

HAWAIIAN ACRES ROAD CORPORATION

BOARD MEETING MINUTES Kurtistown Assembly of God Church

May 17, 2025 2:00pm

Board Members:

- President: Jordan Epperson - present
- Vice President: Devra Dynes - present
- Treasurer: Kaipo Dye- present
- Secretary: Marie Baird - present
- Director: Alex Hebeisen -not present
- Director: Brad Simone - present
- Director: David Sheridan - present
- Director: Linette Sawyer-Quade-present
- Director: Gary Davis - present
- Director: Shannon Matson - not present

Call to Order and Aloha Etiquette: Jordan called meeting to order at 2:13pm. Everyone is reminded to let speakers talk without interruptions. Reminded everyone to silence phones, speak clearly and only one speaker at a time. Invited guests to sign in & submit topic request time. Guests attending: Joanna Haberman, Steven Dunn, Jose Ruiz & Trudy Simone (See attached guest list). Zoom; 1 unnamed guest

President Report: None

Secretary Report: April meeting Minutes, Motion by Kaipo, 2nd by Dev; Minutes approved..

Treasurer Report: Financial report for April; printed copies provided. Motion by Marie, 2nd by Linette; vote to approve. Discussion regarding changes in how to make reports; more applicable to monthly reports for road representatives to understand finances available. Will look into upgrading Quickbooks to include Purchase Order recording & tracking plus charges for QB program for non-profits.

- **Road Rep Reports: Call for purchase orders/approval/discussion.**
- 1 Rd report & 1 Rd Pavement update- Nothing new regarding pavement project. PO#1749 Closed. PO#1759 completed. Request new #1763; Jim Rietveld for \$1,700.00; 3 loads 2 ½ drain rock.
- B Road updates-Jaylyn Brendlen – Close PO's#1742,1743, 1744 & 1745. Request new PO#1764 Puna Rock \$200.00 for cold patch. PO#1765 Yamada \$400.00 between 6-4; & #1766 Yamada \$400.00 for 4-2.
- C Road updates- Geneva Jackson – PO#1734 completed; PO#1746 (Amended to Kyle Rapp) Completed. PO#1751 completed; PO#1760 completed. Extend PO#1678
- D Road updates- Graceson Ghen-Extend open PO's
- E Road updates- PO#1756 completed. Request for new PO#1767 for Jim Rietveld \$550 for 1 load 1 ½ drain for 5-8..
- F Road updates- Devra Dynes – PO#1717 completed.
- G Road updates- Geneva Jackson -Extend #1748 amend to 2 ½ base course. PO#1758 & 1761 completed. Extend PO#1721,1729 & 1730.
- Motion by Brad; 2nd by Gary to approve all work order Purchase Orders.

Community Service updates- Nothing new.

Old Business

- Policy & Procedure Manual in process; working on locating accurate sign in information for programs & online sites. Updating checks & balances with digitized record keeping. Kaipo will work on database to easily update info/sign-ins that constantly change.
- Devra Dynes voted in as authorized check person to handle banking matters with HFS-FCU. Motion by Marie, 2nd Lynette. Motion passed. Also noted, that bank requires name to be written exactly as it appears on legal ID. Kaipo middle name needs to be added to his authorization letter
- Zoom Update: request for expanded camera capabilities; mentioned “meeting owl” that points to person speaking and/or lazy susan for manual display. Marie will look into these options.
- Website update: Joanna working on inputting new BOD, easier ZOOM link. Need to create a proposal for changes; working subcommittee that can meet via ZOOM prior to next Board meeting. Joanna, Kaipo & Dev will work on the record keeping/checks & balances portion for manual.
- Mandatory dues/Newsletter vs postcard mail out, Discussion over how best to notify lot owners of Board actions regarding plans for legal action. Postage costs for 3 fold paper (\$1200.00) vs. postcard are significant. Need to solicit email addresses to reduce mailout charges. Suggested send postcards to acquire email address & get website up to date & ready for survey. & QR Code processing. “Going Green” & fundraising campaign ideas.

New Business

- Postcard/dues reminders; linked in with above discussion. Vote deferred until next month.
- Digitizing of old files. Joanna reports that Adobe has function that can archive old files. Will look into further & report back to Board in June.
- Motion to approve pay for Joanna Haberman for her training hours and current job tasks. Motion passed by all. Issue check for up to date hours & then biweekly hereafter. Paper checks will be issued upon receipt of invoice. Her W/9 has been submitted & is on file.
- Need further discussion of what job duties will be in the new Admin Asst contract.

Meeting dates & time for 2025: 3rd Saturdays @2pm Jan 18, Feb 15, Mar 15, Apr 19, May 17, Jun 21, July 19, Aug 16, Sept 20, Oct 18, Nov 15; Annual Meeting Dec 6

Public Comments: Need to ensure comments pertain to road issues.

Meeting adjourned @ 3:50pm. **Next meeting: June 21st, 2025, 2pm.**