



# **DRAFT**

## **HRRMC Board Meeting Minutes**

Meeting Called to Order: 5:01 PM HST

### **Attendance**

**Present:** Mike Vos, Gail Sanibria, Mike Hardin, Ed Nesmith, Mike Carlin, Joel Greedy, Tom Edwards  
**Absent:** Chris Pinnow

## **Key Actions & Decisions**

### **1. Agenda & Prior Minutes**

- Minutes from Special Meeting (February 23, 2026)
- **Motion to approve minutes was unanimously.**

### **2. Financial Report (January)**

- Operating cash: \$107,927.85
- Cash reserves: \$309,797.66
- Total assets: \$417,725.51
- Equity: \$379,719.54
- Net income: \$38,005.97
- Transition to self-management effective April 1, pending final year-end figures from Hawaiiiana.
- New CU Hawaii accounts established with authorized signatories requiring two signatures.

### **Communications**

- Website launched with 600+ views; online payments and QR code to make payments.
- Road Signs are updated monthly

### **Road Maintenance**

- Approval for \$1,500 for supplies:
  - Stop sign sleeves
  - Cold patch materials
  - Crack-seal materials/equipment
- **Motion to proceed, approved unanimously.**

### **Asset Disposition**

- Approved \$4,500 cash sale of surplus crack-seal materials and equipment (including hot box) to a local buyer instead of returning to supplier.

### **6. Surplus Equipment**

- Inventory identified (trailers, attachments, pump, materials, etc.).
- Plan to compile and publish itemized list with pricing for public sale.

### **Roadwork Plan**

- Two quotes were reviewed for Chips Seal

- Pending membership approval and funding, approximately 3 miles of roadwork may be completed this year.

## **Legal Counsel Obtained**

- New attorney: Delilah Schluter (hourly billing, no retainer).
- Three authorized points of contact established (President, VP, Treasurer).
- Significant legal actions require prior review/approval by designated officers.

## **Members Services**

- Cash payments with strict controls:
  - Dual-signed receipts
  - Sealed, labeled envelopes
  - Immediate secure storage in lockbox
  - Daily deposits
  - Security cameras and signage
  - Lockbox/drop safe to be installed.
  - **Motion to proceed, approved unanimously.**
- **Office**
  - Board emphasized improved payment accessibility while maintaining security.
  - Member contact records are being updated; invalid emails are being removed.
  - Office hours established; limit public access with staff escort for secure areas.
  - Receipts issued for payments; records retained and verified.

## **Credit Card Fees**

- Credit card processing fees (~2.99%–3.5%) absorbed by Association through March 31, 2026.
- Beginning April 1, credit card users will be charged processing fees.
- Debit, cash, and similar payments will not incur fees.
- **Motion to proceed, approved unanimously.**

## **Late Fees (2024–2025)**

- **Motion passed to waive late fees for members current on maintenance assessments, where only late fees remain from prior management records.**
- **Motion carried (majority vote with chair tie-break as applicable).**
- Waived balances will be removed from books.

## **Delinquent Accounts**

- Discussion only; no motion.
- Issues include ownership changes, record accuracy, and communication gaps.
- Tabled pending further review.

## **Newsletter & Membership Vote**

- Newsletter to include:
  - 2026 Budget and Road Maintenance Plan
  - Member ballot to vote on Budget & Road Plan
  - Payment instructions and office procedures
  - Member updates and road information
- Scheduled for Board approval April 13, 2026; mailing targeted for April 15, 2026.
- **Motion to proceed, approved unanimously.**

# **Adjournment**

**Meeting adjourned unanimously following motion.**