Guests:** Dennis Smith, Rick Ward, Sue Kamigaki

**IV. Adoption of Agenda:**

Loren requested that the agenda be amended to for the convenience of our guests:

VIII:B:4:a – Emergency Preparedness Communication Plan be moved to VIII:A:1  
and

VIII:B:2:a – Kamigaki Store Request be moved to VIII:A:2.

**Motion:** Eleanor so moved, seconded by Ken Wicks.

Unanimous

**Motion:** Eleanor moved that item VIII:A:3:c – Information re/Sunshine Law be placed  
under X:A Unfinished Business, and that items VIII:A:3:d-e be moved to  
VII:F:1 a-b. Seconded by Ken Wicks

Unanimous

**IV. Opening:** none

**VI. Approval of Minutes:**

**Motion** Mary Kastle moved that the minutes of the October 3<sup>rd</sup> monthly meeting and the  
October 14<sup>th</sup> Annual meeting be approved. Seconded by Eleanor Shannon.

Unanimous.



Eleanor Shannon requested that, in the case of minutes being amended by the Board, a copy of the amended minutes be provided to the board after the amendment is completed and the minutes have been signed.

**VII. Officer’s Reports**

- A. **President** – No report
- B. **1<sup>st</sup> Vice President** – No report.
- C. **2<sup>nd</sup> Vice President** – No report
- D. **Treasurer** – Written report attached

Eleanor requested that, since some items mentioned in the Treasurer’s Report are currently over budget, a Committee Meeting be called to investigate the causes. Rell Woodward, Treasurer and Budget Committee chair, said that he did not think a committee meeting was required. The A&O Director can provide a line-item statement for those items which are above budget as an addendum to next month’s Treasurer’s report, which the committee may then review if necessary.

- E. **Secretary** – No report
- F. **Administrative and Operations Director**
  - 1. **Administration – No Report**
  - 2. **Operations**

- a. Earthquake damage: Mac reported that there was little damage to our roads from the 6.7 earthquake which occurred Sunday, October 15<sup>th</sup>. Some rock fell from cut banks which had to be removed, but for the most part cleanup was finished by the end of that day. No roads cracked or collapsed.
- b. Damage reports
  - 1. On October 18<sup>th</sup> during the loading of cinder into a property owner’s truck, a cab-top light was damaged on the truck. The owner is currently looking for a used or salvage replacement; if she is unable to find one, a new one from the dealer will cost approximately \$378.00.

**Motion:** Rell Woodward moved that we pre-approve purchase of the replacement light fixture for a maximum cost of \$378.00. Seconded by Ken Wicks.  
Unanimous

- 2. On November 1 our big mower kicked up a rock which damaged the windshield of a car parked at St. Jude Church. The car was not driveable and the owner works in Kona, so we had to move quickly to repair the damage. The owner of the vehicle drove her husband’s car for a couple of days while the autoglass rear place got in the right seal, and the windshield was replaced on Monday, the 6<sup>th</sup>, at a cost of \$464.75. The owner was very happy with their service and very happy with our response.

**Motion:** Loren Heck moved that the expenditure of \$464.75 to replace the windshield be approved. Seconded by Ken Wicks.

Unanimous

## VIII. COMMITTEE REPORTS

### A. Administrative

#### 1. Guest: ARES (Amateur Radio Emergency Services)

The President introduced guests Dennis Smith and Rick Ward of ARES, “the Ham Radio Guys” who provide emergency communications during disasters. They would like to connect our UHF radio network to their ham radio network during emergencies by providing an operator who would come to the office or baseyard with their equipment, and relay information from one network to the other. Rick explained that the local group in Ocean View has the backing of a national organizations. He also mentioned that Troy Kindred of Civil Defense has told them that, in a major disaster, Ocean View could be completely isolated for up to several months.

The ARES representatives also advised the board that emergency power, in the form of battery backups and a working generator with fuel, should be kept on hand and in good condition as most natural disasters will take out both power and phones.

