

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

Monthly Board Meeting Minutes January 16, 2007

I. Called to Order: 4:06 pm

II. Quorum: Yes

III. Roll Call: *Attended:*

- | | |
|--|--|
| ✓ Loren Heck, President; | ✓ Eleanor Shannon, 1 st VP; |
| ✓ Randy VanLeeuwen, 2 nd VP | ✓ Mary Kastle, Secretary; |
| ✓ Rell Woodward, Treasurer | ✓ Sam Bayaoa, Board Member |
| ✓ Bill Vinson, Board Member; | ✓ Ken Wicks, Board Member |

Teddi Stransky, Recording Technician;

Guests: Dennis Smith, Rick Ward, Mark Lecoque

IV. Adoption of Agenda:

That the agenda be amended as follows:

VII: E: 1. Executive Session be amended to

VII: E: 1. Executive Session – 1st Vice President's Position on Board

Motion: Loren Heck so moved, seconded by Mary Kastle.

Unanimous

That the agenda be amended as follows:

VIII: A: 1. Bylaws be amended to

VIII: A: 1. Bylaws

a. Due Process

Motion: Eleanor Shannon so moved, seconded by Loren Heck.

Unanimous

V. Opening: none

VI. Approval of Minutes:

Motion: Randy Van Leeuwen moved that the minutes of the prior meeting be approved as written. Seconded by Ken Wicks.

Unanimous

Executive Session: A very brief Executive Session was called to deal with the minutes of the December Executive Session .

Teddi requested that the Board also approve the minutes of the November Meeting, as this had been neglected during the December meeting.

Motion: Mary Kastle moved that the minutes of the November meeting be approved as written. Seconded by Randy Van Leeuwen.

Unanimous

GUEST SPEAKERS:

Guest Mark LeCoque, Vice President of Island Roads, Inc., provided information on prices for CRS1 road emulsion through their plant. He indicated that Tim Post, lawyer for their corporation, would be the new contact person as he was being assigned to other duties. Loren has contact information for Mr. Post.

Guests Dennis Smith and Rick Ward of Comtech Hawaii provided two quotes for the installation of an emergency battery backup system at the RMC Shop, to ensure that our existing business-band radio system could be used during power outages and other local emergencies. They also recommended a 500w to 1000w generator be purchased to keep the system charged during major emergencies such as hurricanes, earthquakes and lava flows, during which the entire subdivision could be cut off for an extended time.

Considerable discussion ensued on the subject of emergency planning and communications. Rell Woodward suggested that the RMC complement the nascent small communications “network” being established by HAM radio operators in the area by providing board members, who are scattered in all areas of the subdivision, with handheld radios and training in their use during emergencies. It was suggested that having HAM radios, in addition to our current business-band radios, available to the office staff and crew would further extend the network, as information gathered by our road crew during emergencies could then be relayed to the wider network. Dennis and Rick were much in favor of this idea, saying it would double the existing network and provide coverage in areas currently isolated. Rick agreed to provide training and administer the FCC tests for a minimal fee. Several individuals expressed a desire for additional radios, purchased with their own funds, for private as well as emergency use.

Motion: Rell Woodward moved that the Corporation accept Option #1 of Comtech Hawaii’s proposal, which includes a DC to AC inverter/charger, 4 100ah batteries and the required cabling to provide emergency power sufficient for radios, lighting, and additional small items. In addition, the Corporation should purchase thirteen handheld radios and provide training for FCC licensing of all board members, the A&O Director and the office Secretary. Payment to Rick Ward for training the above individuals would not exceed \$400.00 plus out-of-pocket expenses. Seconded by Eleanor Shannon.

7 in favor, Randy Van Leeuwen abstaining.

It was then suggested that the Road Crew should also have access to the HAM network, so that they could relay information between the HAM system and our business radio system during emergencies.

Motion: Rell Woodward moved that radios and training should be provided to the Road Foreman and two crew members of his choosing. Seconded by Ken Wicks.
Unanimous

Some attendees expressed a desire to purchase radios out of their own pockets, for personal use. Rick said he would see if there was any 'bulk discount' if we purchased them all at once.

VII. Officer's Reports

- A. **President** – No report
- B. **1st Vice President** – No report
- C. **2nd Vice President** – No report
- D. **Treasurer** – Written report attached
- E. **Secretary** –
 - 1. Executive Session – 1st Vice President's position on Board

Due to the amount of time spent discussing the Emergency Communications issue, it was suggested that the Executive Session be rescheduled as a Special Meeting. The meeting was tentatively set for Wednesday, January 24th, at 4:00 pm at the office, pending Randy's availability on that date.

Motion: Rell Woodward so moved. Seconded by Ken Wicks.
Seven in favor, Randy VanLeeuwen abstaining.

F. **Administrative and Operations Director**

Note: The A & O Director was unable to attend the meeting, due to illness. Her notes to the Board are attached to these Minutes.

1. **Administration**

a. Yearly billing

We will start printing our annual billing on January 22, to be ready for February 1st mailing. We would appreciate volunteers to help with folding and stuffing some 10,000 statements.

b. Contract Labor for billing

Motion: Rell Woodward moved the use of contract labor at minimum wage be approved for ten days to assist with the billing. Seconded by Mary Kastle.

Unanimous

c. AFLAC details

Motion: Rell Woodward moved that AFLAC should be the approved insurer if employees wish to enroll for additional medical or life insurance at their own expense. Seconded by Randy Van Leeuwen.

Unanimous

2. Operations

- a. Foreman's Report
- b. Mulch / Compost / Green Waste
- c. Cinder sales (deadline for pickup / refunds) – the crew requested that Cinder Sale days be changed to Monday and Tuesday, so that they could have at least two full-crew days in a row to do road work. It was also requested that a time limit be set on cinder pick-up, as we have some open tickets dating back to October which are making the bookkeeping difficult.

Motion: Mary Kastle moved that Cinder Sale days be changed to Monday and Tuesday, and that the sales be non-refundable. The motion was then amended by Rell Woodward, to add that members be required to pick up the amount they have purchased within 30 days or forfeit the unclaimed amount; and that this be noted on the Cinder tickets. There was some disagreement, but the complete motion was seconded by Ken Wicks.

7 in favor, Mary Kastle opposed

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws

- a. Due Process – Eleanor handed out some documents and requested that the Board take them home and read them.

2. Budget & Finance

- a. Pay Scale – tabled for next meeting

3. Legal

- a. Sunshine Law Update – the lawyer reported that the Sunshine Law applies only to government agencies, and that the HOVERMC should continue to be governed by its bylaws.

4. Personnel

- a.. Performance Evaluations (Mele & Teddi) – tabled until next meeting
- b. Desk Audits – (Kristyn & Teddi) tabled until next meeting

B. Operations

Motion: Rell Woodward moved that the balance of the agenda be tabled until the next meeting, due to the late hour and a lack of input from the A&O Director, who is ill. Seconded by Randy Van Leeuwen.

Unanimous

XII. Adjournment - Motion Randy Van Leeuwen moved to adjourn the January meeting. Seconded by Ken Wicks.

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

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Monthly Board Meeting Minutes February 6, 2007

I. **Called to Order:** 4:07 pm

II. **Quorum:** Yes

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

✓ Loren Heck, President;	✓ Eleanor Shannon, 1 st VP;
✓ Randy VanLeeuwen, 2 nd 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

IV. **Adoption of Agenda:**

That the agenda be amended as follows:

VI: A: Executive Session; that item 4 (Response from Lawyer) be moved to Item 1.

Motion: Loren Heck so moved, seconded by Mary Kastle.
7 in favor, Eleanor Shannon abstaining

V. **Opening:** none

VI. **Approval of Minutes:**

Motion: Randy Van Leeuwen moved that the minutes of the January meeting be approved
as written. Seconded by Ken Wicks.

Unanimous

VII. **Executive Session:** An Executive Session was called at 4:12 pm and concluded at 4:55 pm;
results to be announced at the next meeting.

VIII. **Officer's Reports**

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

The A & O Director informed the Board that she would provide a spreadsheet and written statement as to why certain items went over budget in 2006; she will give line-item details in her report.

E. Secretary – No report

F. Administrative and Operations Director

1. Administration

Yellow and white paint is needed for striping the roads. The total expenditure will be \$6,390.58; Mele requested that the Board approve the expenditure.

Motion: Rell Woodward so moved; seconded by Ken Wicks.

Unanimous

Nearly 11,000 statements have been printed, folded and mailed. The office staff did all the work as we had no volunteers and could not find anyone to hire. We are receiving a lot of phone calls, as usual, and a few payments have already come in; we are expecting the bulk to start next week.

The newsletter will be happening in July; a Budget and Road Plan need to be ready before then.

2. Operations

a. Foreman's Report

Ken Wicks brought up the Stop signs being torn down. This is an ongoing problem around the whole tip of the island as far as Pahala; someone is deliberately bashing signs on weekends. We are having to replace one or two signs nearly every weekend; this requires overtime pay for on-call crew members, as it is a safety issue and can't be left for normal working hours.

If three or more signs are knocked down, we make a police report; the police do not respond for only one or two signs.

Abandoned Vehicles are an ongoing problem with no cessation in sight. People are also dumping rubbish up near the cinder pits. The crew is collecting information and evidence and the office hopes to be able to prosecute identified offenders. The Board discussed the possibility of infrared security cameras, to be stationed in various places around the area where dumping is a problem; Mele agreed to research the costs involved.

ARRL Study Manuals and handheld HAM radios have come in. The books were distributed to those who will be participating in the Emergency Preparedness network. Rick Ward is currently programming the radios. Classes will be held Feb. 26-27, and the test will be given on the 28th. Payment for books and radios will be due at that time.

Mac has flattened part of the new property using the grader; just enough to allow stacking of needed materials. The Board discussed plans for the new property. Mele is working on the consolidation of the three upper lots, and the Operations Committee needs to develop a Site Plan ASAP, as that will be required for the amendment to our Special Use

Permit. A meeting of the Building and Equipment committee was scheduled for Monday, Feb. 12th to discuss the Master Site Plan. All board members are invited.

Randy queried the service times, dates and usage hours on the Mechanic’s Report. Mele said she would speak to Rudy and find out why the numbers on the report have not changed, since several machines are obviously in use.

Since we finished King Kam, no major projects have been undertaken; the crew has been on a maintenance schedule, repairing signage, doing inventory, clean up and weed-whacking, painting, and minor road repairs such as potholes and driveway aprons. Availability of oil for road work is an ongoing issue; we have a load ordered for the last week in February, to begin work on Princess Kaiulani below King Kam. Once the first block is done (King Kam to Paradise), the crew will move to building the safety walking path around Paradise Circle. We will then finish PK on down to Hawaii Blvd.

Cinder Sales have been moved to Monday and Tuesday as of February 5th. People in the community are very happy to have this available and we are seeing new faces every week.

b. Mulch / Compost / Greenwaste

Community interest in this project is high. Details will be discussed at the Building and Equipment meeting on the 12th.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws – Items a, b & c were all addressed in lawyer Sogi’s letter and during the Executive Session.
2. Budget & Finance
 - a. Pay Scales – information has been collected, needs to be discussed and recommendations made. Reviews are overdue and some scale needs to be adopted. A Budget and Finance Committee meeting was scheduled for February 12th, following the Building & Equipment meeting.
3. Legal – no report
4. Personnel
 - a. Performance Evaluation (Mele & Teddi) – Madi also needs an evaluation. Desk audits are needed before evaluations can be done.
 - b. Desk Audits (Kristyn & Teddi) – Madi’s position should also be audited. Loren requested that Eleanor help with the desk audits; she agreed to do so “only with the full approval of this Board.”

Motion: Rell Woodward moved that Loren and Eleanor perform the desk audits. Seconded by Ken Wicks.

Unanimous

Audits are scheduled for Thursday, February 8th, beginning with Kristyn, from 10:00 am until noon. Mele will provide a current job description for each position.

B. Operations

- 1. Building & Equipment
 - a. Bulldozing – will be discussed at the 2/12 meeting
 - b. Office Building – will be discussed at the 2/12 meeting
 - c. Mower Update – the office is still researching, and awaiting contact from mainland companies
- 2. Road Maintenance
 - a. Rock walls vs. guard rails – M&E Consulting informed us that rock walls present a liability situation, and we could be sued if someone hit one. Rock walls do not meet Hawaii safety standards; guard rails do.
- 3. Membership – no report
- 4. Safety
 - a. Truck Route Enforcement (schedule Committee Meeting with truckers) – the office is sending out letters calling a general meeting with trucking firms, scheduled for March 16 from 9:30 to 11:30 am at the OVCA.

IX. SPECIAL ORDERS

- A. UNFINISHED BUSINESS
- B. GENERAL ORDERS

X. NEW BUSINESS

XI. OPEN FORUM

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT - Motion Randy Van Leeuwen moved to adjourn the February meeting.
 Seconded by Ken Wicks.
 Unanimous.

Meeting Adjourned: 6:06 pm on February 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

Signed: _____
Mary Kastle, Secretary

Date: _____

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Monthly Board Meeting Minutes March 6, 2007

I. **Called to Order:** 4:02 pm

II. **Quorum:** Yes

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

- | | |
|--|--|
| ✓ Loren Heck, President; | ✓ Eleanor Shannon, 1 st VP; |
| ✓ Randy VanLeeuwen, 2 nd VP | ✓ Mary Kastle, Secretary; |
| ✓ Rell Woodward, Treasurer | ✓ Bill Vinson, Board Member; |
| ✓ Ken Wicks, Board Member | |

Meleana Smith, A & O Director

IV. **Adoption of Agenda:** Loren recommended that the agenda be amended to include a three-minute statement from Tim Post, representing Island Roads, Inc. Eleanor suggested that two items be added to the agenda: Under XI: New Business, to add “Board Apprentice Program” and under X:A: Unfinished Business, to add “Ham Radio Class”

Motion: Loren so moved, seconded by Rell Woodward
Unanimous

V. **Opening:** Tim Post, Island Roads: Emulsion mill is now delivering hot emulsion, and they have lowered their price for the Rapid Set oil to the same as the SS1 oil (\$5.00/gal). Mele stated that we are currently using the SS1 oil from a different vendor, and getting a lower price. Mr. Post said the RS was better for chipseal, and they were offering their rock-bottom price. Randy suggested that we do further research on this issue.

