

**Hawaiian Paradise Park Owners Association
Meeting of July 15, 2009
Minutes**

I. Call to Order. Treasurer Ken McGilvray, chair for the meeting, called the meeting to order at 6:00 pm.

II. Roll Call.

Board of Directors: Keone McAllister; Ron Vizzone; Ken McGilvray, Treasurer; Bob Rainie; Dale Watson, Secretary. General Manager, Kaniu Kinimaka-Stocksdale, was also in attendance.

Guests: Erhard Autrata, Jerry Carr, June Conant, Leilani Crelly, David Fithian, Merrill McAlister, Ahmed Ribí, Chuck Webb, Robin Wright.

III. Approval of Agenda.

The following changes to the agenda were made by consensus:

- Prior to owner input, add the swearing in of new Board member, Keone McAllister
- Under unfinished business, add:
 - C. Paving in front of mailboxes
 - D. Priority for answering maintenance complaints.

The Chair swore in new Board member, Keone McAllister.

IV. Owner Input.

Merrill McAlister read a statement requesting information relating to the position of General Manager and the process for filling the General Manager position, with a request that the Board provide the information no later than the next Board meeting.

Robin Wright stated that she appreciated the effort put forth to create the owner input tracking log. She asked that #46 be changed to “under review” or “in process” as it is not yet completed. This related to preparation of the owner input log as well as distribution of minutes.

Chuck Webb asked why nothing yet was being done about mowing. Kaniu Kinimaka-Stocksdale explained that the mower had been out of order. There was discussion of the problem with the mower and plans for using it while we are awaiting additional repairs.

Ahmed Ribí stated that this was his first time attending a meeting and he volunteered for a position on the Board.

Erhard Autrata stated that the person who operates the mower does not know how to use it, and the operators themselves have been breaking it.

David Fithian complained that the staff who had been assigned to pick up the trash along the roads were not doing it efficiently, with one person drove and the other picked up trash. He explained the concept of doing work like this in a circle pattern, with the driver dropping off the other person at the top of the work area on one side of the road, driving and parking the vehicle at the bottom of the work area, then walking up the other side of the road. When the first worker reaches the vehicle, that person drives to the top of the work area to pick up the second worker. In this way two sides of the road are done at once.

Leilani Crelly asked if there is a written procedure about how to mow and maintain the roads. There was a response that there is a written procedure.

V. Minutes.

Dale Watson moved that the minutes of the meeting of June 17, 2009, be approved. Bob Rainie seconded the motion. The motion was approved unanimously.

Bob Rainie moved that the minutes of the organizational meeting of June 28, 2009, be approved. Ron Vizzone seconded the motion. The motion was approved unanimously.

VI Presentation by Census Bureau representative. The representative was not at the meeting, and there was no presentation.

VI. Committee Reports.

A. Neighborhood Watch.

- Jerry Carr reported that the July 4, 2009, litter clean up day was a success.
- Ken McGilvray said that HPPOA is in the final stages of paperwork to receive the additional grant money from the prosecutor's office.
- Jerry reported that the staff is doing a good job with checking out the equipment for owners to engrave valuables. There is a \$25 deposit required.
- The Fire Department has provided storage for the NW materials.
- The Police Department has donated traffic control vests.

VII. Treasurer's Report. Treasurer, Ken McGilvray, presented this report.

Total Bank Checking/Savings Balances:	\$1,076,048.81
Total Investments:	\$568,795.24
Total checking/savings and construction bond funds:	\$11,670,335.48

Monthly income for June was \$110,040.030 and expenses were \$91,499.75. Ken stated that \$1,500 had been paid out as a deposit for this year's audit. The \$3,915.65 in Maintenance and Repair included the work that is being done on the mower.

VIII. General Manager's Report. The General Manager presented her report. Among items discussed by the Board were:

- Continued work on the Access database for Accounts Receivable. There was extensive discussion about how to proceed going forward, including the possibility of taking legal action to obtain a refund of payments already made to the contractor.
- Changes that may be made to the mower.
- A \$1 per hour raise granted to the staff. This amounts to about \$9,000 annually. There was a discussion about whether Kaniu Kinimaka-Stocksdale had the authority to grant such a raise without having first consulted with the Board, and it is not clear that she had such authority. Kaniu said that she consulted with Frank, who she stated indicated she had the authority to grant the raise.
- Employee benefits and work hours
- Road maintenance/mowing schedules. Ken stated that he had created a report showing the hours that the equipment was out on the roads. It was requested that this report be available in the office and posted on the website.