**Motion:** Rell Woodward moved that an ad hoc committee consisting of Mele, Mac, Dennis and Rick discuss disaster planning and report back to the board at the December meeting. Seconded by Eleanor Shannon.

Unanimous.

#### 2. Guest: Sue Kamigaki, Kamigaki Markets

Mrs. Kamigaki presented information and a rough architect’s sketch pertaining to the installation of a service conduit for the new Kamigaki store, which would need to be installed across Keaka Parkway between their upper and lower lots. The process would require closure of Keaka to through traffic just mauka of Lotus Blossom Lane for one to three days. Kamigaki’s contractors will handle the trenching, installation and casing of the conduit and refill the trench to the surface. The RMC will handle signage for traffic redirection, and then repave the trenched section of the road. Kamigaki will pay labor (\$125.00/hour) and materials for repaving. Work to commence the end of November or first week in December.

**Motion** Loren Heck moved that the request for a temporary easement be approved. A letter will be sent covering the details of the agreement. Seconded by Eleanor Shannon.

Unanimous.

3. Bylaws

a. Corporate Action Plan Revisions

Eleanor Shannon requested copies of the revised Action Plan be provided to Board Members for review.

b. Executive Sessions office procedures

**Motion** Eleanor Shannon moved that the discussion of office procedures for Executive Sessions be referred to the Bylaws Committee.

Seconded by Ken Wicks.

Unanimous

4. Budget & Finance

a. Pay Scale Report

Mary Kastle reported that preliminary information had been acquired, but further discussion was needed. It was suggested that a combined Administrative Committee meeting (Bylaws / Legal / Personnel / Budget & Finance) be scheduled. The Board members agreed to a meeting on Tuesday, November 28<sup>th</sup> at 10:00am, at the office.

5. Legal

a. Road Encroachment Letter – to Safety Committee

Loren suggested that, in addition to the November 28<sup>th</sup> combined Administrative Committee meeting, a combined Operations Committee meeting be scheduled to discuss safety issues (Encroachments) and Emergency Preparedness planning. A meeting was set for Monday, November 20<sup>th</sup>, at 10:00 am at the office.

b. Foreclosure List

Letters will be sent to all persons who are eligible for foreclosure at this time. Copies will be sent to James Sogi, our lawyer. Follow-up will depend on response to the letters, but those which receive no response will be turned over to the lawyer for foreclosure proceedings.

c. Allowable size of material piles

Teddi reported that the County had no restrictions on the height of cinder piles, but that there was a volume restriction of 500 cubic yards. There is no limit on number of piles.

d. County Ordinance on Noise Abatement

Teddi reported that she was unable to find any Ordinance, Code, Rule or Law regarding Noise Abatement for either the County or the State. As for allowable hours of operation in a subdivision, it was suggested by the Board that she check the Traffic Codes; she agreed to do so.

6. Personnel

a. Temporary Disability Insurance

1. A & O Director's Application
  2. Office Procedures – referred to Personnel Committee, November 27
- b. Desk Audits – referred to Personnel Committee, November 27

B. Operations

1. Building & Equipment

a. Results of brainstorming session

Eleanor handed out an itemization of the ideas offered at the brainstorming session, broken down into the committees which would address each issue.

Meleana passed out a quote from Dennis Andrade based on available information, for an idea of what the bulldozing of the new properties would cost. The quote is based on a 60x60 building, the grading of three lots, and perimeter grading to allow for erection of a fence.

2. Road Maintenance

a. Report on Cinder Sales

Cinder sales are going well; it is very popular with residents who are happy to be able to get cinder in small loads for a good price. In the month of October (5 sale days), cinder sales brought in \$1,157.50, loading 231.5 cubic yards of cinder for members. As of this date in November (2 days), cinder sales brought in \$900.00, loading 172 cubic yards for members.