They are starting their driveway business and will soon be available to pave driveways for property owners. They are hoping to provide this service for roughly \$4.00 per square yard for chip seal.

VI. **Approval of Minutes:**

Motion: Rell Woodward moved that the minutes of the February 6 board meeting be approved as amended. (Omit the word “should” under the motion of desk audit under the Personnel Committee) Seconded by Bill Vinson.

Unanimous

Motion: Rell Woodward moved that the items “removal of Eleanor Shannon as First Vice President” and “removal of Eleanor Shannon from committee chair positions” be added to next month’s agenda. Seconded by Randy Van Leeuwen.

Unanimous

Motion: Rell Woodward moved that the minutes of the February 6 executive session be approved as amended. Seconded by Mary Kastle.

Unanimous

VII. Officer’s Reports

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

Rell reported that the Budget & Finance committee reviewed the overages on last year’s budget; that the items which went over budget were all acceptable due to the recent economy.

Rell also suggested that while working on the new budget, which must be done by July, the committee refrain from “low-balling” figures, but allow for inevitable price increases.

- E. *Secretary* – No report
- F. *Administrative and Operations Director*

I. Administration - Ramos is reviewing the 2005 taxes; Mele is compiling the work for the 2006 taxes and preparing for the 2003 audit. Payments are coming in, the office has been very busy.

All employees and board members who attended the HAM radio class and took the test passed; we are waiting for assignment of call signs.

Several employees have signed up for AFLAC insurance, payment for which will be deducted from their payrolls (at no cost to the company).

The Budget and Finance Committee needs to meet, to review letters from owners who have been notified of potential foreclosure, and to discuss pay scales. A meeting has been scheduled for Thursday, March 15 at 9:00 am.

Rell and Randy will not be able to attend the Truck Route meeting on the 16th; it might have to be rescheduled.

Personnel – Teddi’s position description is included in the board packet. Evaluations are needed for Teddi, Madison and Mele, based on date of hire. Evaluations need to be discussed in committee; a meeting for the committee was scheduled following the Budget and Finance meeting on the 15th.

2. Operations

a. Foreman's Report – we should be getting oil on this coming Thursday; the crew has been clearing and cleaning up the walking path area on Paradise Circle. We will rebuild Princess Kaiulani between King Kam and Paradise, proceed to the Park area for the walking path, and then continue down PK.

Abandoned Vehicles - James Isa, the head of Environmental Waste Management for the County of Hawaii, met with Mele Tuesday morning. She gave him the complete list of AVs reported in Ocean View in 2006 and 2007. He went out and did a site tour of the subdivision to acquaint himself first-hand with the problem. He told Mele that last year's removal of vehicles cost about \$70,000.00, and that he has a spending limit. He will be looking into more ways to help us with the problem. Mele suggested to the Board that we do a weekend camera stakeout, taking photos of persons doing illegal dumping. Loren suggested that the issue be discussed following the Truck Route meeting, as it is a safety issue as well. Mele is researching the possibility of infrared cameras to catch people dumping at night.

Green Waste - Mary brought in information on greenwaste processing, including a list of applicable terms. She reported that greenwaste, even after it has been chipped and composted, is still not considered "soil" and cannot be sold as soil. Mele suggested we call our end product "cinder mulch." It will take a year to produce the product.

Truck Routes - Mele reported that most of the water haulers have provided us with Certificates of Insurance, as well as West Hawaii Concrete, Big Island Cinder and Soil, and one other hauler. Eleanor reminded the board that she feels that our signage on truck routes is still inadequate to start levying fines for infractions; more signs are needed on Lurline near the cinder pits, which sees heavy truck traffic and vehicles constantly running stop signs, although it is not part of the truck route. They are also going up Marlin and turning right on Palm (not part of the truck route) because there is no stop sign there while there is a stop sign at Kailua. Mele responded that we are still waiting delivery on more signs, but that truck route maps have been sent to all haulers on the island, and that the allowed routes are clearly posted.

Mechanic's report: Rudy informed Mele that there are some pieces of equipment required for specific situations, such as complete rebuilding, which are not frequently used, and the mileage on those machines may not change for several months.

Loren made some suggestions for reformatting the Foreman's Report.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws – No Report
2. Budget & Finance

- a. Pay Scales – Mary has provided information, discussion is planned for meeting 3/15
- b. Overbudget items from last year – The Personnel Committee Chair provided a paper on the over-budget issues on Personnel line items.
The B&F committee reviewed the budget and found that budget overages were caused by changes in the economy which could not have been predicted at the time the budget was developed and an increase to personnel to comply with road safety needs. It was again suggested that the committee not attempt to reduce the budget by assuming a minimum expense sometime in the future.

Motion: Rell Woodward moved to approve the recommendation that the budget overages for 2006 be accepted. Seconded by Mary Kastle.

Unanimous

3. Legal – The Board reviewed a letter from a Dr. Ussery, proposing that we sell him our liens for collection. The Board agreed that this was inadvisable; Rell suggested that the office draft a letter in response rejecting his offer.

Motion: Rell Woodward moved to reject Dr. Ussery's offer. Seconded by Eleanor Shannon.

Unanimous *NOTE: This motion rescinded and re-motioned at the April meeting*

4. Personnel
 - a. Performance Evaluation (Mele & Teddi) – referred to committee meeting on 3/15/07
 - b. Desk Audits (Kristyn & Teddi) – referred to committee meeting on 3/15/07

B. Operations

1. Building & Equipment

a. Bulldozing – Recommendation:

1. Consolidate all six acres into Special Use permit; bulldoze all six acres and create depression for reservoir; include two building sites and parking areas in Special Use Permit.

Motion: Randy Van Leeuwen moved to accept the recommendation. Seconded by Mary Kastle.

Six in favor, Rell Woodward opposed.

b. Building Plans – Recommendation:

1. Accept the building plan developed at the last meeting and drawn on the flip chart in the office; Mele to redraw to scale.

Motion: Rell Woodward moved to accept the preliminary building plan. Seconded by Ken Wicks.

Unanimous

2. Road Maintenance – no report
3. Membership – no report

- 4. Safety - Truck Route Meeting: to be determined at another time.

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS – discussion of Ham Radio Class; David Mc Elhaney accepted as a stand-in for Eleanor Shannon, who was ill during class, she paid for his book/tuition. Several members expressed a desire for another class to teach us how to use the radios. Mele is making a list of additional items for Rick to order, for those who want antennas, additional radios, etc; payment will be up to the individual.

B. GENERAL ORDERS – none

X. NEW BUSINESS – discussion of Board Apprentice Program; Eleanor provided handouts and requested that this should be put on the agenda in the future. Loren suggested that it be discussed at the Personnel meeting scheduled for March 15th.

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Rell Woodward moved to adjourn the March meeting.
Seconded by Randy Van Leeuwen.
Unanimous.

Meeting Adjourned: at 5:39 pm on March 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

Signed: _____
Mary Kastle, Secretary

Date: _____

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Monthly Board Meeting Minutes April 3, 2007

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

II. **Quorum:** Yes

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

- | | |
|--|--|
| ✓ Loren Heck, President; | ✓ Eleanor Shannon, 1 st VP; |
| ✓ Randy VanLeeuwen, 2 nd VP | ✓ Mary Kastle, Secretary; |
| ✓ Rell Woodward, Treasurer | Bill Vinson, Board Member; |
| ✓ Ken Wicks, Board Member | |

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

IV. **Adoption of Agenda:** Loren recommended that the agenda be amended to add item VIII:A:2:c, "Net-30 Accounts" and item VIII:B:1:a, "Repeater Antenna at Shop." Eleanor requested that her research be added as VIII:A:1:b, "Removals Overview."

Motion: Loren so moved, seconded by Rell Woodward.
Five in favor, Mary Kastle abstaining.

V. **Opening:** none

VI. **Approval of Minutes:**

Motion: Randy Van Leeuwen moved that the minutes of the March 6 board meeting be approved as amended. (Add Eleanor's written input to Budget and Finance report and correct "Bill Vincent" to "Bill Vinson"; note rescinding of motion [Ussery letter] and re-motion to be made during April meeting.) Seconded by Ken Wicks.
Unanimous

VII. **Officer's Reports**

- A. *President* – No report
- B. *1st Vice President* – No report
- C. *2nd Vice President* – No report
- D. *Treasurer* – Written report attached
- E. *Secretary* – No report

F. Administrative and Operations Director

1. Administration -

Taxes for 2005 are now complete.

We continue to receive complaints about the perpetual yard sale at Seabreeze and Bamboo. Several residents of the area insist that this is our responsibility, although the sale is on private property; attempts we have made to mediate the issue have been fruitless. We have repeatedly requested that residents refer their complaints to the appropriate authorities; to our knowledge none have done so. We are now receiving veiled threats by e-mail. We have ordered extra signage for that area and are waiting delivery; enforcement of parking prohibitions would be difficult if not impossible.

Motion: Randy Van Leeuwen moved that the A & O Director contact the Police and Planning Department about the yard sale at Seabreeze and Bamboo. Seconded by Rell Woodward.

Unanimous

2. Operations

It was noted by the board that a “Limited Sight Distance” sign is needed on Aloha between Pineapple and Plumeria.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws –

- a. Board Apprentice Program – Eleanor recommends that we initiate a Board Apprentice Program, as described in her memo. 5 in favor, 1 opposed.
- b. Removals Overview – Eleanor presented her research to the Board for their consideration.

2. Budget & Finance –

a. Pay Scales –

The Budget and Finance committee recommended that the pay scale be approved as written, and the following employees be placed in the following grades and steps, until their performance reviews and/or desk audits are complete:

Teddi Stransky – Grade 5, Step 5

Kristyn Haina – Grade 5, Step 3

Madison Kaupu – Grade 3, Step 1

to be made effective on the following Thursday’s Payroll.

Motion: Ken Wicks moved that the Board approve the Pay Scale chart as presented. Seconded by Rell Woodward.

Unanimous

b. Foreclosure Policy –

Proposal: Once a Notice of Foreclosure is sent to a Property Owner, the Corporation will not negotiate on the removal of any charges due on the outstanding balance.

Motion: Mary Kastle moved that proposal be approved as stated. Seconded by Randy VanLeeuwen.

Unanimous

c. Net-30 Accounts for Cinder Sales

Several local haulers have expressed interest in establishing monthly accounts with us for cinder, rather than paying individually for each load.

Motion: Rell Woodward moved that Mele be allowed to set up Net-30 accounts at her discretion. Seconded by Ken Wicks.

Unanimous

3. Legal –

Motion: Rell Woodward moved to rescind the motion improperly made at last month's meeting, to reject Dr. Ussery's proposal. Seconded by Randy Van Leeuwen.

Unanimous

Motion: Rell Woodward moved that the Board reject Dr. Ussery's proposal that we sell him our liens for collection. Seconded by Randy Van Leeuwen.

Unanimous

4. Personnel

a. Desk Audits

1. The board was unable to agree on a date for a Personnel Committee meeting. Mele agreed to "hound" Loren until a date was established.

b. Position Descriptions

1. The board agreed to add Membership Liaison duties to the scope description in Teddi's PD, as she is the 'first contact' for 10,676 members living in all 50 states and abroad, and provides services and information to them by phone, fax, postal mail and e-mail.

Motion: Rell Woodward moved that the Board approve Teddi's PD with the aforementioned addition. Seconded by Eleanor Shannon.

Unanimous

B. Operations

1. Building & Equipment

a. Rick Ward has a repeater antenna which he would like to install at the baseyard. Installation of this repeater would improve the HOVE emergency communication system and benefit the entire subdivision. He would install this antenna at no charge to the corporation, and connect it to our existing battery backup system. Rick would need to have access to the shop during emergencies, and would need a key; Mele requested that Mac, Rudy or herself be notified if he needed to enter the shop.

Motion: Rell Woodward moved that the Board approve installation of the repeater antenna and provide Rick with a shop key. Seconded by

Randy Van Leeuwen.

Unanimous

- 2. Road Maintenance
 - a. Mulch / Compost
 - 1. A meeting of the Road Maintenance Committee was set for May 1, 2007 at 3:00 pm, prior to the monthly board meeting.
- 3. Membership – no report
- 4. Safety
 - a. Truck Route Enforcement – no action taken
 - b. Impact Fees

The Board discussed charging impact fees to help cover additional costs for road repair, as a result of new development, increased road use, and heavier truck traffic in the subdivision.
 - c. The Board discussed a proposal to request that the State of Hawaii Highways Division establish a lowered speed limit along the highway as it passes through Ocean View. The current speed limit through the subdivision on the highway is 45MPH. A letter was included in the Board packets for review, with minor changes to include a proposed speed limit change on the highway within the boundaries of HOVE; to be signed by the President if approved. The item was referred to committee.

IX. SPECIAL ORDERS

- A. UNFINISHED BUSINESS – Executive Session
- B. GENERAL ORDERS – none

X. NEW BUSINESS – none

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion ?????????? moved to adjourn the Executive session and April meeting. Seconded by ??????????????.
Unanimous.

