

**Hawaiian Paradise Park Owners Association  
The Board of Directors Meeting on July 17, 2013  
Approved Minutes**

**I. Call to Order:** President Merrill “Skip” McAlister called the meeting to order at 6:00 p.m. Quorum was established. The meeting took place in the HPP Activity Center library.

**II. Roll Call:**

- a) Board of Directors: Merrill “Skip” McAlister, President; Larry Brennan, Vice-President; June Conant, Treasurer; Terry Michels, Secretary; Bill Newman, Terry Michels, Tom Nickerson, Verne Presnall; and Francis Ganon.
- b) Guests: Leilani Bronson, Vicki Vierra, Gary Dahl, Manual Martinez, Harold Ching, Joan Galante, Bruce Derrick, Mayelin Stillwell; and Scott Reilling, General Manager; Heather Huffman Ross, Recording Secretary; Kirstie Goin, Recording Secretary

**III. Approval of Agenda:**

*Merrill “Skip” McAlister moved to change the agenda to read “VI. President’s Miscellaneous Information” and “9. Tom Nickerson ballot to the Owners”.*

*Terry Michels moved to accept the Agenda as amended. Larry Brennan seconded. Vote in favor: Unanimous approval. Motion carried.*

**IV. Owner Input:**

- a) **Joan Galante:** reminded the Board of the Oath of Office and discussed her displeasure of Board members using inappropriate language and body language during all types of meetings. She also elaborated on her opinion on the access of owner information to Board members outside of special committees. Finally, she outlined her explanation of the job requirements of the office staff during elections.
- b) **Garry Doll:** discussed his concern about the change of the speed limits by the county that was listed in the Hawaii Tribune Herald newspaper. Merrill “Skip” McAlister answered saying information provided in the Hawaii Tribune Herald was incorrect.

**V. Approval of Minutes:**

- a) Board Meeting of June 19 2013 – June Conant moved to approve the minutes from June 19, 2013. Verne Presnall seconded. Passed unanimously.

**VI. President’s Miscellaneous Information:**

- a) Conflict of Interest – Merrill “Skip” McAlister moved that the Board adopt the combination of Article 5 (definitions), Section 14 found on page 6 and Article 8, Section 11 (conflict of Interest) found on page 14 of the bylaws. That these aforementioned sections combined, be the Conflict of Interest Policy for this current Board, until a formal policy can be written and placed in a policy binder.” Terry Michels seconded. Passed unanimously.

- b) Robert's Rules of Order – Merrill "Skip" McAlister moved that the Board use Robert's Rules of Order Revision 11." Larry Brennan seconded. Passed unanimously.
- c) Theft Status: Scott Reilling reported on the proceedings of the theft situation. It is still an open case so details are unavailable for comment; however, headway is being made.
- d) Recorder Replacement Status: new recorder has been found: Kir stie Goin.
- e) Foreclosure: June Conant moved to authorize Ted Hong to perfect service upon Nobuyuki Shiota in order to finalize the Kanamaru foreclosure, Civil No. 07-1-0359. Terry Michels seconded. Discussion ensued. Passed unanimously.
- f) Ron Dolan/ CPA: Merrill "Skip" McAlister received a letter from Mr. Dolan who has, in the past, provided audits and tax preparations. Tom Nickerson discussed his desire to hire, at least in the meantime talk to, a CPA to audit the Park. Discussion ensued. Merrill "Skip" McAlister asked Tom Nickerson to find three CPAs who would be willing to take on the Park's records and return with options and prices.
- g) Bond Interest: Report indicates the July, 2013 interest payment has been paid

## VII. Committees

- a) Finance: June Conant reported that there was no Finance Committee Meeting this month but there will be one next month.
- b) Parks: Merrill "Skip" McAlister discussed that his neighbor that would be willing to build benches, barbeques and other park items at the park at the end of Paradise and only ask the Park pay for the materials and not the labor.
- c) Hawaiian Path: Larry Brennan reported that he presented the HPP Path Master Plan to the Puna Community Development Plan Committee. Larry Brown, Hawai'i County Planning Dept, believes that HPP needs to update the HPP Master Plan before any assistance can be given. Overall, the plan was well received by the PCDP.
- d) Road Traffic Safety: Mayelin Stillwell presented that she met with Hawaii Transportation who will donate signs and road reflectors to HPP. Bruce Derrick and Ms. Stillwell placed stakes for double arrow signs for future sign installation. She then asked on the status for the RFP for the corner of Paradise Ala Kai. Scott Reilling responded that there was no movement. Ms. Stillwell then discussed her desire to seek legal advice when dealing with encroachment enforcement and encroachment definitions. She asked that the Road Traffic Safety Committee be involved in the process. Additionally, she proposed that right before a road is paved, look at any potential encroachment issues and deal with them before the road is finished being paved. Merrill "Skip" McAlister asked Bruce Derrick about compiling a line of sight summary for the Board.

