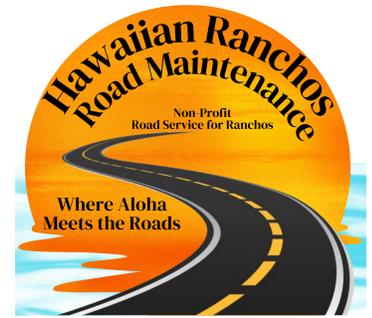


# Hawaiian Ranchos Roads Maintenance Corporation (HRRMC)

Phone Number: 808-929-7017

Mailing Address: PO Box 7007 Ocean View, HI 96737

Members Service Building: 92-1347 Kohala Blvd, Ocean View, HI 96737



## Board of Directors Meeting Minutes February 9, 2026

Location: HRRMC Office & Via Zoom

### Call to Order

The meeting of the Hawaiian Ranchos Road Maintenance Corporation (HRRMC) Board of Directors was called to order at 5:00 p.m. by the Chair.

### Roll Call

The Secretary conducted roll call. The following Directors were present:

- Mike Vos
- Ed Nesmith
- Mike Carlin
- Tom Edwards
- Mike Hardin
- Joel Greedy
- Gail Sanabria
- Chris Pinnow

**A quorum was established.**

### Approval of Agenda

Ed Nesmith: Motion to approve the agenda as presented.

Seconded.

**Motion carried unanimously.**

### Approval of Previous Minutes

Joel Greedy : Motion to approve the January 2026 Board Meeting Minutes as presented.

Seconded.

**Motion carried by Vos, Hardin, Nesmith, Greedy, Carlin, Sanabria. Tom Edwards & Chris Pinnow Abstained**

### Financial Report

Gail Sanabria provided the current financial statements, including bank balances, outstanding receivables, and operational expenses.

Motion: To accept the Financial Report as presented.

Seconded.

**Vote: Motion carried unanimously.**

### Accounting and Records Update

Gail Sanabria and the board discussed the significant undertaking required to:

- Bring QuickBooks fully up to date.
- Transition of financial management.
- Status of accounts receivable.
- Reconcile member payments.
- Update missing addresses and incomplete records from 2024 and 2025.

It was agreed that dedicated staffing support will be required to complete this work accurately and efficiently.

Seconded.

Discussion:

None / As stated.

**Vote: Motion carried unanimously.**

## **Legal Counsel**

Motion to move that the Hawaiian Ranchos Road Maintenance Corporation authorize the preparation and delivery of a Letter of Engagement to Delilah Schlueter, Attorney at Law, under the following terms:

- Legal services to be provided without a retainer;
- Billing at an hourly rate of \$350 per hour, billed in one-tenth (0.1) hour increments;
- Scope of work to primarily include liens, foreclosures, and collection-related matters, and related nonprofit association legal services as needed.

It is further understood that HRRMC will continue to retain existing counsel, Young and Vancer, until all current litigation matters are fully resolved.

Seconded.

Discussion:

None / As stated.

**Vote: Motion carried unanimously.**

## **Banking Resolution (CU Hawaii Federal Credit Union)**

The President, Vice President, and Treasurer reported that they met with CU Hawaii Federal Credit Union (Naalehu branch) to initiate the establishment of HRRMC banking accounts. The credit union requires approved meeting minutes documenting the Board's authorization and account structure.

Chris Pinnow Motion: To authorize Hawaiian Ranchos Road Maintenance Corporation (HRRMC) to establish banking accounts with CU Hawaii Federal Credit Union, and to approve the following structure:

1. Operating Checking Account requiring two (2) authorized signatures on all checks.
2. Savings Account for reserve and higher-yield funds.
3. Separate Debit Card Account with:
  - Two (2) authorized debit cards issued with the \$5,000 limit;
  - Debit activity limited to available funds in that account
  - All expenditures to be reported to the Board;
  - Any emergency expenditure to be presented for retroactive Board approval at the next meeting.
4. Existing Certificate of Deposit (CD) to remain in place until maturity, at which time reinvestment options will be reviewed by the Board.