Meeting Adjourned: at ??:?? pm on April 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

Signed: _____ , _____

Date: _____

H.O.V.E. Road Maintenance Corporation
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Email: office@hoveroad.com
www.hoveroad.com

Monthly Board Meeting Minutes
May 1, 2007

I. Called to Order: 4:04 pm

II. Quorum: Yes

III. Roll Call: *Attended:*

- | | |
|--|---------------------------------------|
| ✓ Loren Heck, President; | ✓ Eleanor Shannon, 1 st VP |
| ✓ Randy VanLeeuwen, 2 nd VP | ✓ Mary Kastle, Secretary |
| ✓ Rell Woodward, Treasurer | ✓ Bill Vinson, Board Member |
| ✓ Ken Wicks, Board Member | |

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

IV. Adoption of Agenda: The First VP brought up a Point of Order on the agenda, stating that items included were not in the proper order and should be rearranged. She handed out a proposed revised version of the agenda, and gave explanations of her revisions.

Motion: by Eleanor Shannon that the agenda be revised according to her instructions.
No second.

V. Opening: None

Motion: The President moved that the Board go immediately into Executive Session.
Seconded by the Second VP Randy Van Leeuwen.
Five in favor, Eleanor Shannon and Bill Vincent abstained.

VI. Approval of Minutes:

Motion: by Randy Van Leeuwen that the minutes of the March 6 board meeting be approved as amended. (Add motion for adjournment) Seconded by Ken Wicks.
Six in favor, Eleanor Shannon opposed.

Executive Session (March 6) Minutes: Eleanor Shannon objected to the first motion stated in the minutes, saying that the motion never took place. Other Board members did not agree.

Motion: Eleanor moved that the first motion in the March 6 Executive Session minutes be deleted.
No second.

Motion: Randy Van Leeuwen moved that the minutes of the March 6 Executive Session be approved as presented. Seconded by Ken Wicks.
Six in favor, Eleanor Shannon opposed.

VII. Officer’s Reports

A. President – The President reminded Board Members of the correct procedure for adding items to the upcoming monthly agenda, and passed around copies of the appropriate form to be used. Some discussion ensued, and Eleanor requested that the “Approved / Denied” line be removed, as it was against Roberts’ Rules to deny the addition of agenda items. The President agreed that it was not appropriate and requested the office to revise the form.

B. 1st Vice President – No report

C. 2nd Vice President – No report

D. Treasurer – Written report attached. Mele has added line-item numbers to the Treasurer’s report for easier cross-reference to the budget.

E. Secretary – The Secretary’s resignation was on the table. The President asked her to reconsider; she agreed to temporarily suspend her resignation.

F. Administrative and Operations Director

1. Administration -

The newsletter is coming up and input (ideas, nominations, articles) is needed from the Board before June. Posters will be placed on bulletin boards around the subdivision asking for nominations to the Board; forms will be available at the office.

A meeting of the Budget & Finance and Road Maintenance Committees was scheduled for 4:00 pm on Monday, May 7th. (The Membership Committee was included later in the meeting.)

2. Operations -

Pi’ikoi Kawanakoa, owner of the “upper subdivision” above HOVE, has informed the office that he will be opening a rock-crushing operation on his property, and wishes to sell chip and base course to the RMC. Our acceptance depends on the quality of the rock; if it is blue rock chip we will be glad to buy from him, but if it is puka stone we can’t use it, as it breaks down too easily. Mr. Kawanakoa is off-island at this time and will be back after May 28th. This item was referred to the Road Maintenance Committee for consideration.

The first block of Princess Kailulani Blvd below King Kamehameha Blvd has been rebuilt and is now in use. The crew will be working on the walking path around the park for the next week or two. Delivery of road oil emulsion continues to be an issue, deliveries recently have been delayed, “lost”, or delivered to higher-priority customers (the County), resulting in delays and frustrations for our crew.

Requests for Proposals have been sent out to various surveying companies for the consolidation and Special Use permitting of the 6 acres on Aloha Blvd.

We are still waiting for delivery of paint, arrow signs and NO PARKING signs.

The crew has created a new cinder loading area on the Aloha properties, because the area originally set up is too small for large trucks to turn around easily.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws –

The Bylaws Committee needs a new Chairperson. Loren asked for volunteers, then agreed to serve as temporary chairman until a new chairman could be found.

2. Budget & Finance – no report

3. Legal –

The Legal Committee needs a new Chairperson. Loren asked for volunteers, then agreed to serve as temporary chairman until a new chairman could be found.

4. Personnel

The Bylaws Committee needs a new Chairperson. Loren asked for volunteers, then agreed to serve as temporary chairman until a new chairman could be found.

B. Operations

1. Building & Equipment

a. Rick Ward has installed a repeater antenna at the baseyard, but it is not yet operational.

2. Road Maintenance

a. Mulch / Compost

1. The Road Maintenance Committee recommends that the crew begin chipping green waste immediately, determining the types of waste to be accepted, including tree limbs and brush, but no Christmas berry, waste or treated wood, weeds or grasses. These restrictions are to avoid the spreading of undesirable plants through use of our chip on owner's properties. We will not be composting at this time.

Motion: Second VP Randy Van Leeuwen moved that the Road Maintenance Corporation sell chip only, without composting or mixing, at a location and price to be determined; sales to be held at the same times and dates as cinder sales. Seconded by Rell Woodward.

Unanimous

3. Membership – It was requested that the Membership Committee be included in the meeting scheduled for May 7th at 4:00 pm.

4. Safety – The A&O Director will research the County and State regulations regarding impact fees and report back to the Board at the May 7th Committee Meeting.

Motion: Ken Wicks moved that the RMC request Mr. Bell's restaurant to post Stop signs on both of their entrance/exits, as increased traffic is making the bottom of Hawaii Blvd. more dangerous. If they refuse to do so, we will post the signs at their expense. Seconded by Rell Woodward.

Unanimous

Motion: Rell Woodward moved to extend our designated truck route to the top of Tradewind Blvd., to provide legal access for trucks to the Upper Subdivision. Seconded by Randy VanLeeuwen.

Six in favor, Mary Kastle abstaining.

Note: Second Vice President Randy Van Leeuwen left the meeting at 5:00 due to other obligations.

The President signed a letter requesting the County to lower the speed limit along the highway as it passes through Ocean View, in consideration of hazardous conditions generated by stores opening on both sides of the highway in the near future.

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS

Length of Service Awards: It has been recommended that the Length of Service Awards should go by the scale previously recommended, but that the amount of the award be rounded upward to the next \$50.00.

Motion: Rell Woodward moved that the Crew Foreman's 20-year Length of Service Award be approved at \$500.00, and that the Corporation adopt the recommended scale, rounded up as suggested, for other employees. Seconded by Eleanor Shannon.

Unanimous.

Pay Scale & Implementation: It has been recommended that the proposed pay scale be approved, that the A&O Director's salary be brought up to her scale level, and that the Secretary should be raised one level and her wage adjusted accordingly.

Motion: Rell Woodward moved to adopt the pay scale and wage adjustments as outlined in last month's Executive Session. Seconded by Eleanor Shannon.

Unanimous

RMC's Authority to Approve Trenching: It appears that there is no need for the RMC to be involved in either approving or disapproving anything. This is a County and State project; the Water Commission would be handling all the details and the County performing all the work. Rell recommended Lincoln Ishida, the lawyer for the County Council, if there are any legal questions; Loren will talk to Katherine Garson at the Department of Water Supply to discover if the Road Corp will be involved in any way.

B. GENERAL ORDERS –

Items 1 & 2, requests from Eleanor Shannon, will be addressed by appending the

documents mentioned to the Minutes of the last meeting.

Item 3a, Timing of Speakers: Robert’s Rules states that members are not to be timed when giving a report, only during a debate; the maximum time being ten minutes.

Item 3b, Motions Based on Recommendations, Part 1: Robert’s Rules states that if a motion is made by a single person, it must be seconded, but if more than one person is involved, no second is needed.

Item 3b, Motions Based on Recommendations, Part 2: Recommendations should be made at the end of a report, and only the recommendations should be added to the agenda.

Item 4, involving a proposed change in the Bylaws, was referred to the Committee Meeting to be held on Monday, May 7.

X. NEW BUSINESS – none

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Ken Wicks moved to adjourn the May meeting. Seconded by Rell Woodward.
Unanimous.

Meeting Adjourned: at 5:42 pm on May 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

Signed: _____, Secretary

Date: _____

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June Monthly Board Meeting Minutes
Meeting held May 29, 2007

I. **Called to Order:** 4:10 pm

II. **Quorum:** Yes

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

✓ Loren Heck, President	✓ Eleanor Shannon
✓ Randy VanLeeuwen, VP	✓ Mary Kastle, Secretary
🕒 Rell Woodward, Treasurer <i>Arrived at 4:30 pm</i>	☒ Bill Vinson, Board Member <i>Off Island</i>
🕒 Ken Wicks, Board Member <i>Arrived at 4:21 pm</i>	

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

IV. **Adoption of Agenda:** The A&O Director requested that the agenda be amended to include, as item #2 under New Business, a proposal from Titan Industries offering new equipment at a reduced price.

Motion: by Randy Van Leeuwen that the equipment offer be added to the agenda as specified. Seconded by Mary Kastle.

Unanimous

V. **Opening:**

A. Introduction of guest, Peter Lubke

Note: Ken Wicks arrived at the beginning of this discussion, and Rell Woodward about ten minutes later.

Mr. Lubke is concerned, as a resident, about speed limits and safety on subdivision roads. He lives on Aloha between Plumeria and Pineapple and sees a lot of heavy truck traffic in that area due to the businesses operating up at the Cinder Pits. He says many of the drivers are chronic speeders who disregard signage and safety, running at high speed on Aloha Blvd. and on Tradewinds, in both directions. Trucks running empty up Aloha at high speeds make an incredible amount of noise, and those coming down are running at speeds up to 60mph. Corners need to be widened and reinforced at intersections as well, to allow safe turning for big rigs.

Mr. Lubke suggests that a stop sign, and speed bumps similar to those at use on Paradise Circle by the park, be placed on Aloha Blvd. at Plumeria Drive, to split the

long downhill run and force trucks to go more cautiously. The Board also discussed rumble strips before the speed bumps, as a warning. Mr. Lubke’s information will be taken to committee, and the results of the committee meeting will be passed on to him.

VI. Approval of Minutes:

A. Amend December Minutes

Motion: by Randy Van Leeuwen that the minutes be amended to reflect the discussion of, and approved motion in favor of, the scale developed by Eleanor Shannon detailing the Length of Service Awards. Seconded by Rell Woodward.

Unanimous

B. Approve May Board Meeting and Executive Session minutes.

Motion: Mary Kastle moved that the minutes of the May 2007 board meeting be approved as presented. Seconded by Randy Van Leeuwen.

Five in favor, Eleanor Shannon abstained.

Motion: Rell Woodward moved that the minutes of the May 2007 Executive Session be approved as presented. Seconded by Ken Wicks.

Five in favor, Eleanor Shannon abstained.

VII. Officer’s Reports

A. *President* – No report

B. *Vice President* – No report

C. *Treasurer* – Written report attached. After further discussion the following was made:

Motion: by Rell Woodward that the Board approve, in specific, the percentage chart pertaining to the Length of Service Awards, based on the document mentioned in intm VI:A above. Seconded by Mary Kastle.

Unanimous

D. *Secretary* – No report

E. *Administrative and Operations Director*

1. *Administration* -

a. Office Report –

1. Properties to Foreclose – The office provided a list of all properties in our records currently eligible for foreclosure.

2. Filing Cabinet –

Motion: Randy Van Leeuwen moved to purchase a new filing cabinet for the office. Seconded by Ken Wicks.

Unanimous

2. *Operations* -

a. Foreman’s Report – We have rented a bulldozer and Mac is currently working on the sculpting of our six-acre parcel into a useable form. Mele provided a sketch of the work currently done; four of the six acres have been completed.

Rell Woodward, who is on the County Planning Commission, informed the Board that, according to the CPC, any work done on a property must not change the drainage characteristics of the property. Drainage characteristics

involve the entire border of the property, and are included in the engineering study. 50:00

b. Purchase info for Progressive Link Thumb for CAT 312

The A&O Director provided the purchase price, which included installation but not shipping. The Board requested more specifics including the total price and proposed usage of the item.

c. Purchase info for Angle Broom attachment for Bobcat

The A&O Director provided information on this attachment for our Bobcat, which will allow us to use it for road sweeping. Our current sweeper is old and constantly in need of repair.

Motion: Rell Woodward moved to purchase the Angle Broom attachment.

The motion was amended to stipulate a total cost of no more than \$7,000. Seconded by Randy Van Leeuwen.

Five in favor, Mary Kastle opposed.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws

a. Electronic Communications (bylaws amendment) to allow delivery of the newsletter and possibly receipt of votes by e-mail for those persons who have registered their e-mail address with us for that specific purpose.

After some discussion, the matter was determined to be too complex to be determined in the time allowed. It was referred to committee to be discussed in more detail, and a meeting of the Bylaws Committee was then scheduled for Monday, July 2nd, at 4:00 at the office.

2. Budget & Finance

a. Approve 2008 Budget

Added “Misc. Road Supplies” under item 20. Mele explained items which had been adjusted. 85% of the budget goes to Operations and 15% of the budget to Administration. Loren requested that the variance items be clarified, as the form as submitted is confusing.

Motion: Rell Woodward moved to approve the 2008 budget, with the discussed change in variance column. Seconded by Randy Van Leeuwen.

Unanimous 01:22:13

b. Approve 2008 Road Maintenance Assessment

Motion: Rell Woodward moved to keep the 2008 assessment at \$90.00.

Seconded by Randy Van Leeuwen.

Unanimous 1:29:21

3. Legal – no report

4. Personnel

a. Board approval of A&O Director’s Performance Evaluation.

