



Leilani Community Association

13-3441 MOKU STREET - PAHOA, HAWAII 96778

TELEPHONE & FAX (808) 965-9555

WWW.LEILANIESTATES.ORG

AGENDA LCA Board Meeting - August 13, 2020 - 6:30 PM

In compliance with Hawaii State and County COVID-19 requirements, this will be a virtual meeting held online.

The BOD and attending LCA members will all log on using Zoom

Password: 252731 **Meeting ID:** <https://us02web.zoom.us/j/83560527965>

Click on the link shown above and enter password. If you have any problems, please call Robert Golden, 808-965-9270, for tech support. You will be able to both see and hear yourself, the Board members and the other LCA members. You will be given an opportunity to comment or ask questions at the beginning of the meeting. For the members comments portion, you will have audio and video of those asking questions as well any board responses. During the other portion of the meeting that involves reports from the BOD, you will see and hear the discussion, but members will have no audio output

This meeting will be recorded and posted on the LCA website – leilaniestates.org

Meeting ID: 835 6052 7965

One tap mobile

+13462487799,,83560527965#,,,,,0#,,252731# US (Houston)

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Call to Order

Roll Call of Board & re-confirmation of approval of minutes from July meeting

Member comments and questions (3-minute limit per speaker)

Reports of the Acting President, Secretary, and Committee Chairs

- Acting President: Robert Golden (Andy Andrews on medical leave) Issues of

importance to members.

- Treasurer: Cheryl is unable to attend this meeting. The July 31 treasurer summaries can be found on the LCA website
- Secretary: Alice Lindahl 1. Clarification regarding COVID19 restrictions in LCA community center: 2. signage and notification of users.
- Standing Committee: SECR (Squatter Elim. & Crime Reduction) Alice Lindahl: events since last month's report.

Old Business

- Alice Lindahl: CC&R – Administration & Enforcement. Special committee to recommend fines. Request for volunteers for a CC&R committee.
- Philip Denney: Infrastructure, Maintenance and Reserve Study. Budget

New Business

- Robert Golden: Procurement policies
- Robert Golden & Patti Hatzistavakis: Roads, lava, roads
 - Announcement of LCA roads poll
 - Kilauea Recovery Action Draft, including buyouts--Leilani responses

Honoring Members' Contributions to LCA Well-being

- Alice Lindahl: recognizing efforts by our members

Adjourn

addendum follows:

Leilani Community Association

Procurement & CONTRACTING POLICY (effective August 13, 2020)

The conduct of Leilani Community Association (**LCA**) business will require, from time to time, the use of vendors and independent contractors to facilitate the use, maintenance, repair, replacement, modification and added improvements to the common areas and provision of common services (i.e., accounting and insurance).

When such procurement of goods or services, and where the expected aggregate amount will exceed \$5,000 in a one-year period, it will be documented by written agreement/contract, and will be approved by the Board of Directors, which shall consider the work/products proposed, current revenue sources, and the overall interests and needs of the **LCA**. The Board shall approve these contracts by vote at Board meetings and they shall be recorded in the minutes thereof. Voting and approval of contracts will not be conducted during any closed "executive session" of the Board. The Board may refer contracts to legal counsel for review, prior to engaging in a contract. Approved contracts may be executed by an Officer so designated by the Board.

When seeking the acquisition of either goods or services in excess of \$5,000 annual aggregate cost every attempt will be made to obtain competitive bids from a minimum of three (3) qualified vendors, excepting when there are existing service contracts in place. If three bids are not obtained, then a written explanation will be provided to explain the reason for the exception prior to the vote. The Board may, at its discretion, direct that additional proposals be obtained to evaluate comparable products and services, prior to voting/approval.

Considerations for engaging outside contractors shall include, but not be limited to:

- **Qualifications:** to deliver and/or perform the work to specifications, completely and safely, while protecting the assets of the **LCA**.
- **Experience:** verifiable with references, that the contractor will deliver/perform the work and satisfy all representations they have made to the **LCA**.
- **Costs:** that are competitive and reasonable for the scope of products/work as requested by the **LCA** and proposed by the contractor.
- **Licensing and Insurance:** are documented by the contractor that they have professional credentials as required by Federal, State or County regulations for the work, and that they have broad form liability and workers compensation insurance covering any on-site performance by the contractor. Performance bonding will not be required, unless specifically directed by the Board.
- **Conflicts of Interest** To avoid actual or perceived conflicts of interest, Board members and members of committees must disclose any financial interest, connection or relationship with a proposed contractor prior to any vote or approval of a contract. Similarly, proposing contractors shall disclose any relationship or connection with any homeowner, director or committee member at the time of proposal of work.

In the event that urgent or emergency repairs or replacements are required any two board members acting together are authorized to solicit and sign contracts for up to \$5,000, but must first coordinate with either the Board President or Treasurer to determine whether a repair or replacement is the best course of action.

To facilitate the day-to-day operations of the LCA, the Maintenance Manager and/or Office Manager is authorized to sign contracts and make purchases for up to \$1000 without BOD approval for repeating, regular, basic and ordinary expenses and minor repairs. The Maintenance Manager and/or Office Manager will report those expenditures as part of their next monthly reporting updates to the BOD.

Voted and approved by the Leilani Community Association Board of Directors - August 13, 2020

Attested to, and recorded in the minutes by _____ Alice Lindahl / Secretary