

**Aloha Estates Association
2022 Annual Meeting Minutes**

March 12, 2022

Nā Wai Ola Public Charter School Cafeteria

Meeting called to order by Vice President Shelly Pierson @ 10:05 am

Attendees:

Shelly Pierson
Leilani Kruger
Mahea Kane
Patricia Hübner
Eric Hübner
Manuel Lopez
Chris Marc

Rebecca Akiona
Ross Akiona
Marianne Woller
Devon Broome
Michelle Broome
Jerry Miyamoto

Welcome and Introduction of Board Members

Glen Barfield and Glen Pierson were excused
Leilani Kruger read her resignation letter

Aloha Estates Association Expectations

Duties of Officers and Board Members

*See attached document

2021 Accomplishments

*See attached document

Treasurer's Report – Leilani Kruger

\$7,889.49 in checking (includes \$980 pending deposit)
\$80,000 in savings
Total of \$87,889.49

New Business

- 1. Neighborhood Watch (NW)**- Marianne W. said our neighborhood has received approval to be a NW group in the Puna area (currently 23 NW groups). Marianne is the NW coordinator and other volunteers are needed (one for every 2 streets, 1 – 6 and one or two for streets 7 and above). There will be an informational meeting with Officer Bryson to be scheduled for a Saturday morning. **AEA will e-mail residents one more time to see who is interested about NW.** NW group is separate from the Aloha Estates Association and Board.
A sign up list was passed around and given to Marianne.
Marianne showed an Emergency Preparedness pamphlet, Project 360, and attendees signed a sheet if they wanted a pamphlet – **Patricia will deliver the pamphlet to them. Leilani will scan the pamphlet and post it on the AEA website**
Signs will be supplied by NW – NW signs are a crime deterrent - discussed where to put signs so that they can be seen but not stolen – suggestion to put them near a house that has dogs who bark
Suggestion made by Manuel Lopez to make NW banners to hang on fences or gates.

Open Discussion

- 1. Rebecca and Ross Akiona suggested another speed hump near the entrance of 'Awapuhi Nani Road 4 – AEA Board will discuss and Loeffler may be able to include this when they do road work**

2. Eric Hubner suggested repainting white stripes at the corner of Hwy 11 and Mauna Kea Dr for the safety of children walking down the street – Chris Marc from the monastery volunteered to paint it
3. Eric Hubner suggested portable metal ramps that can span gaps in roadways in case of emergencies
4. Mahea Kane shared information to identify signs of stroke (FAST) and how critical it is to act quickly – she handed out cards and magnets

Nomination of Board of Directors

Glen Barfield
Shelly Pierson
Glenn Pierson
Leilani Kruger
Mahea Kane
Patricia Hubner

Voting for Board of Directors

Voting for all nominated members passed unanimous in the affirmative

Board of Directors vote for officers

Motion was made, seconded, and passed to postpone voting and swearing in of new officers
Board members will meet on Monday, March 14 to do this

Annual meeting on Saturday, March 12, 2022 was adjourned at 11:30 am

ADDENDUM:

Aloha Estates Association Board members met on Monday, March 14, 2022, at 5pm at the Piersons' home, to elect officers and Board members and to swear them into office

- Meeting called to order at 5:00 pm by Glen Barfield
- Mahea Kane submitted and read her letter of resignation from the Board
- New Officers and Board Members are:
 - a. President, Glen Barfield
 - b. Vice-President, Glenn Pierson
 - c. Secretary, Patricia Hübner
 - d. Treasurer, Shelly Pierson
 - e. Director, Leilani Kruger
- Meeting adjourned at 5:30 pm

Next Board meeting is scheduled for Saturday, March 26, at 9am at Glen Barfield's

Minutes submitted by Patricia Hubner, Secretary, March 15, 2022

Patricia Hubner March 26, 2022

***See Attachments**

- ◆ **Aloha Estates Association Expectations
Duties of Officers and Board Members**
- ◆ **2021Accomplishments**

Aloha Estates Association - Duties of Officers and Board Members

President (SECTION 5.2) The President shall be the chief executive officer of the corporation. He or she shall preside at all meetings of the members and in the absence of the Chairman of the Board of Directors, or if no Chairman of the Board of Directors shall have been appointed, the President shall preside at all meetings of the Board of Directors. He or she may call special meetings of members at his/her discretion and shall call annual meetings of members, as provided by these By- Laws. Subject to the directors and control of the Board of Directors, the President shall:

- (a) be in personal charge of the principal office of the corporation;
- (b) have the general management, supervision, and control of all of the property, business, and affairs of the corporation, and prescribe the duties of the managers of all branch offices, and exercise such other powers as the Board may from time to time confer upon him/her;
- (c) subject to approval of the Board, appoint heads of departments, and generally control the engagement, government, and discharge of all employees of the corporation, and fix their duties and compensation. He or she shall at all times keep the Board of Directors fully advised as to all of the corporation's business.
 - Presides at board meetings.
 - Takes phone calls regarding matters in Aloha Estates.
 - Interfaces with county officials and vendors.
 - Looks for issues that need to be resolved in Aloha Estates.
 - Organizes work crews for light maintenance issues in Aloha Estates.
 - Generally, does what the Board of Directors requests.