Eleanor requests that the individual evaluations done by the Board be consolidated into a single evaluation for Board approval. Loren agreed to produce a single evaluation form for next meeting.

B. Operations

1. Building & Equipment

a. Consolidation quotes from surveyors

For the consolidation of Lot 16-A (our current baseyard) with the six lots purchased last year on Aloha Boulevard.

We have quotes from Manulele Services for \$1200.00, M&E Pacific for \$1300.00, and Wes Thomas & Associates for \$1,974.00. Since the surveyor for Manulele is not personally licensed, and M&E Pacific is already our road engineering consultant, Mele recommended that we accept the M&E Pacific bid. Planning Department, Map and Filing Fees are not included in any bids. Eleanor suggested a vote on a ceiling cost which would cover additional fees.

Motion: Randy Van Leeuwen moved to accept the bid from M&E Pacific for the consolidation of our baseyard lots, at a cost not to exceed \$2000.00 for all expenses. Seconded by Rell Woodward.

Unanimous

2. Road Maintenance

a. Approve 2008 Road Schedule

Mele presented a map showing the 2008 Plan for Section G. Due to oil shortages and delivery snafus, some items from the 2006 Plan have not been completed, and we are behind schedule on the 2007 plan. Only a few things need to be done in Section G, which will allow us to catch up on the rest without impacting the budget.

Motion: Randy Van Leeuwen moved to approve the 2008 Road Plan as presented. Seconded by Rell Woodward.

Unanimous

b. Bulldozer update

This was covered in the Foreman's Report.

3. Membership

a. 2007-2008 Newsletter Review

Mele outlined the upcoming newsletter and requested input from the Board.

Contributions, nominations, articles and opinions MUST be submitted by July 6th.

4. Safety

a. Impact Fees discussion

1. Committee Recommendations – Rell will consult with the Planning Department on appropriate fees for our area. Specific businesses and land uses will require higher impact fees, based on road usage. The Safety Committee will meet again on July 2nd to consider recommendations. 01:49

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS

1. Amended "Request for Agenda Item" form.

Eleanor provided the Board with her recommended changes to the Request for Agenda Item form: Change "General Meeting" to "Monthly Meeting" – add Comment and Recommendation line to bottom of form – add "Date of meeting."

Loren requested approval; the Board was unanimously in favor of Eleanor’s changes.

B. GENERAL ORDERS – none

X. NEW BUSINESS

1. Voting Rights Discussion – referred to committee with VII:A:1:a

2. Titan Industries Equipment: Titan Industries is closing down their Hilo operation; they have some brand-new equipment which they had just ordered, but never used which they wish to sell at a discount rather than pay to have it shipped back to the mainland. The package deal includes two large generators (8500w and 6500w), an air compressor, a “trash pump” (large volume pump for flooding/sump) and a pressure washer. The cost to us would be \$6780.00 + tax; original purchase price was \$14,600.00. Items are still on skids and sealed in plastic, still under warranty. Delivery to our shop is included.

Randy Van Leeuwen, as chair of the Equipment Committee, made a recommendation to the Board that we purchase this equipment, as the total cost was less than a single generator, and we were already planning to purchase a back-up generator for the shop. The second generator could be a back-up for the new office, and the other items would be useful to the crew.

Motion: Randy Van Leeuwen moved to purchase the 8500w generator, 6500w generator, air compressor, trash pump and pressure washer as offered, for \$6780.00 plus tax. Seconded by Ken Wicks.

Unanimous

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Rell Woodward moved to adjourn the May meeting. Seconded by Randy Van Leeuwen.

Unanimous.

Meeting Adjourned: at 6:10 pm on May 29, 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

Signed: _____, Secretary

Date: _____

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July Monthly Board Meeting Minutes Meeting held July 3, 2007

I. Quorum: Yes

II. Called to Order: 4:10 pm

III. Adoption of Agenda: The President requested that the agenda be amended to include the resignation of Rudy Kaupu, as item c under VIII:A:4; that "Holiday vacation change" be added as item d under VIII:A:4; and that "Speed Bumps" be added as item c under VIII:B:4

Motion: by Randy Van Leeuwen that the agenda be so amended. Seconded by Mary Kastle.

Unanimous

IV. Roll Call: *Attended:*

✓ Loren Heck, President	✓ Eleanor Shannon
✓ Randy VanLeeuwen, VP	✓ Mary Kastle, Secretary
✓ Rell Woodward, Treasurer	☒ Bill Vinson, Board Member (<i>Off Island</i>)
☒ Ken Wicks, Board Member (<i>Ill</i>)	

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

Guests: Danny Freeman, Teri Phillips (Anna Forster & Chuck Harlan did not attend).

V. Opening:

A. 1) Introduction of guest, Danny Freeman

Danny requested that, now that the parking area is done on his commercial property at the bottom of Tiki Lane, the RMC tidy up the roadside there with cinder, chip or chipseal, at their discretion. The Board agreed that this was feasible, and Mele added that it would probably be done with chip and oil, within the next month, or as soon as the next batch of oil could be delivered.

2) Introduction of guest, Teri Phillips

Teri is the daughter of Joe and Gloria Jensen, and is purchasing their house on King Kamehameha Blvd. She informed the Board that the truck traffic there was terrible, trucks are speeding and disregarding the stop signs at King Kam and Princess K, and using jake brakes to slow down, in the early morning hours. The noise is deafening.

The President explained that this was discussed at the last Safety Committee meeting, and the committee recommended speed humps be installed to slow traffic. The office is researching procurement of the speed humps and hardware. It

was requested that Ms. Phillips get tag numbers, or at least the names of the trucking firms involved and the times of the infractions, and then to call the police, write letters, and give us the information, so that we can do the same. We do not have the power to stop these abuses; the backing of the police is required.

VI. Approval of Minutes:

A. Approval of June Minutes

It was pointed out that Eleanor Shannon was listed as “1st VP” in the roll call of the June minutes. This is incorrect. Teddi was requested to correct the minutes. It was also noted that the timestamps should be removed as they referred only to the recording of the Board meeting.

Motion: by Randy Van Leeuwen that the minutes be approved as corrected.

Seconded by Rell Woodward.

Four in favor, Eleanor Shannon abstained

VII. Officer’s Reports

A. *President* – No report

B. *Vice President* – No report

C. *Treasurer* – Written report attached.

D. *Secretary* – No report

E. *Administrative and Operations Director*

1. Administration -

a. Office Report – written report attached

b. M & E will do the site plan and field work for the Special Use Permit; we are waiting for a quote.

c. Shirts – The Road Crew needs replacement shirts; we can order from the same company as last year and save “art charges.” We do not have a logo; Mele suggested that we hold a design contest and offer a small prize for the best design. After some discussion, it was suggested that Mele come up with some rules and announce the contest in the newsletter.

d. The parking lot in front of the office was repaved in June, resulting in the office being forced to close for one day. Mele asked if the loss of time and employee’s wages should be deducted from our office rent. The Board suggested Mele submit a letter with the reduced rent check.

Motion: Randy Van Leeuwen moved that we backcharge the landlady for one day’s rent and employee’s wages. Seconded by Eleanor Shannon.

Unanimous.

2. Operations -

a. Foreman’s Report – written report attached.

Mac will be taking one week vacation in conjunction with the 4th of July holiday.

b. Purchase info for Progressive Link Thumb for CAT 312 Excavator – this is an enclosing “upper jaw” for the scoop on the CAT 312, to allow Mac to pick up large loads, such as boulders or wrecked vehicles. This item will save an immense amount of time for the crew. The seller wants to ship by Air

Freight, which would be very costly; Randy suggested that the item should be shipped by barge (Young Brothers) rather than paying \$1.50/lb for Air Freight.

Motion: Randy Van Leeuwen moved that we purchase the Link Thumb for the Cat 312, from Caterpillar, for \$7,259.00; to be shipped in an economical manner for less than \$1.00/lb.

Seconded by Rell Woodward

Four in favor, Loren Heck abstaining.

c. Mulch / Greenwaste update

The committee recommends that we start accepting and chipping green waste immediately, with sales to commence once a sufficient stockpile has been produced. Sales will be concurrent with and at the same price as cinder sales.

Motion: Rell Woodward so moved. Seconded by Randy Van Leeuwen.

Unanimous

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws

a. Electronic Communications

Committee recommendation for bylaws amendment provided in writing: Mary Kastle and Mele will get together next week to work out verbiage for the proposed bylaw change. Once developed it will be disseminated to the Board immediately for approval and inclusion in the newsletter.

b. Voting electronically

Same as VIII:A:1:a

2. Budget & Finance – no report

3. Legal – no report

4. Personnel

a. Board approval of A&O Director’s Performance Evaluation

Motion: Rell Woodward moved that the Board accept the numerical compilation of evaluations and combine them with written recommendations from the Board members for the A&O Director’s Performance Evaluation. Seconded by Randy Van Leeuwen.

The motion was amended by the Board to include in the evaluation all Board member’s comments, so that these comments could be considered in the future and the Board could act on them accordingly. Amendment seconded by Eleanor Shannon.

Four in favor, Mary Kastle abstained.

A Personnel Committee meeting was scheduled for Tuesday, August 7 at 3:00.

b. Notification of Personnel Action Form – copy attached to minutes

This form is for use when the A&O Director needs to take some action regarding an employee; the A&O Director is to fill it out and submit it, with supporting documents, to the Board for approval.

c. Resignation of Rudy Kaupu

Motion: Rell Woodward moved that Rudy be paid his outstanding vacation time, minus the cost of his medical coverage, to be delivered at the time that he returns any Road Maintenance Corporation property, and that his request for payment of sick leave be denied. Seconded by Randy Van Leeuwen

Unanimous

After further discussion, it was decided to give Rudy a 15-year service award, since he had not yet, attained 20 years, in gratitude for his lengthy service.

Motion: Rell Woodward moved that Rudy be given his 15-year award, with the applicable bonus of \$350.00. Seconded by Randy Van Leeuwen
Four in favor, Mary Kastle opposed.

Eleanor recommended that the Board conduct an exit interview with Rudy on his last day. Loren suggested that, since Rudy would be returning from vacation and leaving the company on the same day, he be invited to the personnel meeting already scheduled for August 7th at 3:00.

Motion: Eleanor Shannon moved that the Personnel Committee conduct an exit interview with departing employee Rudy Kaupu. Seconded by Randy Van Leeuwen.

Four in favor, Mary Kastle abstaining.

d. Holiday vacation day change (*not discussed*)

B. Operations

1. Building & Equipment – no report
2. Road Maintenance
 - a. Cinder Sales (recommendation from committee)
The committee recommended no changes.

3. Membership

- a. 2007-2008 Newsletter Review – the Board needs to get their submissions in by Friday, July 6. Eleanor passed out a copy of her proposed article for the newsletter, requesting an amendment to the Bylaws. There was some discussion about the issue she proposed.

Motion: Mary Kastle moved that the Board disapprove Ms. Shannon's submission to the newsletter. Seconded by Rell Woodward. (after further discussion the motion was restated by the President as "that the Board disapprove this issue for the newsletter.")

Four in favor, Eleanor Shannon opposed.

A copy of Ms. Shannon's submission is attached to these minutes.

4. Safety

- a. Impact Fees discussion – Rell was unable to reach Norm Hyashi at the Planning

Department, he will keep trying and report back to the Board.

b. Commercial/Industrial Fees – Loren will include available information in his article for the newsletter.

c. Speed Humps – The committee recommended that we purchase Speed Humps, and investigate further where the “test” applications should be located. There was some discussion about potential locations, and the many issues involved.

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS

B. GENERAL ORDERS – none

X. NEW BUSINESS

1. Petitions – The petition to remove Eleanor Shannon from the Board is complete (100+ signatures) and the item will be placed on the Ballot in the newsletter. The President suggested that Ms. Shannon should write something for the newsletter to state her case on why she should not be removed from office. He requested that she provide this article by the Friday deadline, and that she keep it brief. The Board would provide a similar article as to why she should be removed.

2. Annual Membership Meeting agenda (*Meeting was adjourned before this item was discussed*)

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Rell Woodward moved to adjourn the July meeting. Seconded by Randy Van Leeuwen.
Unanimous.

Meeting Adjourned: at 5:57 pm on July 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

Signed: _____, Secretary

Date: _____

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**August Monthly Board Meeting Minutes
Meeting held August 7, 2007**

- I. Quorum: Yes**
II. Called to Order: 4:00 pm
III. Adoption of Agenda:

IV. Roll Call: *Attended:*

- | | |
|----------------------------|-----------------------------|
| ✓ Loren Heck, President | ✓ Eleanor Shannon |
| ✓ Randy VanLeeuwen, VP | ✓ Mary Kastle, Secretary |
| ✓ Rell Woodward, Treasurer | ✓ Bill Vinson, Board Member |
| ✓ Ken Wicks, Board Member | |

Teddi Stransky, Recording Technician; the A & O Director was called for Jury Duty.
Guests: Bob Barry, HOV Ranchos; David Dalley

V. Opening: no opening

VI. Approval of Minutes:

A. Approval of July Minutes

Eleanor pointed out that the July meeting was adjourned without discussion of the last items on the agenda; this constitutes an “Adjourned Meeting” according to Roberts’ Rules of Order.

Mary indicated that the vote on one of the motions was incorrect, as the minutes showed five in favor and one opposed, should have been four and one, as there were only five members at the meeting. She also pointed out a typo on page four. The Recording Technician agreed to correct these errors in the final minutes.

Motion: by Randy Van Leeuwen that the minutes be approved as corrected.

Seconded by Rell Woodward.

Six in favor, Eleanor Shannon opposed

VII. Officer’s Reports

- A. *President*** – No report
B. *Vice President* – No report
C. *Treasurer* – The Treasurer reported on total assets and monthly income. Written report attached.