The Board further authorizes designated officers to execute all required documents to open and maintain these accounts.  
Seconded.

**Vote: Motion carried unanimously.**

## **Call for Special Meeting**

Ed Nesmith Motion: To schedule a Special Meeting of the Board on February 23, 2026, at 5:00 p.m., to be held via Zoom and in the HRRMC Membership Services office, for the sole purpose of approving the minutes of this meeting so they can be presented to the bank to facilitate the opening of HRRMC bank accounts.

Seconded.

Discussion: None.

Vote: Motion carried unanimously.

## **Membership Services Staffing**

The Board discussed interview results and staffing needs.

It was recommended to:

- Hire two part-time employees;
- Limit each employee to under 20 hours per week;
- Assign one employee to accounting and QuickBooks reconciliation;
- Assign one employee to membership services, including greeting members and assisting with inquiries.

Chris Pinnow Motion: To approve hiring two part-time employees under 24 hours per month with assigned accounting and membership duties as outlined.

Seconded.

**Vote: Motion carried unanimously.**

## **Office Opening Date and Public Hours**

The Board confirmed that the HRRMC office will officially open to the public on March 3, 2026.

[hiranchos.office@gmail.com](mailto:hiranchos.office@gmail.com)

<https://hrrmchawaii.org>

[Facebook: hawaiiranchos.roadsmaintenance](#)

Approved public office hours:

- Tuesdays: 11:00 a.m. – 3:00 p.m.
- Thursdays: 3:00 p.m. – 7:00 p.m.
- Saturdays: 8:00 a.m. – 12:00 p.m.

Staffing schedule:

- Staff will report one hour before opening and remain one hour after closing, except Thursdays.
- On Thursdays, staff will work 1:00 p.m. – 7:00 p.m., departing at closing.

Members will be instructed to visit only during posted hours. Updated signage will be installed.

Motion to approve the Member Services office schedule as listed.

Seconded.

**Vote: Motion carried unanimously.**

### **Office Reopening Gathering Discussion**

The Board discussed whether to hold a grand opening or reopening celebration.

Discussion included:

- Majority of property owners reside off-island.
- Primary purpose of reopening is road maintenance business operations.
- Suggestion of a low-cost potluck gathering.
- Consideration of Saturday, March 21 following office hours.
- Recommendation that any event incur minimal association expense.

A motion was made to hold a potluck gathering for the office reopening (proposed March 3).

No second was received.

**Motion failed.**

Consensus was reached to focus on communication efforts rather than hosting a formal event.

### **Newsletter / Mailing**

The Board discussed preparing a spring mailing to:

- Present the road work plan.
- Present the proposed budget.
- Include a ballot for member vote.
- Update members on office hours and contact information.
- Assist in verifying mailing addresses.

Estimated cost: \$800–\$1,000 including domestic and limited international mailings.

Mike Carlin Motion to approve up to \$1,000 for preparation and mailing of a spring newsletter by April 15, 2026.

Seconded.

**Vote: Motion carried unanimously.**

Motion carried unanimously.

### **Road Maintenance Planning**

Preliminary discussion was held regarding:

- Upcoming road maintenance priorities.
- Budget allocation.
- Timeline for presenting finalized road plan to membership by April 1, 2026.

Final plan and budget to be prepared for inclusion in the spring mailing.

### **Next Meetings**

- Special Meeting: February 23, 2026 at 5:00 p.m.
- Next Regular Meeting: March 9, 2026 at 5:00 p.m.

### **Adjournment**

Motion to adjourn.

Seconded.

Motion carried unanimously.

The meeting was adjourned at 6:21 p.m.

**Respectfully Submitted,**



Mike Carlin, Secretary and Mike Vos, President  
Hawaiian Ranchos Road Maintenance Corporation

**APPROVED @ FEB 23, 2026**

**HRRMC Special Meeting**