3. Membership – no report

4. Safety
  - a. Emergency Preparedness Communication Plan – discussed under VIII:A:1
  - b. Truck Routes – Eleanor states that there is a problem at the top of the subdivision in that the turns for the truck routes are not marked ... trucks are continuing up Aloha to Lurline and then blowing the stop signs along Lurline. Truck traffic should not be on Lurline at all. Adding an arrow to the Truck Route signs at the main turns could help to alleviate this problem. The office agreed to coordinate with the crew in determining which corners need additional signage.

## **IX. Special Orders**

### **X. A. Unfinished Business**

Information on Sunshine Law – we have not yet received a response from our lawyer.

### **B. General Orders**

The A&O Director inquired whether Ranchos Road Maintenance had returned our old, truck-mounted chip spreader, which they borrowed with the President's permission when theirs broke down mid-job last month. She suggested that if this occurs again in the future, we should be charging them a rental fee, and asking them to sign some sort of indemnity form in case of damage to our machine. Rell Woodward, who also sits on the Ranchos RMC board, said he would enquire when our machine would be returned.

Mele also brought up the issue of having the office floors professionally cleaned, and setting up a monthly cleaning contract with someone dependable for a maintenance cleaning every other week. If the Board knows anyone, please have them come in and fill out an application.

Liquid funds transferable from Merrill-Lynch should carry us through until assessments start coming in next year without problems. We have some repairs which need to be done immediately; the mower is down and the 450 needs a new master cylinder booster.

Mele also suggested that the Board consider the purchase of a smaller mower, similar to the extensible-arm mowers the County uses on the highways, for cutting in harder-to-get-at areas, as our current mower is rigid and very large.

## **XI. New Business**

**Motion** Rell Woodward moved that the Corporation have a Christmas Party Dinner for all board members and employees, at the King Kamehameha Hotel in Kailua-Kona.  
Seconded by Eleanor Shannon.

Unanimous

There will be a Corporation Christmas Party / Dinner on the 15<sup>th</sup> of December, beginning at 6:00. Each Board member or employee may bring one guest; more than one guest is welcome but will have to pay their own way. A gift exchange will be set up among all employees and Board members by drawing names; gift limit \$15-\$20. Eleanor suggested that it be part of the awards program; the Board will discuss that further at the combined Admin meeting on Nov. 28<sup>th</sup>. Mele suggested that Mac’s 20<sup>th</sup> Anniversary, coming up in March, should also be discussed.

**XII. Open Forum** – none

**XIII. Announcements** - none

**XII. Adjournment - Motion** Rell Woodward moved to adjourn the November meeting.  
Seconded by Ken Wicks.  
Unanimous.

**Meeting Adjourned:** 6:09 pm on November 7, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

- Approved by the Board of Directors without corrections on \_\_\_\_\_  
Date
- OR**
- Approved by the Board of Directors with corrections on \_\_\_\_\_  
Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary

H.O.V.E. Road Maintenance Corporation  
PO Box 6227  
Ocean View, HI 96737  
(808) 929-9910 Fax (808) 929-9623  
Toll Free: 866-241-7294  
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[www.hoveroad.com](http://www.hoveroad.com)

## Monthly Board Meeting Minutes December 5, 2006

I. **Called to Order:** 4:03 pm

II. **Quorum:** Yes

III. **Roll Call:** *Attended:*

- |  |   |
|--|---|
| ✓ Loren Heck, President;               | <input type="checkbox"/> Eleanor Shannon, 1 <sup>st</sup> VP; |
| ✓ Randy VanLeeuwen, 2 <sup>nd</sup> VP | ✓ Mary Kastle, Secretary;                                     |
| ✓ Rell Woodward, Treasurer             | ✓ Sam Bayaoa, Board Member                                    |
| ✓ Bill Vinson, Board Member;           | ✓ Ken Wicks, Board Member                                     |

Meleana Smith, A&O Director; Teddi Stransky, Recording Technician;

**Guests:** Dennis Smith, Rick Ward, Mark Lecoque

IV. **Adoption of Agenda:**

Loren requested that the agenda be amended as follows:

VIII:B:4:b – HAM radio for Emergency Preparedness Plan be moved to follow

E: Secretary's Report, for the convenience of guests

and

after VIII:A:4:c – Desk Audit, to add VIII:A:4:d. Length of Service Award

and

after VIII:B:1:b – Office Building add VIII:B:1:c Report on Mower

and

after VIII:B:4:a – Truck Route Enforcement add VIII:B:6:b Approve Clinic Signs

**Motion:** Mary Kastle so moved, seconded by Randy Van Leeuwen.

Unanimous

V. **Opening:** none

VI. **Approval of Minutes:** neglected

VII. **Officer's Reports**

- A. **President** – President Loren Heck stated that it was inappropriate for him to be the Chairman of the Building Committee, and requested that Rell Woodward be appointed to that position. Rell agreed.

**Motion:** Ken Wicks so moved, seconded by Randy Van Leeuwen.  
Unanimous

The President introduced First Vice President Eleanor Shannon’s written input, which included a statement assigning her proxy vote to Sam Bayaoa. The paragraph referenced in the bylaws applies to member’s voting rights, not Board Members; and Robert’s Rules of Order discourages such assignment. On these grounds the proxy was rejected. The President requested that Eleanor’s written report be attached to the minutes.

**B. 1<sup>st</sup> Vice President** – Written report attached.

**Recommendations:**

1. Page 2 of Memorandum, Item 3, Reminder to A&O Director: **No Motion**
2. Rescind Pay Scale Motions, Recommendation #1: **No Motion**
3. Rescind Pay Scale Motions, Recommendation #2: **No Motion**
4. A & O Director’s Position Description: **No Motion**
5. Administrative Assistant P.D. Audit & Draft: **No Motion**

**C. 2<sup>nd</sup> Vice President** – No report

**D. Treasurer** – Written report attached

**E. Secretary** – No report

**F. HAM radio for Emergency Preparedness Plan:**

Dennis Smith and Rick Ward provided information on Emergency Backup systems for the radio network based at the shop. Rick contacted Pacific Wireless but feels their estimate of \$10,000.00 for a backup power system is completely out of the ballpark. He is pursuing alternatives, including generator, solar, storage batteries and other needs, and will be able to provide more information at the next meeting.

**Motion:** Rell moved that since the first Tuesday in January was the day after New Year’s Day, the January Board meeting be rescheduled for the second Tuesday, January 9<sup>th</sup>. Seconded by Mary Kastle.

Unanimous

**F. Administrative and Operations Director**

**1. Administration**

The A & O Director requested that the Board review a letter from the office staff, which was included in their packets, during the Executive Session scheduled for this meeting.

**2. Operations**

- a. Mary Kastle reported on the volume of the “scoop” of cinder currently being loaded for owners. She provided photographic proof that the amount being given is roughly 15% shy of being exactly one cubic yard.

**Motion:** Rell Woodward moved that we give an extra half-scoop of cinder for each yard purchased, to ensure that we are not shorting our owners. Seconded by Ken Wicks.

Unanimous



## VIII. COMMITTEE REPORTS

### A. Administrative

1. Bylaws – no report
2. Budget & Finance
  - a. Pay Scale – no action taken
  - b. Christmas Bonus – will remain the same this year as it has been in the past, but will be up for review

**Motion:** Rell Woodward moved that the Christmas Bonuses for employees this year will remain at \$500 for full-time employees and \$250 for part time employees, but that this amount should be reviewed on an annual basis and adjusted according to the well-being of the corporation.

Four in favor; Ken Wicks and Mary Kastle opposed.

- c. Length of Service Awards – to be discussed under VIII:A:4: Personnel

### 3. Legal

- a. Road Encroachment Letter – to Safety Committee

First Notice for Removal of Encroachment has been drafted by the Committee.

**Motion:** Rell Woodward moved that the First Notice for Removal of Encroachment be accepted by the Board. Seconded by Sam Bayaoa.

Unanimous.

Discussion: Larry Leslie on Tiki, problem with his salvage business encroaching on the road; he has been notified and warned. Solid Waste Division was contacted last year. Mele agreed to follow up with the Solid Waste Division and file a formal complaint if needed.