D. Secretary – No report

E. Administrative and Operations Director

1. Administration -

a. Office Report – Mele not present, written report attached

2. Operations -

a. **Foreman’s Report:** Mac’s suggestions on hiring and promotion were referred to the Personnel Committee; a Committee Meeting was scheduled at 3:00, prior to the next Board Meeting on September 4.

The subject of “Speed Humps”, item VIII:B:4:c on the agenda, was discussed at this time for the convenience of guest Bob Barry, President of the HOV Ranchos Road Maintenance Corporation, who wished to learn what we had discovered about their use and application:

Speed Humps (committee recommendations) –The Safety Committee has recommended that we ‘try out’ this traffic-calming device at six locations in the subdivision, to see if it would help with drivers running stop signs and speeding. Ken Wicks said he had seen speed humps in use at the North Hawaii Community Hospital and that they worked well and would not damage vehicles. People are complaining about the above issues in specific areas around the subdivision; we could contact the complainants and request that they observe results and report back to us. Rumble strips would need to be installed as a ‘warning’ before the speed humps. The Safety Committee will meet before the next Board meeting to discuss placement and follow-up.

Motion: Randy Van Leeuwen moved that we purchase enough speed humps to do a test installation at six intersections. Seconded by Eleanor Shannon.
Unanimous.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws

a. Electronic Communications – Committee recommendation: to accept the verbiage in the newsletter on the bylaws changes affecting electronic communications and electronic voting as written.

Motion: Randy Van Leeuwen moved that the verbiage be accepted. Seconded by Ken Wicks.
Unanimous.

2. Budget & Finance – no report

3. Legal – no report

4. Personnel

a. Madison Kaupu’s position

b. Board approval of A&O Director’s Performance Evaluation

c. Service Award (committee recommendations)

Eleanor suggested that these items should be addressed in Executive Session at the end of the regular meeting, particularly since guests are in attendance.

Motion: Eleanor moved that the Personnel items be addressed in Executive Session following the regular meeting. Seconded by Mary Kastle.
Unanimous.

B. Operations

1. Building & Equipment

- a. M & E Engineering, with whom we have done satisfactory business many times, has submitted an acceptable bid for the site plan and field work for the new office and baseyard area.

Motion: Randy Van Leeuwen moved that we accept M&E's bid to do the site plan for the new office and baseyard area. Seconded by Eleanor Shannon.

Unanimous.

- b. Purchase of needed equipment for the baseyard and shop.

1. Non-progressive Thumb Link

Motion: Randy Van Leeuwen moved that the Board approve the purchase of the NPTL as submitted. Seconded by Rell Woodward.

Unanimous.

2. Tramac Hammer Chisel

Motion: Rell Woodward moved that the Board approve the purchase of the Tramac Hammer Chisel for \$902.40, delivery included.

Seconded by Randy Van Leeuwen.

Unanimous.

3. Battery Charger

Motion: Randy Van Leeuwen moved that the Board approve the purchase of a heavy-duty industrial battery charger for the shop. Seconded by Ken Wicks.

Unanimous.

4. Welder

Only one quote was supplied, and the Board did not think the welder indicated was large enough to cover all the potential uses.

Motion: Randy Van Leeuwen moved to table the purchase of a welder, pending further information and more quotes. Seconded by Rell Woodward.

Unanimous.

- c. Committee recommendation for purchase of security cameras at shop and cinder pits.

Motion: Randy Van Leeuwen moved to table the purchase of cameras, pending further information and more quotes. Seconded by Rell Woodward.
Unanimous.

2. Road Maintenance

- a. Proposal from David Dalley, property owner and trucker, regarding cinder
Mr. Dalley is producing a value-added product (cinder-soil from compost) using our cinder; he has to come down the mountain to purchase our cinder and then haul it back up the mountain to within a few blocks of our pit to process it. He asked if we could deliver directly to his property, or allow him to pick up at the Pit, thereby saving him and ourselves the extra hauling. After considerable discussion involving insurance, safety, and a procedure that would be fair to all members, the proposal was referred to the Safety Committee. The committee will consult with Mac, tour the pit area, and return to the Board with a proposal at the next meeting.

3. Membership

- a. 2007-2008 Newsletter – The newsletter is back from the printer; copies were provided to the Board. It was noted that the date on the cover page should have been July 2007. Loren brought up the Derelict Vehicle Amnesty Program, which has been in operation since 2005. Rell suggested that the information be placed on the website. Teddi agreed to do that. He also suggested that information about the program be added to the letter that goes out with the billing.

4. Safety

- a. Impact Fees Discussion (in committee – no recommendation)
b. Commercial/Industrial Fees (in committee – no recommendation)
c. Speed Humps (discussed earlier)

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS –

Eleanor's Resolution and Comments, and Loren's responses, were presented to the Board in writing; there was no discussion. Eleanor said they could "agree to disagree." No motion was made.

1. Resolution: Self Identification

- a. Resolution attached
b. President's written response

2. Secrecy of Executive Session

- a. Director Shannon's comments attached
b. President's written response

B. GENERAL ORDERS – none

X. NEW BUSINESS

- 1. Special Report from Rell Woodward on Planning Commission meeting with Philip Bleck, representative for Pi’ikoi Kawanakoa, addressing issues concerning the 10-acre gravel quarry being planned in the “Upper Subdivision.”

Trucks entering and exiting this area will be traversing five miles of privately-owned road in our subdivision to get to and from the highway. While Mr. Kawanakoa pays assessments on two lots he owns in Ocean View, the agreement currently in place does not include industrial use; a new agreement will have to be established.

A Special Permit will also be required from the County. Rell, who is on the Planning Commission, suggests that a condition for the Special Permit from the County Planning Commission would be that the gravel quarry enter into a legal agreement with the Road Maintenance Corporation. This document would need to include not only additional road impact fees, but a Road Use Agreement to control impact on the neighborhood as well. The Special Use Permit would then be subject to revocation if the agreement with the RMC was not honored.

Rell suggested that two items be addressed in the Road Use Agreement: a specific route for the trucks to follow while passing through the subdivision, and specific allowed times of operation. The Planning Commission agreed informally that an arrangement with the Road Corp. would be required before they grant a Special Permit. Nothing has yet been decided by the Planning Department; the applicable paperwork has not yet been submitted to them.

The Board requested copies of the existing agreement with Mr. Kawanakoa.

- XI. OPEN FORUM - none**
- XII. ANNOUNCEMENTS - none**

Motion: At 5:27 pm Randy Van Leeuwen moved that the Board go to Executive Session.
 Seconded by Rell Woodward.
 Unanimous.

- XIII. ADJOURNMENT - Motion** Randy Van Leeuwen moved to adjourn the August meeting.
 Seconded by Ken Wicks.
 Unanimous.

Meeting Adjourned: at 5:50 pm on August 7, 2007.

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

Signed: _____, Secretary

Date: _____

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September Monthly Board Meeting Minutes
Meeting held September 4, 2007

I. Quorum: Yes

II. Called to Order: 4:00 pm

III. Adoption of Agenda:

IV. Roll Call: *Attended:*

- | | |
|----------------------------|---|
| ✓ Loren Heck, President | ✓ Eleanor Shannon |
| ✓ Randy VanLeeuwen, VP | ✓ Mary Kastle, Secretary |
| ✓ Rell Woodward, Treasurer | Bill Vinson, Board Member <i>unable to attend</i> |
| ✓ Ken Wicks, Board Member | |

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

V. Opening: Amendments to Agenda:

Byron Jones and Aaron Puou have taken on many of Rudy's mechanic duties, in addition to their own. Randy Van Leeuwen suggested that this be added to the agenda as item 'b' under Personnel.

Loren Heck added item 'b' under Unfinished Business: Board Meeting Date and Time

Eleanor Shannon added item 'c' under Unfinished Business: Special Service Award for Rudy Kaupu.

VI. Approval of Minutes:

A. Approval of August Minutes

Mary has notes of a motion made that did not appear in the minutes; it is possible that it could have been either in committee meeting or in executive session. It was suggested that the item be added to the current agenda and re-approved for the record. Added under Personnel, item c: Plaque for Rudy Kaupu.

Eleanor requested that a typo be corrected, where the word "item" should have been "items."

Motion: by Randy Van Leeuwen that the minutes be approved as corrected.
Seconded by Eleanor Shannon.

Unanimous

- B. Approval of Executive Session Minutes
Eleanor Shannon requested that “Length of” be added to “Service Award” under Personnel item d.

Motion: by Randy Van Leeuwen that the minutes be approved as amended by Eleanor. Seconded by Ken Wicks.

Unanimous

- C. July Meeting adjourned?
The meeting was adjourned. There were two agenda items which were not addressed; both were timely items which cannot be re-addressed. The President said the Board should try to not let that happen again.

VII. Officer’s Reports

- A. *President* – No report
B. *Vice President* – No report
C. *Treasurer* –Written report attached.
D. *Secretary* – No report
E. *Administrative and Operations Director*

1. Administration -

a. Office Report:

Approximately 7,250 newsletters were mailed. Response has been very positive, with many members calling to be sure their accounts were paid in full, provide ownership and address changes, and ask questions. Final Foreclosure notices (giving 30 days to pay) were mailed to those who had received a First Notice and not responded with either payment in full or to sign a Payment Agreement. The deadline date for payment was August 31. We now have a final list of properties which will be sent to our lawyer for foreclosure.

b. Annual Membership Meeting on October 13, 2007 at OVCA

1. Proposed Agenda: A proposed agenda for the Annual Meeting was given to the Board for consideration.

Motion: Eleanor Shannon moved that an agenda item be added under Officer’s Reports: ‘Accomplishment Report from the Immediate Past First Vice President’.

No second

Eleanor said she would consult Roberts’ Rules of Order to determine if addition of an agenda item requires a vote.

Several other items for the agenda were discussed, including committee reports and Merrill Lynch representative Sita Peacock’s report. It was suggested that Sita’s report be time-restricted, as she took up a considerable amount of time at the last annual meeting answering

personal investment questions from the audience. A simple report of the facts is all that is required. A limit of five minutes was suggested, and she could be allowed to hand out her business cards and respond to private investment queries after the meeting. It was also suggested that she can report to the Board and the Board can report to the members.

The subject of the gravel quarry being built in the upper subdivision came up and was discussed at this point. Rell stated that the Road Use Agreement signed by the board in 2001 is completely inadequate to cover the current situation. It is important that the old agreement be completely rescinded and replaced. It would be best if we could work out an agreement with Pi'ikoi Kawanakoa, owner of the upper subdivision, before the Planning Commission meeting on September 21st. Rell reported that Pi'ikoi is planning a 10-acre quarry, not as large as rumored. Loren, as President, can testify at the Planning Department hearing and ask for a continuance if the agreement is not completed before that time. Mele was requested to set up a meeting with Mr. Kawanakoa and/or his representatives, preferably on the 10th or 12th of this month, if it was at all possible.

CPA is working on 2006 taxes. Random drug and alcohol testing of the crew was performed in August; everyone passed. We received oil this week to do driveway aprons. Last week the crew prepped 48 driveways; this week they will be oiling and finishing them. Thumb Link, hammer chisel and battery charger have been ordered.

A light industrial welder is currently on sale at GasPro for \$1444; it is exactly what is needed at the shop as we already have a large, heavy-duty one which is permanently mounted to the Service Truck.

Sealmaster is now producing the CRS oil, which we used to use before it became unavailable on the Big Island. CRS is a much more desirable product, as it cures faster, is easier to work with, does not run, and produces a better surface. We can get it at the same price as the SS-1, which we are currently using. It will require cleaning of our trucks; Sealmaster will clean the storage tanks; we plan to make the switch at the end of September.

Since Rudy left we have been short a CDL driver to haul materials; Mac has been doing it. Mele is calling around to get current delivery prices for base course and chip. We have been getting a very good price from Glover on the chip, but must drive to Hilo to pick it up. The local quarry has useable base course, but their chip is too soft and breaks up when we oil and roll it. One of our laborers is working to get his CDL; once he is licensed Mele suggests we promote him to drive for us.

Mele would like to hire on-call casual laborers to handle weedwhacking, sign repair, and other unskilled jobs. Due to the greatly increased workload and the unavailability of oil, we are behind on our Road Schedule. We have many applications on file; Mele and Mac can cull through them to

produce a pool of applicants. Mele suggests four people, each to work 40 hours a month; two two-man crews working 20 hours on alternating weeks. No payment of benefits or Union membership would be required. This would also free up an operator to keep the cinder pick-up going for lot owners.

Motion: Randy Van Leeuwen moved that the Corporation hire four casual laborers, to be interviewed, hired, and reviewed as needed by the Personnel Committee with the assistance of the Operations Director and the Crew Foreman. Seconded by Ken Wicks.

Unanimous.

Motion: After more discussion, Rell Woodward moved that the preceding motion be rescinded. Seconded by Mary Kastle.

Four in favor, Eleanor Shannon and Randy Van Leeuwen opposed.

Motion: Rell Woodward moved that the A & O Director and the Crew Foreman be given the authority to hire up to four part-time road crew employees at their discretion, and that they should advise the Board of their decisions at the next scheduled meeting. Seconded by Randy Van Leeuwen.

Five in favor, Eleanor Shannon opposed.

2. Operations -

- a. Foreman's Report: We have fog sealed the two rebuilt blocks on Princess Kaiulani and on Paradise Circle. The crew will be adding the parking blocks around the park to protect the walking path as soon as the driveway aprons are completed.
- b. Maintenance Interval Sheet – a copy of the Maintenance Interval Sheet was included in the Board packet for review.
- c. Bus Stop Shelters
Discussion of the Bus Stop Shelters was assigned to the Safety Committee

VIII. COMMITTEE REPORTS

A. Administrative

- 1. Bylaws – no report
- 2. Budget & Finance – no report
- 3. Legal – no report
- 4. Personnel
 - a. Elias Navarro – The A & O Director would like to move Elias from part time status to full time, as he has been working almost full time without benefits. His pay rate would not change, but he would receive benefits under the Union contract.

