



Volcano Cymbidium Acres
Road Maintenance Corporation

VCARMC Quarterly Meeting

Thursday, January 9, 2025 in Person and by Zoom

Draft Minutes respectfully submitted by Marlene Phillips

1. **Call to Order** at 6:05 pm by Gigi L.

Present: Gigi Lee (President), Michael Stacy (Vice President) (by Zoom), Kris Scanlon (Treasurer), Marlene Phillips (Secretary)
Michael McKenney, Bud Muth, Marc Bowser - (Board Members)
Hart Phillips, Kathleen Geiger (by Zoom) - (Association Members)

2. **Approval of Minutes:** The Board Meeting Minutes of July 11, 2024 were approved unanimously. Marc B. moved, Kris S. seconded.

3. **Treasurer's Report:** by Kris

Checking Account: \$62,541.95 Undeposited checks \$3,960.00

Investment Account: \$93,325.53 Up for renewal in March 2025.

2025 Assessment Paid: \$28,025.00 (85 owners paid, 50 unpaid as of Jan 4th.)

Past Due \$14,605.00 (13 owners over 1 year), 4 Yrs. Past Due \$3100.00 (4 owners)

Liens Paid Off: \$ 4,520.00 (2 owners)

All Past Due owners are sent reminders in January and March

Lien notices will be sent in February for owners that are now 4 Years Past Due

PayPal, Venmo, and on-line payment options are now working with **invoices sent through QuickBooks**, IF EMAIL ADDRESS IS ON FILE. To 35 owners: Please give us your EMAIL ADDRESS.

Check payments are held until a large number of checks can be deposited. There is a \$3.50 fee for each deposit transaction (can include up to 18 checks). It is a 'no-monthly fee' checking account.

4. **Old Business:**

a. **Roadside Maintenance:** by Marc B.

Mr. Kramer improved on the mowing quality by cutting during a dry period. Kathleen G. reported he goes very fast; if done slower, the job could be done more efficiently. Marc B. will put up signs tomorrow (January 10) to start side-of-the-road weed spraying. Bud M. will help by spraying his road. Michael McK. was wondering if we needed an applicators license or a rider in our insurance because of organic herbicide weed spray that we are using now. Marc B. filled some big holes, corner of Wright and Laukapu, with .72 tons of base course from his pick-up.

There are no updates on bids for road repairs so far. Roadside scrapping should be included as part of road repairs.

b. **Backup for Treasurer:** Bookkeeper needed: Kris S. needs to give up his bookkeeping duties, taking up 20+ hours a month to someone who knows QuickBooks. It will likely cost \$3,000 to \$4,000 per year to hire someone to perform the bookkeeping tasks.

It is possible for there to be a Treasurer overseeing the finances, while paying for a bookkeeper to handle all of the accounting work.



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c. **2025 Road Survey and Report:** by Michael S.

The next survey is scheduled for March. Not much seems to have changed. A suggestion was made to do the survey every other year. It would greatly help the Board and the community if more Members volunteered to help!

d. **Association Website:** by Michael S.

If there are any links that should be added, let Michael know – and provide the associated information. The verbiage for our QuickBooks payment system will be added to the “Assessments” page. Bud asked about the ‘wonky’ interface with phones. Michael has not figured out how to correct the interface issues – works well on computers and tablets, but not on phones. If there is someone who would like to help with this issue it would be awesome.

e. **Proposed By-law Changes:** Michael S., with the help of Joe Garza (thank you Joe), counted the ballots. Gigi L. and Marc B. commended Michael Stacy for the great work!

There was a total of 62 votes submitted, with a 2/3 majority voting **yea** required to pass, therefore requiring 41.33 voting **yea**. Two of the ballots returned had comments. The voting tallies follow:

	<u>Yea</u>	<u>Nay</u>	<u>Abs</u>	<u>Results</u>	<u>Comments</u>
Issue 1:	59	1	2	passed	
Issue 2:	59	0	2	passed	
Issue 3:	53	2	7	passed	
Issue 4:	53	8	1	passed	14-day notice could be short for out-of-state owners
Issue 5:	55	6	1	passed	14-day notice could be short for out-of-state owners
Issue 6:	57	3	2	passed	
Issue 7:	59	2	1	passed	
Issue 8:	59	2	1	passed	
Issue 9:	59	1	2	passed	
Issue 10:	61	0	1	passed	
Issue 11:	55	2	5	passed	suggest audit every 5 years or as called for by vote of members

5. **New Business:**

a. **2024 Year End Financial Report** needs to be finished 14 days before our April meeting.

b. **Proposed Rights-of-Way Policy:** Now in DRAFT FORM. To date, there have been no comments or questions. We will finalize the policy at our July meeting, effective January 2026.

c. **HIRING A BOOKKEEPER:** With our Treasurer wanting to resign/retire, the Association needs someone to take on this task. Unless someone volunteers, we will have to contract bookkeeping services. The additional administrative costs have not been budgeted, but will have to be expended. Several options were discussed about how to cover increased costs, and the lack of people willing to volunteer. Everyone please check for a suitable, affordable person.

d. Gigi L. signed the P.O. Box annual renewal for \$85. Insurance renewals are coming up in March. Kris will send in the requests for renewal.

e. **VOLUNTEERS NEEDED TO HELP OCCASIONALLY! MORE VOLUNTEERS = FEWER RAISES IN DUES!**

6. **Adjournment:** was at 7:15 pm. Our next meeting is April 10, 2025, at 6:00 pm.