

**HAWAIIAN ACRES ROAD CORPORATION BOARD MINUTES**  
**Kurtistown Assembly of God Church, 17-550 Old Volcano Road & via ZOOM**  
**December 20, 2025 @12pm [www.HARC4U.com](http://www.HARC4U.com) 808-313-0542**

**Board of Directors**

President-Jordan Epperson - present via phone  
Vice President-Devra Dynes - present  
Treasurer-vacant  
Secretary-Marie Baird - present  
Secretary Pro tem- Shannon Matson - present  
Director-Alex Hebeisen- present via phone  
Director-Brad Simone - absent  
Director-David Sheridan - present (arrived at 1pm)  
Director-Gary Davis - present  
Director-Linnette Quade - present  
Director- Jaylyn Brendlen- present

**Call to order- 12:25pm**

**Roll call and introductions** of board members and audience. \*Reminder to fill out a public comment card to be heard for questions and comments. Please remember to keep comments limited to agenda items only (3 minute limit). Guests: Steven Dunn and Ted Elson

**Reports**

**1. Officers**

**President-** none

**Treasurer** - Jaylyn presented on current financials. She provided two different versions of the accounting records and stated that the newer version was more inline with the actual flow of finances. Gary motioned we adopt the newer version of reporting moving forward, Linnette 2nd and all were in favor. Devra asked where all of the road summary info. is and Jaylyn said that was all available including purchase orders from Jim over the last year showing rock deliveries. Marie motioned to approve the financial report and post online, 2nd by Shannon and all were in favor. Devra and Marie clarified what part of "K Rd." is 9 Rd.

**Secretary** - Motion by Marie, 2nd by Gary; all approved to accept the Minutes with minor corrections for Nov. 2025 meeting.

**Roads -**

**(a) 1 Rd.** - Jordan Epperson - No new POs- scheduled w/ Jim for next month. Pls. extend.

**(b) B Rd.** - Jaylyn Brendlen - PO for cold patch still open. PO #1799 for \$600 between 2&4 2.5in. base w/ Jim and #1800 for \$350 between 8&2 2.5in. base w/ Puna Rock and Jaylyn will use it for potholes.

**(c) C Rd.** - Geneva Jackson - Approve 2 POs from last month and extend - #1797 & 1798, no new POs

**(d) D Rd.** - Road Rep- Graceson not present. Gary- extend open PO.

**(e) E Rd.** - Brad Simone - not present. Jaylyn said #1777 closed due to expiration. #1787 and 1788 will remain open until Jan. mtg.

**(f) F Rd.** - Devra Dynes - PO #1790 completed with Jim and extend #1789 w/ Brian who is waiting on parts to fix machine

**(g) G Rd.** - Geneva Jackson - No new POs

Marie moved to approve all PO requests, Gary 2nd and all approved.

**Community Service Update** - no updates, we still need community service people and Jordan will post on social media.

**Old business**

1. Policy and procedure manual update **2025** - Devra asked for an update from Shannon and Jaylyn on how the newsletter was created to log for future reference.

2. Legislative updates:- Bill 38; Jaylyn said her understanding was that this tax credit would only apply to places with mandatory road dues, Shannon clarified that there is nothing in the bill specifying dues collected have to be mandatory. Bill 82; application still pending, Jordan followed up with someone in County named Amy Cook and there are no new updates, Shannon advised following up with Neil Azevedo directly.
3. Digitizing old files/hard drive update - continuing and on-going. Gary motioned, David 2nd, to pay \$50 a month for a storage locker in Kea'au to secure files in a central location. Motion passed with all in favor, and Shannon abstained from voting.

**New business:**

1.a. Transfer Fee Allocation- Jordan expressed his strong support for allocating all of the transfer fees towards admin. Expenses and Jaylyn shared her plan and rationale for supporting this change. Gary motioned for 100% of transfer fees to go towards admin costs, Jaylyn 2nd. Linnette, Brad (via proxy), and Shannon were opposed. All others were in favor and the motion was approved.

1. Email service- Jaylyn explained the new service is \$18/month. Gary motioned, Shannon 2nd, all in favor to approve the switch from Constant Contact to Brevo as an email contact service.
2. HARC Gmail Access- Discussion was had and agreement was that as soon as Joanna resigns as office manager in Jan. the Gmail password should be changed at the discretion of the President and the procedure for updating the password in the future should be entered into the procedure manual.
3. Newsletter returned mail follow-up- Shannon suggested resending a couple of returned mailers with the Quickbooks addresses instead to see if they are also returned.
4. 2025/26 Dues Update- there was confusion from the mailer on whether people were paying for 2025 or 2026 dues. Jaylyn recommended that any fees received after Nov. 6th, 2025 would be applied towards 2026 dues. If we do end up with mandatory dues being enforced in 2026, we can decide how to apply that as a proration for their next annual dues. Shannon motioned to approve Jaylyn's suggestion, Devra 2nd. Linnette (and Brad via proxy) was opposed, all others were in favor, the motion passed.
5. Bookkeeper resignation- Jaylyn obtained a quote from a licensed bookkeeper to fill in, while looking for a new office manager. Discussion around \$50/hour for entering payments received. Vote to be taken in January.
6. Review goals for 2026- this was tabled until the Annual meeting.
7. Signage at road entrances - Alex had emailed signage and prices, many were not in receipt of this email and said they would look at it before the next meeting.

**Public comments-** none

Next meeting Jan. 17, 2026 @2pm

**Meeting adjourned** - 1:59pm. Marie motioned, Gary seconded, passed unanimously.

Minutes prepared by Shannon Matson