Motion: Randy Van Leeuwen moved that the Board advance Elias Navarro from part time to full time, with benefits. Seconded by Rell Woodward.

Unanimous.

Eleanor requested that a Personnel Action Form be completed and submitted for approval.

- b. Byron Jones & Aaron Puou – Randy Van Leeuwen noted that Byron and Aaron have taken over the mechanic’s duties since Rudy left, thereby saving the Corporation a considerable amount in outside mechanic’s fees. Our Union contract at this time does not include “Oiler” but it could be negotiated into the next Union contract. Byron is currently an Equipment Operator and Aaron is a Laborer/EO.

Motion: Randy Van Leeuwen moved that the Board advance Byron Jones to Mechanic/EO and Aaron Puou to full EO status, effective immediately. Seconded by Rell Woodward.

Unanimous.

- c. Special Service Award / Plaque for Rudy -- moved to ‘Unfinished Business’

B. Operations

1. Building & Equipment

- a. Recommendation to approve purchase of a welder

Motion: Randy Van Leeuwen moved that the board approve the purchase of the welder on sale at Gaspro. Seconded by Rell Woodward.

Unanimous.

- b. Committee recommendations on security cameras for shop and cinder pit.

- 1. Camera for shop: DVR Video 4-cam network with IR night surveillance from Costco, Item#158583
- 2. Camera for pit area: Still photo with IR night surveillance camera from Cabella’s, item #QW418046.

Motion: Randy Van Leeuwen moved that the Board approve the purchases of item #QW41806 from Costco, and item #158583 from Cabella’s, at the current market price.

Unanimous

2. Road Maintenance

- a. Proposal from David Dalley regarding cinder

Motion: Rell Woodward moved to respectfully decline Mr. Dalley’s proposal due to considerations of insurance and liability, as well as availability of personnel and equipment for loading.

Unanimous

3. Membership – no report

4. Safety

- a. Impact Fees Discussion (tabled, still in committee)
- b. Commercial/Industrial Fees (tabled, still in committee)

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS –

- 1. Road Use Agreement with Pi‘ikoi Kawanakoa, already discussed above.
- B. GENERAL ORDERS – none

X. NEW BUSINESS

A. Change day and time of Board Meeting – several Board members are also on other Boards or Commissions, some of which meet the same day as our regular meeting. This makes for an exhausting day.

Motion: Ken Wicks moved that the regular meeting of the HOVERMC Board of Directors be rescheduled for the first Wednesday of each month. Seconded by Rell Woodward.

Unanimous

The date of the October Board meeting will therefore be **Wednesday, October 3, 2007** at 4:00 pm.

B. Rudy Kaupu

1. Special Service Award

Motion: Eleanor Shannon moved that Rudy Kaupu be given a Special Service Award for seventeen years of service, in the amount of \$300.00.

No second

2. Plaque

Motion: Randy Van Leeuwen moved to give Rudy Kaupu a plaque for recognition of service, cost to be \$50.00 or less. Seconded by Eleanor Shannon.

Five in favor, Ken Wicks opposed

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Ken Wicks moved to adjourn the September meeting. Seconded by Rell Woodward.

Unanimous.

Meeting Adjourned: at 5:50 pm on September 4, 2007.

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

Signed: _____, Secretary

Date: _____

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October Monthly Board Meeting Minutes
Meeting held October 3, 2007

I. Quorum: Yes

II. Called to Order: 4:08 pm

III. Adoption of Agenda:

The A & O Director provided the Board with a Comprehensive Disaster Plan Fact Sheet and a proposed Business Disaster Plan for the RMC.

Motion: Loren Heck requested that a discussion of the Office Disaster Plan be added to the agenda under New Business. Seconded by Randy Van Leeuwen.

Unanimous

IV. Roll Call: *Attended:*

- | | |
|-----------------------------|---|
| ✓ Loren Heck, President | ✓ Mary Kastle, Secretary |
| ✓ Randy VanLeeuwen, VP | ✓ Rell Woodward, Treasurer <i>arrived 4:14 pm</i> |
| ✓ Bill Vinson, Board Member | ✓ Eleanor Shannon, Board Member |
| ✓ Ken Wicks, Board Member | |

Teddi Stransky, Recording Technician; Meleana Smith, A & O Director,
Valerie Tudor, Board Candidate

V. Opening: none

VI. Approval of Minutes:

A. Approval of September Minutes

Motion: Mary Kastle moved that the minutes of the September meeting be approved as presented. Seconded by Randy Van Leeuwen.

Unanimous

VII. Officer's Reports

A. **President** – No report

B. **Vice President** – No report

C. **Treasurer** –

1. The Treasurer was running late, so Mele gave the Financial Report. Several items went over budget, due to unpredictable price increases and unpredicted costs. In addition, due to increased traffic, more road repair had to be done; and the number of

liens which would have to be processed this year was underestimated. The Treasurer arrived during the report and was able to add input.

The President reiterated that the budget for 2007 was created without taking these potential economic and logistic variations in mind, and that the 2008 budget was much more realistic. Written report attached.

D. Secretary – No report

E. Administrative and Operations Director

1. Administration -

a. Office Report – Processing of foreclosure paperwork is continuing; a few more people have started making payments and have been removed from the list. Rell explained the auction process to the Board; when properties are auctioned, we will receive only the monies owed to us and reimbursement for our expenses ... any surplus funds will be distributed to the former owners one year after the date of the sale. If the former owners have disappeared, the monies will go into an escrow fund.

b. Annual Meeting on October 13, 2007 at OVCA, 10:00 – 12:00 (reminder)

c. Shred Ex – We have a quote from ShredEx for the shredding of documents on an as-needed basis. Since we handle credit cards and other confidential information it is important that these documents be properly destroyed. The Board agreed that destruction of documents containing private information is a necessary and normal office service, and the cost is minimal for the on-demand contract; no motion was required to approve.

d. Credit Card Payment Fees

We accept Visa and MasterCard, and each transaction costs ten cents, plus a “batching fee” each time we submit them to the bank. Depending on the volume of transactions in each batch, accepting credit cards is costing us roughly one dollar per transaction and is costing us over \$7,000.00 per year. Mele suggested that we should be passing this on to our customers, as it is a convenience for them, but causes extra work and expense for us.

Discussion: Rell stated that it is not legal to charge for credit card transactions, even though they cost us extra to process. He suggested that we investigate Merchant Accounts with different banks, as our bank’s charges are too high. Assigned to Budget & Finance Committee for further consideration.

Motion: Rell Woodward moved that the office contact other banks and financial organizations to get quotes on their merchant services.
Seconded by Randy Van Leeuwen.

Unanimous

2. Operations -

a. Foreman’s Report:

The crew is still doing driveway aprons; they using a second load of oil for that purpose. We have received the Hammer Chisel and the Battery Charger which were ordered last month.

We’ve hired three casual workers: Keith, Clayton and Dallas. Each is scheduled to work 40 hours a month. It’s working out well since there are so many small jobs (weedwhacking, signs) which do not require a trained operator, but have been taking our crew away from the larger jobs.

As soon as the driveway aprons are finished, the crew will install the ‘bumper guards’ around the walking path at the Park, to further protect persons walking, jogging or bicycling for exercise. They are currently painting these concrete bumpers a bright caution yellow.

West Coast Towing has been removing a lot of abandoned vehicles from the subdivision. A resident near the cinder pit area, a popular dumpsite, says there are at least six being removed every day. The County is paying for this removal. We will need to bring in another ‘rollaway’ dumpster to remove small pieces and scrap metal which the towing company will not take.

We received the security cameras on Monday, they have not yet been installed. Incoming green waste for chipping will have to be observed, to prevent people from bringing in unsuitable materials such as Christmasberry or materials over 9” in diameter. Mele has scheduled the casual laborers for Mondays and Tuesdays, to allow one of them to be an observer if Ladd is alone at the cinder loading area.

b. Maintenance Interval Sheet – 1980 Mack is at Wally Young’s shop for rear end replacement.

1981 Ford pickup is no longer in regular use, but is being kept as a spare vehicle in case one of the other trucks goes down.

1972 Oil distributor – odometer has broken. We rarely use it except for occasional backup if the 2005 oiler is down, probably not worth the expense to repair something so minor.

c. Truck Route Enforcement and Signs – We need to figure out enforcement.

We are getting reports of major speeding, truck running stop signs and so on. Randy says most important thing is to call the police whenever it occurs. The more calls they get, the more likely it is that more officers will be assigned to this area. Assigned to Safety Committee

d. Kamigaki Market on Lotus Blossom – The road will need to be widened to accommodate truck traffic in and out of the store area. Assigned to Road Maintenance Committee. Costs for this should be passed on to Kamigaki Market as the road would not have to be widened otherwise. There will also have to be impact/commercial/industrial fees determined to cover the additional wear and tear on the roads.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws

a. Election qualifications of David Dalley

David Dalley, who is a candidate to the Board has an Agreement of Sale on six properties but he is not yet an “owner;” it was unknown at the time of the last meeting whether this would disqualify him as a candidate for the board. Mary Kastle reported that it is not a problem as long as the Agreement of Sale is recorded with the Bureau of Conveyances, as our bylaws cover that contingency. Mele did check with the BoC and it is recorded, so there is no problem. Mele will order a copy of the Agreement of Sale from the BoC.

2. Budget & Finance – no report

3. Legal – no report

4. Personnel

a. Shirts for Road Crew

Mele provided three quotes for work shirts for the crew; the quantity ordered is for two years, to save shipping and avoid potential price increases. Mele recommended that the quote from BrendaLines be accepted, although it is slightly higher than the others, because the T-shirts provided are higher quality and will last longer. Rell recused himself from this vote as the owner is his friend.

Motion: Randy Van Leeuwen moved that the quote from BrendaLines be accepted. Seconded by Ken Wicks.

Six in favor; Rell recused.

b. Casual Workers hired – already discussed

B. Operations

1. Building & Equipment

a. Special Use Permit Application – Mele provided copies of the draft Application for the Board to review, and requested input from them before the next meeting. Rell noted that the LUPAG (General Plan Land Use Pattern Allocation Guide) for this area has been changed, and Ocean View is now designated “Rural” rather than “Extensive Agriculture.” He said for \$5.00 we can get a CD with all the current maps and designations for Hawaii County.

Norm Hayashi (Senior Planner) and Jeff Darrell (his assistant) can walk us through a lot of the Special Use Permit process.

2. Road Maintenance

a. Bus Stop Shelters (in committee)

3. Membership – no report

4. Safety

a. Impact Fees Discussion (in committee)

b. Commercial/Industrial Fees (in committee)

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS –

1. Road Use Agreement with Pi‘ikoi Kawanānakoā

a. Information from meeting held with Pi‘ikoi Kawanānakoā

The quarrying process should last about one year, until he has enough space for his vineyard. He says we will probably be his only ‘customer’ for crushed rock, assuming it is of a type we can use. He has offered to price it at 10% less than whatever we are currently paying, and we will, of course, experience a considerable savings in hauling costs and times. He has a loader on site.

He has cancelled his application for a Special Use Permit, as someone came and inspected the area and said he did not need one for such a small operation. However, Norm Hayashi (Planning Commission) says if he is going to sell anything he “absolutely” needs a Special Use Permit. Unless he plans to give the chip to us we will have to require that he show us a Permit. If he sells to anyone else we will have to charge him impact fees for excessive road use.

In reference to the old Agreement signed with the Road Corp., he agrees that it should be completely rewritten. His preference would be for each of his parcels to pay Road Maintenance as if they were included in the boundaries of HOVE, and be bound by the same agreements as other HOVE residents.

2. Annual Meeting Agenda

a. Report from Board Member E. Shannon – a copy of Eleanor’s report and recommendations was provided to all Board Members. Her statement is that we had two Vice Presidents during the year; therefore it would be acceptable to have two Vice President’s reports. The Board opines that, since we have never done formal reports from individual officers at the annual meeting, the item seems moot.

B. GENERAL ORDERS – none

X. NEW BUSINESS

A. Disaster Plan – Mele passed out a provisory Business Disaster Plan to the Board for their consideration. The item was assigned to the Safety Committee, with a meeting to be scheduled sometime after the Annual Meeting.

XI. OPEN FORUM

A. Mele has discovered a paper in our archives which indicates that in April, 1997 a Bylaws Amendment was passed at the Annual Meeting and recorded with the Department of Consumer Affairs, allowing the RMC to pave private driveways and parking lots for a fee, to supplement the monies available to the corporation for road maintenance purposes. This amendment is not a part of our current bylaws and we do not know if it might have been rescinded, or if our ‘official’ copy of the bylaws is inaccurate; nor do we know if there may have been further amendments. Mele will contact Tito Haggardt (who was President of the RMC at that time) and the Department of Consumer Affairs, and will report back to the Board.

B. Inclusion of a letter in the minutes of the Annual Meeting: The author of a letter received by the office in response to the proposed removal of former Vice President Eleanor Shannon specifically requests that the letter be ‘read into the minutes’ of the Annual meeting. The question is whether this means the letter must be read aloud at the meeting, or if it may simply be appended to the minutes. The Board concluded that all three letters received on the subject should be attached to the minutes of the Annual meeting.

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Randy Van Leeuwen moved to adjourn the October meeting. Seconded by Mary Kastle.
Unanimous.

Meeting Adjourned: at 5:54 pm on October 3, 2007.