Vice President (SECTION 5.3)

- Attends all meetings.
- In the absence of the President, can call and preside over all meetings until the President returns or is elected.
- Performs all other duties assigned by the President or Board of Directors, as well as duties voluntarily agreed to during board meetings.

Current assignments are 1) Implementing a replacement bookkeeping software system and 2) Helping the Treasurer document all duties

Secretary (SECTION 5.4)

- Attends all meetings.
- Records the proceedings and generates meeting minutes.
- Give notice of meetings and prepares a meeting agenda.
- In the absence of the President and Vice President, can call and preside over all meetings until a president pro tempore is chosen.
- Performs all other duties incident to a secretary or as assigned by the President or Board of Directors, as well as duties voluntarily agreed to during board meetings.

Treasurer (SECTION 5.5)

- Attends all meetings.
- Keeps a Record Log of all lot owners, contact information, fee payment, & nonpayment history.
- Deposits collected association road fees to AEA bank account.
- Keeps thorough records of all receivables, payables, and monthly bank statements.
- Updates bank signature card annually with AEA Board members.
- Completes E-Banking Business Form annually for online/mobile app.
- Works with escrow companies as AEA lots are sold or refinanced. Logs new owner information into Record Log.
- Manages AEA email account, answer and/or forward correspondence to appropriate Board members.
- Manages the AEA website*
- Annual renewal of Dept of Commerce and Consumer Affairs form*
- Gets mail weekly from the AEA post office box*
- Renews Post Office box annually*
- Coordinates meeting locations for Board meetings and for Annual Meeting*
- Processes property liens and release of liens with the Bureau of Conveyances*
- Prints and physically mails annual invoices to all property owners*
- Creates, prints Annual Newsletter to mail out with invoices*

*Assistance for these duties provided by other Board members and Officers

Assistant Secretary and Assistant Treasurer (SECTION 5.6)

- Attends all meetings.
- Performs all duties in the absence of the Secretary or Treasurer or as assigned by the President or Board of Directors, as well as duties voluntarily agreed to during board meetings.

Director

- Attends all meetings.
- Reads, suggests clarifications, and approves meeting minutes.
- Talks with residents to understand their needs and explains what the Aloha Estates Association (AEA) Board can and cannot do.
- Assists the President and Board of Directors in all of its activities, such as researching potential problems and solutions, preparing bids, reviewing bids, interviewing vendors, etc.
- Volunteers to help with physical activities, within reason and capabilities, that are required by the Board of Directors, such as setting up chairs and tables for meetings.
- Represents the Board of Directors when requested in community activities.
- Assists in helping to organize and provide neighborhood get-togethers.
- Welcomes new residents.
- Helps to maintain the AEA website.
- Is an active participant in making Aloha Estates a positive place to live.

Accomplishment of AEA Board of Directors for 2021

The Aloha Estates community managed to keep the roads open when we had a very strong south wind (Kona Wind) in December. This was done by community members getting busy with chain saws and cutting back fallen trees.

The Board worked with Hawaii Police to have many abandoned vehicles removed from our 6 streets.

The Board let out a request for proposals to widen the sight lines of our streets. We hired Huki Pau Lawn Pros to clear 4 ft on either side of the pavement and then come back quarterly to keep it cut back and mowed. Nice job Huki Pau.

The Board contracted with Loeffler Construction Inc. to repair our six roads. It is definitely in need of patching and in some places, replacement of the pavement. Unfortunately, due to Covid they were not able to execute on the contract and we are waiting for their vendors to get back into full swing so they can start work. It appears this will be soon.

The Board has taken steps to modernize our back office. Our financial books will soon be digitized along with all other AEA materials. We will also have a credit card payment option on our website for paying road fees, which are now \$60 annually per Unit 1 parcels.

Mauna Loa Drive is still a mess from the last flood 3 years ago. We are in talks with the County Public Works and our Council person, Matt Kanealii-Kleinfelder. We feel like we are getting closer to a solution. While it looks like nothing is happening we are working on the issue of Roads in Limbo (RIL) and will continue to encourage the County to take full responsibility for RILs they helped to create 50 years ago.

One of our Board members, Glenn Pierson, created a welcome letter to new lot owners and residents to let them know there is an Aloha Estates Association and give the new owners the rundown on what to expect from the Association and their community responsibilities. He also outlines in this letter what to expect living in Aloha Estates and answers to the most frequently asked questions.

The Road Crew added fresh strips to the speed bumps on Wao Nani Road (6) and installed and replaced stolen street, stop and Dead End signs on Na'u Nani Rd (3) and Maunakea Dr.