

**Hawaiian Paradise Park Owners Association
Board of Directors
Meeting of November 18, 2009
Minutes**

I. Call to Order. President Frank Annin called the meeting to order at 6:00 pm.

II. Roll Call.

- a. Board of Directors: Frank Annin, President; Randy Dresselhaus; Joan Galante; Ron Vizzone; Ken McGilvray, Treasurer; Jeff Gray; Keone McAllister; Bob Rainie, Vice President. General Manager, Kaniu Kinimaka-Stocksdale, was also in attendance.
- b. Guests: Walter R. Bell, Jeff Booth, June Conant, Dave Cronister, Terri Cronister, Gregory Datlof, David Fithian, Susan Hicks, Canh Le, Tommy Spencer, Dana Williams, Robin Wright.

III. Agenda. The following items were added to the agenda:

- a. Procedures Manual for the Board of Directors was added to New Business.
- b. Kaniu Kinimaka-Stocksdale noted that there would not be a guest speaker.

Joan Galante moved to approve the agenda with the changes noted. Bob Rainie seconded the motion. The motion was approved unanimously.

IV. Guest Speaker. There was no guest speaker.

V. Owner Input.

- a. Susan Hicks questions the necessity of grading roads when the work lasts for only a short period of time. Ken McGilvray noted that the association has an obligation to maintain the roads under terms of our bond contract. Kaniu asked that the staff be given time to work on new techniques related to grading the roads.
- b. Dan Williams is donating a bus stop at 16th and Paradise. He said that he is making the bus stops as inexpensively as possible, but asked that the Board consider approving ads on the bus stops especially when businesses are more likely to make donations for bus stops in return for some advertising. Mr. Williams also asked the board to consider awnings for the mail boxes both for those picking up mail as well as the mail delivery contractors as they are loading the boxes.
- c. Canh Le asked for the patience of the association and its members as he works to construct an area to grow various types of trees. He said that he understands that the property on Highway 130 does not look good at this time, but that he has planted bamboo along the roadway to mask the agriculture area.

- d. Dave Cronister complained that trees are being planted on HPPOA rights of way making roads narrower and dangerous. There are some that are planted as memorials. Kaniu Kinimaka-Stocksdale said that they are trying to identify the owners of the trees to work with them to find another location for them.

VI. Minutes of the meeting of October 21, 2009.

Bob Rainie moved that the minutes of the meeting of October 21, 2009, be approved. Keone McAllister seconded the motion. The motion was approved unanimously.

- VII. Treasurer's Report.** General Manager, Kaniu Kinimaka-Stocksdale, presented this report. Treasurer, Ken McGilvray, distributed some amendments based on his own calculations for the report.

Total Bank Checking/Savings Balances:	\$921,844.64
Total Investments:	\$569,620.86
Total checking/savings and construction bond funds:	\$9,996,604.73

Monthly income for October was \$19,858.25 and expenses were \$76,384.07.

Ken stated that he disagreed with including funds that had been released by the Auditors as part of the monthly income. He explained that we bill in advance of our fiscal year, with \$800,000 taken immediately for interest on our bond, and the remainder is for use during the next fiscal year. Joan Galante said that the Finance Committee will meet monthly and go over the Treasurer's report prior to the board meetings, and that should alleviate some of the recent concerns with the report.

Joan Galante moved that the treasurer's report, as amended, be accepted. Randy Dresselhaus seconded the motion. The motion was approved unanimously.

- VIII. General Manager's Report.** Kaniu Kinimaka-Stocksdale reminded the board of two action items resulting from her October report.

- a. Regarding the county's having coqui eradication equipment for sale: This equipment is not now for sale. It will be at some point in 2010, but we will have to pay attention to advertising in the newspaper to find out when we may bid on it.
- b. Regarding the Gunpowder Tree that was seen as a problem: The HPPOA road crew has safely removed the tree at no extra expense to the association.

Ken McGilvray asked why the mower is not out on the streets more. Kaniu noted that the mower was still out for repairs at the beginning of this reporting period. Further, as November has begun, the rains have been too heavy to have it on the roads. She said that the mower is out on the roads as often as it is possible to have it out.

Kaniu reported that the association has received \$105,501.07 from previous county tax sales.

There was a discussion of the letter that had been drafted relative to the delinquent owner discussed at the October meeting, as well as the handling of the \$3,000 already paid to the association (a check that has not yet been cashed). Ken reminded the General Manager that, in applying that amount to the delinquent account, the oldest amounts owed should be paid first, and that includes accrued interest.

Ken McGilvray moved that the association send the letter to the delinquent owner as drafted by Counsel. Ron Vizzone seconded the motion. The motion was approved unanimously.

Joan Galante read a motion from the Board meeting of June 2008 related to filing liens on delinquent property. Ken stated that the association is working on this, but that we do not have the capacity to file all of the possible liens at this point.

Kaniu reported that the original application for related to the kitchen in the activity center had gone through the Land Use Commission. She is now going through the whole land use application process, including \$150 - \$200 for the plot plan. Then the application will have to go through all the county departments. The \$100 that we have already paid for the county application will be credited to us.