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

Signed: _____, Secretary

Date: _____

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Annual General Membership Board Meeting Minutes October 13, 2007

I. Called to Order: 10:12 am

II. Quorum: Yes

III. Adoption of Agenda:

Loren Heck requested that the presentation of a Service Award for Rudy Kaupu be added to the agenda following the Roll Call.

Eleanor Shannon requested that items numbered 6 and 7 should be added to the agenda:

6) Removal of Officers and 7) Membership's voice in the newsletter (for Toni Bayaoa).
It was moved by Toni Bayaoa, and seconded by Rell Woodward. The vote was in favor, and the Board agreed to add these items to the Open Forum for discussion.

IV. Opening:

President Loren Heck opened the meeting and thanked the members of the audience for attending. He introduced the current Board and Candidate Valerie Tudor.

V. Roll Call: *Attended:*

✓ Mary Kastle, Secretary	✓ Loren Heck, President;
✓ Rell Woodward, Treasurer	✓ Randy VanLeeuwen, VP
✓ Bill Vinson, Board Member	✓ Eleanor Shannon, Board Member
	✓ Ken Wicks, Board Member

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

Guest: Sita Peacock, Merrill Lynch

Board Candidates: Valerie Tudor; John 'Jack' Garner & David Dalley absent

Presentation of Service Award to Rudy Kaupu: Rudy was an extremely valuable member of our Road Crew for over 17 years, but has now moved out on his own as an entrepreneur. President Loren Heck presented Rudy with a solid oak engraved plaque reading: In Recognition of 17 years of diligent service; Mahalo Nui Loa, Rudy Kaupu, from the HOVE Road Maintenance Corporation. Rudy accepted his plaque to a round of applause.

VI. Approval of Minutes: 2006 Annual Meeting Minutes approved November 2006.

VII. Officer's Reports:**1. President**

Unfortunately, there were a large number of ballots which had to be voided this year, as the name and address label, which contained a verification of the number of votes allotted to each member, had been removed. The League of Women Voters, which counts and validates all votes for us each year, will not accept ballots without the attached label as there is no way to verify that they are valid votes; thus, these votes could not be counted. While the number of voided ballots (63 this year) would not have swayed the vote, it is a shame these ballots could not be included.

Member Diane Heck suggested that a clarifying explanation of the purpose of these labels, and the entire voting process, be included in next year's newsletter. Rell Woodward agreed that, while we do explain the voting process in the newsletter every year, it would be wise to provide a more detailed explanation, particularly for owners of multiple lots. He said the office would create a longer explanation with examples, and ensure that it was displayed prominently in the next newsletter.

The Road Corps received many comments, as usual, on the returned ballot forms. Most were positive and constructive; others less so. Several comments included requests like "Raise the assessments and give us water and sewers; deal with the stray dogs; take care of the mosquitos." These things are simply not within our purview. The RMC is a small, private, non-profit corporation established solely to care for the roads in Ocean View Estates; we are restricted by our articles and bylaws to that single purpose. We have neither the resources nor the authority to provide other services, unless the bylaws are changed.

It was pointed out that forcing a vote to change the bylaws outside of the Annual Meeting, could be very costly to the membership. A simple letter sent out to our entire membership currently costs around \$3,000.00 in postage. Sending out the newsletter, with printing costs, runs over \$6,000.00; however, we are mandated by our bylaws to send a newsletter every year, so including bylaws changes in the newsletter for the vote of the entire membership is much more cost-effective.

The most negative comments received in the ballots involved the suggestion of impact fees. In general, no one seems to be in favor of that proposal.

The upcoming foreclosure sale was also of interest to many. 30 days before the sale, which will be conducted by state authorities, the properties to be auctioned will be published in the local papers. The same information will be put up on our website on the day of publication, and copies will be available in our office. Legally we cannot give anyone prior notice or privy information. It was also noted that Board Members are prohibited from buying properties in any HOVERMC foreclosure.

a. Announcement of Voting Results

Addition to Bylaws (Electronic Transmission):	Yes: 1,080	No: 67
Removal of Director Eleanor Shannon:	Yes: 1,009	No: 110
Assessment:	Yes: 1,110	No: 73
Budget:	Yes: 1,097	No: 79
Road Plan:	Yes: 1,112	No: 56

Board Members:

Ken Wicks:	923
Valerie Tudor:	609
John Garner:	685
Loren Heck:	1076
David Dalley:	518

As there were only four Board positions up for renewal, Mr. Dalley was not elected to the current board.

- b. Introduce & welcome new Board Members
Valerie Tudor was introduced to the membership, and joined the rest of the Board at the front table.
2. Vice President – no report
3. Treasurer’s Report
 - a. Sita Peacock – Merrill-Lynch Advisor, Manager of the Keauhou Merrill-Lynch office
Ms. Peacock reported on the current state of the RMC’s investments and accounts, and answered questions from the board and the members. Accumulated dividends and interest were approximately \$80,000 for this year.
 - b. Budget & Revenue Discussion - A financial statement is available to members on request; please contact the office or stop by.
4. Secretary – no report
5. Administrative & Operations Report
2002 Audit completed, copies provided. 2003 is now in the process of audit.
26 properties are currently slated for foreclosure proceedings; a total of approximately \$72,000.00 is outstanding on these properties. This total does not include the legal fees and processing fees which will accrue once the information is turned over to the lawyer. The process is very lengthy and delinquent owners have been notified via Certified Mail multiple times. The County of Hawaii auctioned 15 properties in HOVE for back taxes; the RMC has applied for surplus funds from these auctions, in the amount of approximately \$23,000. We will receive these monies one year from the date of the auction.

Our main source of revenue is the assessments we collect each year; at the current rate of \$90.00 per parcel, we bill approximately \$969,000 annually. We collect about 85% of that amount. Transfer fees brought in around \$18,000 in the last year; and collection of past-due accounts around \$156,000. Cinder sales are bringing in around \$4,000 per month.

An office building has been in our budget for a couple of years. We have purchased six acres adjacent to our existing four-acre baseyard, which has allowed for expansion, storage of materials, and the cinder sales operation. We are working on consolidation and a new Special Use Permit which will allow us to put our office on that property, as well as a building in which to store equipment.

a. Q & A

Mele responded to several questions dealing with our budget and personnel. Diesel fuel, road oil and other petroleum-based products have all increased greatly in price, causing our materials costs to go over the proposed budget.

Loren requested that other items be brought up during the Open Forum so Mele could finish her report.

Mele reported on progress on the Road Plan, which was set back seriously by oil shortages in 2006 and early 2007. Continuous issues on the roadways include illegal parking, illegal dumping, abandoned vehicles, and the continued upgrading of signage to meet County standards, weed control, road damage and potholes. Vandalism of road signs is a continuous and costly problem. We mow approximately 297 blocks on both sides every two months; this is a continuous process. Weed control includes weedwhacking on intersections, around signage and utility poles, as well as some spraying to prevent grass from growing through and damaging the road surface. At this time we have 56 street signs which are either missing or damaged, and 219 of the old, non-reflective signs which need to be replaced with reflective signs that can be seen at night. 45 blocks of roadway need to be completely rebuilt, including Hawaii Blvd, which needs to be repositioned as it was originally constructed incorrectly. The upper part of Princess Kaiulani, above King Kam, also needs to be rebuilt. We are scheduling these as quickly as possible, contingent on the availability of materials. 12 blocks need to be patched and rechipped, and 115 blocks need to be painted with lines due to blind hills and other potentially hazardous conditions. 265 blocks must be fog-sealed. 55 shoulders and 12 intersections need to be widened, and remove 60 vegetation or rock line-of-sight problems.

This year we have completed over 80 driveway aprons, tying property owner's driveways into the roadway. This was included in our scope because unattached driveways erode or are dug out by vehicles, causing damage to the edges of the roadway which had to be continually repaired. We do these on an as-needed basis, or when we have access to oil so that they can be scheduled.

In the last couple of months we have been able to get oil regularly, and have completed two blocks of rebuild on Princess Kaiulani, the walking path around Kahuku Park, and numerous driveway aprons. We have widened and striped areas where the school buses stop, and once we have enough donations, volunteers are standing by to build covered shelters where the children can wait.

We have added truck routes and signage, which has brought up the issue of enforcement. Every trucking company on the island has been notified and provided with a map and allowable times of operation (7:00 am to 5:00 pm). We need information from the people who observe infractions; tag numbers if possible but at least the name of the trucking company, the time and location, and a description of the truck. If we have that information, we can contact the company and lodge a formal complaint. The police do not have the time or manpower to deal with it, and will not respond to complaints; it is up to the people to convince the truckers that it is in their own best

interests to abide by the rules. Lenience is recommended in the case of water trucks ... we all need the water, and they are a lifeline to the community.

The office has developed a Business Emergency Preparedness plan, and established evacuation routes in the event of an emergency. The evacuation routes are all on roads which have been widened to 24 feet, have a reinforced base, and as few stop signs as possible. They will also be the first places we will respond to if the road is blocked. We ask that you use these roads in case of an evacuation.

David Baglow requested that 'stop bars' (the white line painted across the right-hand lanes at major intersections) be added to more streets, as they greatly increase visibility and driver awareness that there is a stop to be made. Mele agreed that all the main intersections should be so marked, following the fog sealing of the roads, and stressed that the RMC is always open to any suggestions which can improve safety.

A member brought up the issue of illegal dumping and hazardous waste. While the RMC is allowed to remove trash on the roadway or the easement, we cannot help with problems on private property or in lava tubes. The proper authorities for this are the Police, the County Waste Management Solid Waste Division, and the State Department of Health. Teddi agreed to put contact information for these agencies on the HOVERMC website for the convenience of the members.

Mike Morrow pointed out that some of the stop signs on the East-West roads have silver colored backs. At sunrise during certain parts of the year, these signs reflect like mirrors and can create a blinding glare for people coming down the mountain. He requested that these be painted black or grey, as a safety issue.

VIII. Special Orders - none

IX. Unfinished Business - none
General Orders – none

X. New Business - none

XI. Open Forum

1. **Comments & Letters** – Loren read comments and opinions from several ballots; authorship was not revealed, for privacy reasons.
2. **Speed Humps** – the Corporation is currently studying appropriate locations for test applications of Speed Humps to help prevent the running of stop signs. It was suggested by Rell Woodward that we not install any on the evacuation routes. There was considerable discussion with the membership on locations and whether the speed humps would have the desired effect. Concern was expressed that the speed humps might be a problem for ambulances and the patients being transported. Board Member Bill Vinson, a retired ambulance driver, said that it would not be an issue, as ambulances move slowly and with caution when there is a patient aboard, and the type of speed hump under consideration would have no effect on them. Mele requested help from the membership in the decision-making process; including

persons with corner lots near stop signs, who would be willing to observe the results and report back to the road corps.

3. **Impact Fees** – One member stated that the only fair way to apply impact fees would be across the board, for anyone who had a house on their property whether new or old; charging only new residents would be discriminatory. Several persons approved of the idea of impact fees on the commercial haulers who use our roads, most of whom do not reside in the subdivision or contribute the local economy.

Member Sam Bayaoa suggested that we should increase the assessments, hire a second crew, and turn our road system into a showpiece as an example for the rest of the island. He complained that we were behind on our road plan and not doing the work as fast as we should.

Mele reiterated that our biggest problem in the last two years, and the main reason we are behind on the Road Plan, has been the irregular availability of the oil needed to do the work. One of the members objected, saying there had been no problems with oil in the past. Mele called on Rudy Kaupu to verify her statements of the problems we had had with resources and suppliers, particularly after the two main suppliers of road oil in the state shut down. One member then stood up and announced that she was a board member of a road maintenance organization in another subdivision, and they had been unable to do any work at all for over two years. Member Jean Metz said that she managed properties and made inspections all over the county, and that the HOVE roads were the best, and the corporation should be “commended with the highest regard.” This was met with a round of applause from other attendees.

4. **Industrial & Commercial Fees** – New Board Member Valerie Tudor asked what arrangements had been made with the new Kamigaki Market, which is going in at Lotus Blossom and Highway 11, to offset the cost of widening and improving the half-block section of road coming up from the highway. Loren explained that we have been in regular contact with them for over a year, and they understand that any work we have to do to allow for the increased traffic and delivery trucks will have to be paid for, in addition to the costs of repairing the street after they have installed their water main.. We are still in negotiation with them at this time, as they have been having so many conflicts with the County and Highways Division that work on the center has been stopped several times. Rell added that our bylaws give us the right to charge for commercial and “exceptional” road use. Their special permit, issued by the County Planning Department, requires a Traffic Impact Analysis Report approved by the State Department of Transportation, and then had to perform whatever work the report demanded, so as to not adversely impact traffic on the highway. At a minimum they will have to make a left turn lane there, and widen the shoulder; but that is on the highway and not our bailiwick.

5. **Bus Stops** – there were no questions

6. **Removal of Officers**

Eleanor read her statement, a copy of which is attached to these minutes. Loren asked for remarks from the rest of the board, then stated that the “List of Accomplishments” which were handed out to those entering the building for the meeting were primarily accomplishments of the Board as a whole; not to say that she did not make valuable

contributions to these accomplishments, but they were not solely hers. We did go to the expense of getting an opinion from the corporation lawyer as to the legality of her removal as an officer, but she refused to accept his opinion and continued to argue the point for months afterward.

The exchange was interrupted by member Blossom DeSilva, who stated that the membership had voted Eleanor off the Board, she had been removed, and there was no point to discussing it further.