## VIII. Treasurer's Report: June Conant presented the Treasurer's Report.

Construction Fund (available for paving)	\$1,546,168
Savings, Checking and Investments	\$4,706,295

Total Checking/Savings and Construction Funds \$6,252,463

Overall, the HPP year end figures are under budget by 2.7%. The office is working on collections for accounts more than 3 years past due.

**IX. General Manager's Report and Road Supervisor's Report:** The General Manager reported the road conditions are relatively good, and they have not scraped since May; instead, spot dropping on issue areas. He reported the asphalt patching on 20<sup>th</sup> and 26<sup>th</sup> was done in-house without having to hire a contractor. Mr. Reilling noted the QuickBooks updates is extremely time consuming, however, it is continuing and payroll is complete and hopefully the new system will up and running by September. He also reported that additional paving in the park was going to cost about \$4,000 for the NDPES permit and he is still waiting to hear from the Clear Water Branch. Then he reported potable water between 24<sup>th</sup> and 25<sup>th</sup> on Paradise has been proposed and the County has agreed to tap a hydrant, install a meter and compacting material. Next he discussed Kahaleo Trucking no longer trucks for HPP for either water or material. The material has been changed from Puna Rock to Sanford material. He then reported there was electrical damage to a residency in June due to the Park removing a felled tree. The extent and cost of the damage is unknown due to the claim being sent to insurance. He then commented that the collections have been going well so far and some of the larger claims of about \$3,000 will be sent to small claims court as the Park has done its due diligence. Then he reported the Activity Center was fumigated for roughly \$3,200. Finally, Mr. Reilling notified the Board that the new groundskeeper job posting has been going well and interviews are in the near future. Larry Brennan requested that there be an organized tour of the maintenance crew and facilities for new Board members and any interested Board members. Scott Reilling will pick a date after the 28<sup>th</sup> and will notify all interested parties via email.

**X. Unfinished Business:**

- a) Motions Log (on-going) – Missing in the packet.

**XI. Old Business**

- a) Motion sent to the Owners about County Roads: Tom Nickerson and June Conant will work to finalize the ballot.

**XII. New Business**

- a) Review and Choose New Water Hauler.: There was only one bid (for \$85/hr) that resulted from the newspaper ad. The Park needs a minimum of three bids for the competitive bidding. Francis Ganon is compiling the list and any member that has more information on possible haulers should send that to Mr. Ganon. One of the most limiting requirements is the requirement of insurance for \$1 million.
- b) Review County of Hawaii Bill No. 64: Larry Brennan presented information on Bill 64 that protects people from invasive species; it is still in committee and has not been voted on yet. The Bill specifies that people who believe their neighbor has an invasive species which is a health or physical hazard can contact the Mayor's office and the county will give a written notice to remove the plant.

- c) Approval to Contact US Forest Service Regarding Invasive Species: Larry Brennan asked for the Board's approval to invite the US Forest Service to make a presentation at the next Membership Meeting in October. No objections were voiced and general consent was given.
- d) Policy and Procedure Development: Larry Brennan presented on the HPPOA Board Business Input Process and asked the Board to create a policy that will be available in the office that shows the process of any action taken by the Board which would limit confusion or miscommunication. He gave the Board a policy on how to make policies and suggests the implementation be detailed, slow and thorough. He also requested that he take on the Dust Committee personally. It was agreed that further work on policies and procedures will be done.
- e) Intent to Install Mailboxes: Tom Nickerson presented on CC and Rs (Covenants, Conditions & Restrictions). Due to obligations of the park, the mailboxes need to be placed in a safe location and the owner of the parcel should not have legal standing to stop the placement of the mailboxes. Larry Brennan suggested that Tom Nickerson and June Conant work together and compile all their information into one presentation.
- f) Term Limit to Vendor Agreements: Tom Nickerson presented his opinion that the Board should constrict the number of vendor term limits that extend beyond a Board member's term on the Board. This is to give future Boards more room to make decisions. He suggested that the term limits be set at 3 years with the ability for the Board to make exceptions on a case by case basis.
- g) Discuss Painting of Office Catchment Tank on Maku'u Dr.: Bill Newman gave his opinion that he would like to see a mural on the catchment tank now that Scott Reilling had the tank cleaned.
- h) Access to Member Information by Board Members: Bill Newman presented that he would like to be able to send the residents of District 8, that opt in, a one page summary of what happens in each meeting. Scott Reilling answered saying it is limited due to the low numbers of emails made available by the owners.

**XIII. Communications:**

**XIV. Announcements:**

- a) Next Board of Directors Meeting: Wednesday, August 21, 2013 at 6:00 p.m. in the Library.

**XV. Adjournment of Meeting:**

The meeting adjourned at 8:30 p.m.

Respectfully Submitted and Approved:

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Heather Huffman Ross, Recording Secretary of Minutes

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Date

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Terry Michels, Secretary

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Date

**Motions Log**

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