Loren requested that Mele jog our lawyer's elbow on information about the Sunshine Law as we need to ensure we are in compliance. Mele agreed to do so.

### 4. Personnel

- a. Executive Session – results to be reported in January minutes.
- b. Performance Evaluations (Mele & Teddi)

The existing form was accepted at a previous meeting; Mele recommends a standardized form for office employees. Rell suggested a more specific form for Mele's evaluation, which will be performed by the Board, and a standard form for other office employees.

**Motion:** Rell Woodward moved that the Board perform the A&O Director's evaluation using the existing form, and that she evaluate the other office employees and submit the evaluations to the Board for review. Seconded by Randy Van Leeuwen.

Five in favor, Sam Bayaoa abstaining.

c. Desk Audits

Loren and Mele agreed that she would provide job descriptions and Loren would perform the desk audits.

Loren also suggested that the Board consider accepting the existing Employee Handbook in its current form, while keep it open for review as needed. Mele said she would provide current copies to the Board as there is some confusion amongst Board Members as to which version is current.

d. Length of Service Awards

**Motion:** Rell Woodward moved that the Board accept the Personnel Committee's recommendation for Length of Service Awards, [which is] that the LoS Awards be approved, and the amount of the award be rounded up to the next \$50.00 increment, and that employees who became eligible for a LoS Award in calendar year 2006 receive their award on their anniversary date in 2007, and thenceforward revert to the normal award schedule. Seconded by Randy VanLeeuwen.

Unanimous

B. Operations

1. Building & Equipment

a. Results of recent meeting

The Operations Committees suggest that we should utilize three of the recently-purchased six acres to expand our current operations area. We can rent a D-8 Bulldozer for a month for \$5,000 and have Mac do the grading of the 3 acres, which would be more cost-effective than hiring out the work. The office building should be locate at the front of the 3-acre area, with a parking lot behind it; the equipment building could go behind that on the same acre, reserving the other two acres for materials and equipment. Mele informed the Board that we could modify our existing Special Use Permit by consolidating the three lots with our existing four-acre space; this would take less time than a new Special Use Permit.

**Motion:** Rell Woodward moved that we consolidate lots 41, 42 and 43 with our existing 4-acre parcel. Seconded by Mary Kastle.

Five in favor, Randy Van Leeuwen abstaining.

**Motion:** Rell Woodward moved that we locate the new office building at the front of the newly-consolidated 3 acres, and put a parking lot behind the building. Seconded by Ken Wicks.

Unanimous

**Motion:** Rell Woodward moved that the perimeter of the new 3-acre area be fenced. Seconded by Ken Wicks.

Unanimous

**Motion:** Rell Woodward moved that Corporation rent a D9 850K bulldozer for one month, to do the initial bulldozing of the three acres and additional work as necessary. Seconded by Mary Kastle.

Unanimous

- 2. Road Maintenance
- 3. Membership – no report
- 4. Safety
  - a. Truck Route Enforcement – Committee Meeting to be scheduled with truck companies.
  - b. Clinic Signs

**Motion:** Loren moved that the Clinic signs be approved. Seconded by Randy Van Leeuwen.

Unanimous

Ken Wicks announced that a Police Officer has been assigned to Ocean View; Officer Shibuya is now our full-time Ocean View policeman, replacing Bill Doar who retired.

- IX. Special Orders** – none
- X. A. Unfinished Business** – none
- B. General Orders** – none
- XI. New Business** – none
- XII. Open Forum** – none
- XIII. Announcements** - none

**XII. Adjournment - Motion** Mary Kastle moved to adjourn the December meeting. Seconded by Randy Van Leeuwen.

Unanimous.

**Meeting Adjourned:** 6:13 pm on December 6, 2006.

Minutes prepared by Teddi Stransky, Recording Technician.

Approved by the Board of Directors without corrections on \_\_\_\_\_.  
Date

**OR**

Approved by the Board of Directors with corrections on \_\_\_\_\_.

Date

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mary Kastle, Secretary