Member Bruce Coates expressed concern that the Road Corp had not filled Rudy's position as "Mechanic," and that the use of outside contractors for this would increase the budget. Loren, Randy, Rudy and Mele explained that most of Rudy's mechanical work had been regular maintenance and upkeep, the duties for which had been assigned to other members of the crew on his departure. We have neither the tools nor the personnel to do the heavy repairs which are required a few times a year on large pieces equipment; we have used Wally Andrade's shop in Na'alehu for this, and will continue to do so. For some of the more specialized equipment such as the Etnyre Chip Spreader, which has advanced electronic components, we have a contract with the manufacturer which covers bringing a technician over from Honolulu. To keep a full-time ASE Certified mechanic on our crew, at \$40 - \$50 an hour, and provide him with the heavy tools and lifting equipment required, would be a huge expense.

7. Membership voice in the Newsletter – the person who asked Eleanor to add this to the agenda left early. Loren explained that there had been a submission for the newsletter, objecting to Eleanor's removal and calling for a change in the bylaws. He read the submission aloud; a copy is attached to these minutes. This item was submitted well after the contents of the newsletter had been discussed and approved by the Board, and the newsletter had been typeset. More to the point, the item addressed would have involved a change to the bylaws, and there is a specific method for effecting such a change, starting with a petition signed by 100 members. While the office was aware that such a petition, to remove the phrase "without cause" from the bylaws, was at one point circulated, its sponsors apparently did not collect enough signatures to allow it to be put on the ballot, as it was never submitted.

Rell added that the General Meeting is the membership's opportunity to address the Board directly. The newsletter exists to inform the membership on the actions of the Board and the Corporation, to provide the membership with useful information about the subdivision itself, and to provide a venue for the voting process. It was never intended as a public forum and cannot be used as such; adding a section for "opinions" from over 10,500 members would be very cost prohibitive.

The issue of encroachments into the roadway was brought up by one member, who stated that there were numerous encroachments ongoing in section "D" of our Road Plan map. Encroachments are one of the biggest ongoing issues which the Road Corp must address. Any planting, fence, rock wall or other structure which is outside of a property's front survey pins is an encroachment onto the roadway and will eventually be addressed. In any case where the encroachment constitutes a safety issue, the owner is notified as soon as we become aware of the problem, and given a deadline for removal. If it is not removed, we will do so at the owner's expense.

As we widen and improve the roads, anyone having encroachments in the area is notified. We have drafted a letter which has been approved by our attorney, and which is sent out to anyone having encroachments, well before we start work in the area. About thirty of those letters went out earlier this month. If the owner removes the encroachment before we need to start working, there are no repercussions. If it is not removed and we must remove it, the owner will be charged for the labor and equipment required. There is information in the newsletter and on our website to help people determine if they are encroaching on the roadway, and to help them avoid doing so.

Rell requested that the member, if she knew of specific locations, please notify Mele of those locations. We have just finished the biannual Road Survey, and have a comprehensive list of encroachments at this time, but always appreciate input from the membership.

Loren asked if there were any more items to be discussed. Diane Heck stood and thanked Eleanor for all her hard work, and expressed her regret that Eleanor and the Board could not find common ground to work together.

XII. Announcements - none

VI. Adjournment - Motion Valerie Tudor moved to adjourn the Annual meeting.
Seconded by Randy Van Leeuwen.
Unanimous.

Meeting Adjourned: 12:26 am on October 13, 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

**October 13, 2007
Executive Board Meeting to Elect Officers**

Call to order: 12:20pm

Attending

Loren Heck
Rell Woodward
Randy VanLeeuwen
Mary Kastle
Ken Wicks
Bill Vinson
Valeri Tudor

Motion to re-elect Loren Heck as president made by Rell Woodward and seconded by Randy VanLeeuwen.

Vote unanimous

Motion to elect Ken Wicks as 1st VP made by Rell Woodward and seconded by Mary Kastle.

Vote unanimous

Motion to re-elect Randy VanLeeuwen as 2nd VP made by Loren Heck and seconded by Ken Wicks.

Vote unanimous

Motion to re-elect Rell Woodward as Treasurer made by Randy VanLeeuwen and seconded by Ken Wicks.

Vote unanimous

Motion to re-elect Mary Kastle as Secretary made by Loren Heck and seconded by Rell Woodward.

Vote unanimous.

Motion to adjourn made by Randy VanLeeuwen and seconded by Rell Woodward.

Vote unanimous.

Meeting adjourned at 12:30pm

Results of Executive Session Officer Election:

Loren Heck	President
Ken Wicks	1 st Vice President
Randy VanLeeuwen	2 nd Vice President
Mary Kastle	Secretary
Rell Woodward	Treasurer

Executive Session Minutes prepared by Mary Kastle, HOVERMC Board Secretary

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**November Monthly Board Meeting Minutes
Meeting held November 7, 2007**

- I. Quorum: No**
- II. Called to Order: 4:00pm**

As there was no quorum due to the storm, the meeting was not convened.

- III. Adjourned: 4:15pm**

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December Monthly Board Meeting Minutes
Meeting held December 12, 2007

I. Quorum: Yes

II. Called to Order: 4:05 pm

III. Adoption of Agenda:

A & O Director Meleana Smith requested that item X:B:2, Approval of Committee Chairs, be moved to VII:B:1, Vice President's Report. Everyone agreed.

IV. Roll Call: *Attended:*

<input checked="" type="checkbox"/> Loren Heck, President	<input checked="" type="checkbox"/> Mary Kastle, Secretary
<input checked="" type="checkbox"/> Ken Wicks, 1 st VP	<input checked="" type="checkbox"/> Rell Woodward, Treasurer
<input checked="" type="checkbox"/> Randy VanLeeuwen, 2 nd VP	<input checked="" type="checkbox"/> Bill Vinson, Board Member
<input checked="" type="checkbox"/> Valerie Tudor, Board Member	<i>Attended by phone</i>
<input checked="" type="checkbox"/> Jack Garner, Board Member	

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

V. Opening: none

VI. Approval of prior Minutes:

A. Approval of October Minutes (Regular Board Meeting)

Motion: Randy Van Leeuwen moved that the minutes of the October Board meeting be approved as presented. Seconded by Bill Vinson.
Unanimous

B. Approval of October Minutes (Annual Meeting)

Motion: Jack Garner moved that the minutes of the 2007 Annual Board meeting be approved as presented. Seconded by Bill Vinson.
Unanimous

C. There was no November meeting due to a sudden storm.

VII. Officer's Reports

- A. *President* – Not attending
- B. *1st Vice President* – Positions for Committee Chairpersons were discussed at the Committee Meeting held November 14. Board approval is required for new chairs.

Legal Committee Chair – Loren Heck

Motion: Ken Wicks moved that Loren Heck be approved as Chairman of the Legal Committee. Seconded by Randy Van Leeuwen.

Unanimous

Personnel Committee Chair – Mary Kastle

Motion: Jack Garner moved that Mary Kastle be approved as Chairman of the Personnel Committee. Seconded by Randy Van Leeuwen.

Unanimous

Road Maintenance Committee Chair – Jack Garner

Motion: Mary Kastle moved that Jack Garner be approved as Chairman of the Road Maintenance Committee. Seconded by Jack Garner.

Unanimous

- C. *2nd Vice President* – no report

- D. *Treasurer* –

The A & O Director presented the November and December Financial reports. A copy is attached to these minutes.

- E. *Secretary* – No report

E. Administrative and Operations Director

1. Administration -

- a. Office Report – Office Reports for November and December were included in the Board Packets. There were no questions.

Mele requested that the Board approve the purchase of 200 more parking blocks from South Point U-Cart, at the same reduced price as before, to complete the walking path around the park.

Motion: Randy Van Leeuwen moved that parking blocks be purchased to finish the walking path. Seconded by Jack Garner.

Unanimous

Mele requested that the Board approve the purchase of street signs from GP Roadway Solutions, to replace damaged and stolen signs, complete the upgrading of those old signs left from the 60s, and replenish inventory.

Motion: Randy Van Leeuwen moved that the needed street signs be purchased. Seconded by Jack Garner.

Unanimous

Lotus Blossom will have to be widened where the new Kamigaki Market is being built, to allow space for big trucks to turn into their parking lot. Costs for this will be charged back to the Kamigakis. The guard rails near the proposed entrance, which belong to the state, are too close and will have to be removed.

We will be getting a load of oil on January 4th and 28th. This will be the CRS2 (Rapid Set) oil, which has just recently become available again. This will speed the process of finishing Princess Kaiulani all the way to Hawaii Boulevard; we hope to be finished by the end of January. An amended Cinder Pickup schedule has been posted on the door, as the crew will not be available to load every week during January.

2006 taxes are done; auditors in Honolulu are still working on the 2003 audit. Finance charges on delinquent accounts not currently making payments will be assessed on December 31st.

28 properties have been sent to our lawyer to commence foreclosure proceedings. He is requesting a \$1,000 retainer per property to cover research, clerical and publication costs. This amount will be included in the upset price when the properties are auctioned, so we will be getting it back, along with all other expenses.

Motion: Jack Garner moved that the retainer be paid to our attorney as requested. Seconded by Bill Vinson.

Unanimous

2. *Operations -*

a. Foreman's Report:

The crew has been busy clearing storm damage and cleaning up the rocks, gravel and cinder that was flooded out into the streets from unpaved driveways, in addition to the cinder loading and their normal routine. They are trying to catch up on weedwhacking and mowing, getting extreme since we've had so much rain. The County is still removing abandoned vehicles from the cinder pit area, and two more roll-off containers have been ordered to remove leftover scrap metal. The security camera has been put in place; it has an infrared sensor and is motion activated, and records on a flash card. Ken reported that he and his wife had seen a flatbed truck with a derelict vehicle on it going up the mountain past their house; they tried to follow but the truck outran them and they were unable to get a tag number.

VIII. COMMITTEE REPORTS

A. Administrative

1. Bylaws – no report
2. Budget & Finance – no report
3. Legal – no report
4. Personnel

a. Christmas Bonus / Christmas Party

The Personnel Committee set bonuses for employees at \$500 for full-time, \$250 for part-time and \$100 for casual labor.

Motion: Jack Garner moved to approve the bonuses set by the committee.
Seconded by Ken Wicks.
Unanimous.

The Committee also decided that the Christmas Party this year would be held at the shop on December 13th, starting at 1:00pm. Food will come from Big Jake's BBQ, at an expenditure of \$15.00 per person. Only employees and board members will attend.

Motion: Randy Van Leeuwen moved that the party be held as suggested.
Seconded by Bill Vinson.
Unanimous.

- b. Position description updates for Administrative Assistant and File Clerk

Motion: Jack Garner moved that the position descriptions be accepted as presented by the Committee. Seconded by Randy Van Leeuwen.
Unanimous.

B. Operations

1. Building & Equipment

a. Special Use Permit Application

New copy of application; information added about office building, steel equipment shed, and cinder loading area.

Motion: Randy Van Leeuwen moved that the Special Use Permit should be accepted as presented, and that Mele should begin the submission process.
Seconded by Bill Vinson.
Unanimous.

2. Road Maintenance

a. Approve Department of Water "Grant of Easement"

The Water Department will be putting in water lines next to the road, down Keaka after the well is drilled. Pipes will be laid to County specs.

Motion: Jack Garner moved that the Grant of Easement should be approved as presented. Seconded by Bill Vinson.
Unanimous.

3. Membership – no report

4. Safety

a. Impact Fees Discussion (rescind) –

The item was discussed in committee but a formal motion was never made; no need to rescind anything; the subject is now dropped.

b. Commercial/Industrial Fees – tabled

c. Truck Route Enforcement and Fines – tabled

d. Bus Stop Shelters – tabled

- e. Driveway Runoff – letters should be written to persons whose driveways wash out onto the roads every time it rains. Driveways are the owner’s responsibility; it is a continuing expense to the corporation to clean up the same messes over and over. There is already a provision in the Bylaws which will allow us to establish fines if owners do not do something about the problem. Mele has asked the crew to give her the addresses of those properties.

A Safety Committee meeting will be held in January; date to be set at January meeting.

IX. SPECIAL ORDERS

A. UNFINISHED BUSINESS –

1. Road Use Agreement with Pi‘ikoi Kawanakoa
 - a. County of Hawaii Planning Information
We still need to formalize an agreement with Mr. Kawanakoa. He recently informed Mele that he has pulled his Special Use Permit application from the County; however, if he plans to sell us chip, he will need an SUP. Mele will discuss this with him.
2. At the October Board Meeting, Mele brought up the question of whether the Road Crew was authorized to do outside work. In the minutes of the 1996 Annual Meeting, a motion was made and passed to allow it.

Mele discussed this issue with Tito Haggard, who was president of the RMC at that time; he said the motion had later been rescinded. Research by Mary Kastle discovered the rescission of the motion, in the minutes of the 1998 Annual Meeting.

B. GENERAL ORDERS

1. Evacuation Routes – Mele has drawn up a provisional Road Use Agreement which would allow Volcanoes National Park personnel to use our roads. An agreement was made several years ago but was very basic and never formally ratified. In exchange, Ocean View residents are allowed free walk-in access to the Park properties adjoining Ocean View. The provisional agreement provided by Mele stipulates hold-harmless insurance, repair of our roads if damaged by Park vehicles, access to HVNP roads as evacuation routes if necessary, and other details. It was suggested that our lawyer should look it over before we sign it with HVNP.

Motion: Jack Garner moved that the Road Use Agreement should be submitted to the lawyer for approval before signing. Seconded by Bill Vinson.
Unanimous.

2. Open seat on Board – tabled until January

X. NEW BUSINESS - none

XI. OPEN FORUM - none

XII. ANNOUNCEMENTS - none

XIII. ADJOURNMENT - Motion Randy Van Leeuwen moved to adjourn the December meeting. Seconded by Bill Vinson.

Unanimous.

Meeting Adjourned: at 4:57 pm on December 12, 2007.

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

Signed: _____, Secretary

Date: _____