IX. Unfinished Business.

- A. Contract for Engineer for Paving Project. Ken McGilvray reported that Paul Nash has been approved as the new engineer on the paving project, and he is providing an on-site inspector. The inspector's fees are paid out of the bond funds.
- B. Motion Log. Kaniu Kinimaka-Stocksdale presented the updated motions log.
- C. Paving in front of mailboxes. There was a discussion about the damage done to an owner's car when it hit some concrete abutments near a mail box. Dale Watson noted that, when Loeffler is in the Phase III of paving, they are willing to pave in front of all mailboxes as they get to them. There was also a discussion of the possibility of paving pull-outs across the main roads from the mailboxes.

Dale Watson moved that we direct our contractor to pave in front of all mailboxes as they go by those boxes. Bob Rainie seconded the motion. The motion was approved unanimously.

There was further discussion about how to address the complain of the owner whose car had been damaged. The Board directed that the General Manager respond that (1) HPPOA cannot take responsibility for damage to owners' vehicles and (2) we are working on improving the situation that has been brought to our attention.

- D. Priority for answering maintenance complaints. Dale Watson said that many roads have been graded many time and some none. Much of that may be due to owners living on some roads complain more often. Dale asked that, if there is a complaint, Clyde be directed to evaluate the situation in terms of its severity

relative to maintenance already scheduled. There should be a schedule for roads maintenance, and roads should not be graded or repaired outside of that schedule unless it is an emergency situation. If that is done, the emergency situation should be noted for the record. There was a further discussion of criteria for maintenance.

X. New Business.

- A. Appointment to fill vacancy in District 7 Board position. There were two application to fill this position.

Dale Watson moved to appoint Joan Galante to fill the vacancy in District 7. Bob Rainie seconded the motion. The motion was approved unanimously.

Kaniu Kinimaka-Stocksdale asked all Board members to ensure that she has their correct e-mail and phone numbers to be posted on the website. Any members who wish their private phone number not to be posted may use the HPPOA office phone number.

- B. Goals for General Manager. There was an extensive discussion of the Goals for the General Manager as Kaniu Kinimaka-Stocksdale continues her work as a contractor for the Association. The consensus was that the goals should be:

Roads

- Increased mower hours on road
- Ensure qualified staff for running mower (training/replacement)
- Schedule for Roads Maintenance

Staff

- Improve skills/training
- Replace as needed

Administration

- Clean up historical files
- Document and organize procedures
- Get Accounts Receivable program up and running

Non-Roads

- Make activity center and grounds more attractive for residents and other users
- Open park more often

XI. Announcements.

- A. The next meeting of the HPPOA Board of Directors will be on Wednesday, August 19, 2009.

XII. Adjournment. The Chair adjourned the meeting at 8:30 pm, with the Board going into Executive Session.

Respectfully submitted:

Robin Messenheimer, Recording Secretary

Dale Watson, Board Secretary

Motions Log

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**HPPOA Board of Directors Meeting
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General Manager's Report

A. Grounds and Road Maintenance

1. The Road Report is included with this report. The HPP Roads Supervisor back working with Grader on our streets.
2. We are working to implement a plan for having each member of the road crew responsible for a specific section of HPP. There is a map on display at the meeting.
3. We have been working diligently to get the mower back in full use. The frame needed to be removed to make the mower more mobile along the roads. It will be tested tomorrow (July 16) prior to being placed in service. The mower will be deployed first to Shower. Report on the mower. Mower unassembled. We have requested a quote for a Rotary Head for the mower.
4. We continue to receive complaints from owners, with dust and speed topping the list. Other regular complains relate to dead animals, abandoned vehicles, Albezia trees, potholes.
5. We have a complaint from an owner regarding damage to her car from concrete abutments near her mailbox

B. Administration

1. We continue to work on firming up office policies, procedures and protocols, and organizing the office files and workflow. This will be an ongoing effort for some time. We are discussing the idea of an office uniform shirt, with information related to costs still to be developed.
2. We continue to work to try make the Access database workable for us. A problem is the way in which Access imports DOS data. We are working with a local contractor to develop a solution.
3. We are underway in our preparation for the 2008 – 2009 Audit.
4. We continue to receive applications for GM position and provide copies to board members when we receive them.
5. HPP Staff Mixer went well. Approximately 75 – 80 people in attendance. Mahalo to all who came out to meet our staff.

C. HPPOA Property/Activity Center

1. The groundskeeper resigned for personal reasons and we have hired a replacement. The groundskeeper is responsible for the appearance and cleanliness of the facility/administrative office. We are currently in the discussion stage regarding painting the restrooms.
2. The middle roll up door in the activity center needs repair. One estimate for a new door is approximately \$2,500.00. It is especially hard on participants in the Senior Programs who find it impossible to use.
3. New Basketball net up for community use.