Frank Annin announced that the board had decided to extend Kaniu Kinimaka-Stocksdale's contract as General Manager through the end of the current fiscal year.

Ken McGilvray read a letter of resignation from the Board. Consideration of this was added to the agenda under New Business.

IX. Committee Reports.

a. Neighborhood Watch.

Ron Vizzone read a report on behalf of Jerry Carr. Randy Dresselhaus asked if anyone could buy the Neighborhood Watch signs. Kaniu Kinimaka-Stocksdale said that a neighborhood in HPP that wants such a sign must have an active group with the Neighborhood Watch.

b. Human Resources Committee.

Jeff Gray reported that the amendments to the Handbook have been drafted and sent to Counsel for review. Jeff confirmed that the staff have both Thanksgiving Day and the day following off as paid holidays. Kaniu Kinimaka-Stocksdale asked about letters to be sent to unsuccessful candidates for the General Manager's position. Robin Wright will forward a copy of the draft letter to Jeff Gray.

Still regarding the review Handbook, a list of items for follow up by the General Manager has been prepared, and the board asked that Kaniu Kinimaka-Stocksdale provide a status report on those items at the December 2009 board meeting.

There was a discussion about job descriptions. Jeff said that all the job descriptions are accounted for. There was a discussion about whether there should be a separate job description for the roads employee who is primarily responsible for the mower. The consensus was that the standard road employee would be sufficient for this person.

c. RTSP Committee.

Joan Galante summarized the printed report that had been distributed to the board members. She presented a draft resolution regarding added traffic burden fees, and asked that this be placed on the December 2009 agenda for consideration.

d. Bylaws Committee.

June Conant reported that ten people had reviewed the proposed bylaws document and had many good suggestions. The committee is back at work on the document and will report further as work progresses.

e. ENET.

Greg Datlof introduced himself as the new chairman of the ENET committee and read his report. He said that the committee's goals going forward are education and preparedness. Half of the members of the committee are on the CERT with a wide variety of expertise. The group is now forming its bylaws, and has a renewed energy and excitement as this new work begins.

X. Unfinished Business.

The motions logs were discussed briefly. It was agreed that the Owner Input log did not need to be brought to the board meetings, but should serve as a resource for the staff to use for meeting owner needs.

XI. New Business.

a. Annual Road Maintenance Fee.

Jeff Gray moved that the 2010 road maintenance fee be increased by 10% of the 2009 road maintenance fee. Keone McAllister seconded the motion. The motion passed unanimously.

b. Hiring of staff member.

Kaniu Kinimaka-Stocksdale asked that the board approve the hiring of Davey Kakao'oka for the Road Maintenance Crew. He has been working with the association under the State of Hawai'i, Department of Human Services, Supporting Employee Empowerment (SEE) program, and has been a successful employee. Joan Galante said that she understood that the budget developed for this year included funds for this employee, and would follow up with Kaniu after the meeting.

c. General Manager's Six Month Focus.

Kaniu Kinimaka-Stocksdale presented a document outlining her primary focus areas for the coming six months of her contract with HPPOA. Among the discussion points were:

- i. the role of the Roads Supervisor in planning and implementing programs related to roads maintenance;
- ii. financial management and reporting responsibilities.

The board directed that a sixth focus area related to accounting, banking and investments be added to the document and presented at the December board meeting.

d. Board Policies and Procedures.

Joan Galante asked that the board direct that there be a binder at the office that includes all motions and resolutions that state board policies.

Joan Galante moved that, going forward, all motions and resolutions that contain statements of board policies be kept in a binder in the office. Jeff Gray seconded the motion. The motion was approved unanimously.

e. Resignation of Treasurer, Ken McGilvray.

Joan Galante moved to accept Ken McGilvray's resignation from the Board of Directors. Ron Vizzone seconded the motion. The motion was approved unanimously.

Ron Vizzone moved that Joan Galante be elected to the position of Treasurer. Keone McAllister seconded the motion. The motion was approved unanimously.

f. Resignation of President, Frank Annin.

Frank Annin stated that, effective at the end of this evening's meetings, he would resign as a member of the Board of Directors.

Ron Vizzone moved to accept Frank Annin's resignation from the Board of Directors. Randy Dresselhaus seconded the motion. The motion was approved unanimously.

XII. Announcements.

- a. December meeting of the Board of Directors. Kaniu Kinimaka-Stocksdale reminded the board that there would be a concert by the Malamalama School the night of the next board meeting. As there was not sufficient time to provide required notice of a meeting date change, the board agreed to meet on its regular meeting date, which was December 16, 2000.

XIII. Adjournment.

Bob Rainie moved that the meeting adjourn, with the Board going into Executive Session. Jeff Gray seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 8:15 pm.

Respectfully submitted:

Robin Messenheimer, Recording Secretary

Dale Watson, Board Secretary

Motions Log

Joan Galante moved to approve the agenda with the changes noted. Bob Rainie seconded the motion. The motion was approved unanimously.

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