

**Hawaiian Paradise Park Owners Association  
Board of Directors  
Meeting of December 16, 2009  
Minutes**

- I. Call to Order.** President Bob Rainie called the meeting to order at 6:05 pm.
- II. Roll Call.**
- a. Board of Directors: Bob Rainie, President; Randy Dresselhaus; Joan Galante, Treasurer; Jeff Gray; Keone McAllister; Dale Watson, Secretary. General Manager, Kaniu Kinimaka-Stocksdale, was also in attendance.
  - b. Guests: Bobbie Alicen; Walter R. Bell; Tim Blakley; Albert Braga; Dennis Braga; Bill Brillhante; Tom Brown; Jerry L. Carr; June Conant; Cheryl Jackson; Dorcas Liu; Nancy McGilvray; Ken McGilvray; Heather McNeill; Mike Mentnech; Bob Metz; Tommy Spear; James Weatherford; Robin Wright.
- III. Appointment of Directors.** Bob Rainie noted that there were two vacancies on the board to be filled. There were four candidates for these two positions. After each candidate addressed the board, the board elected June Conant and Cheryl Jackson to fill the vacancies on the board. Bob Rainie administered the Oath of Office to both and they took their seats on the board.
- IV. Agenda.** The following items were added to the agenda:
- a. Legal Review of Bylaws was added to Unfinished Business.
  - b. Loeffler Contract Changes was added to Unfinished Business.
- V. Guest Speaker.** Tom Brown, Transit Administrator for the County of Hawai'i, accompanied by county legal counsel, addressed the board on issues related to providing County bus service into Hawaiian Paradise Park. Among those issues were that the roads in HPP are private roads and that the roads in HPP may not meet standards required by the busses which may cause degradation of the roads. June Conant noted that in HPP increment II, roads are owned by the Association and not individuals, and that increment II includes Maku'u.
- VI. Owner Input.**
- a. Tim Blakley asked that Railroad at the 17<sup>th</sup> and Maku'u dead end be reclosed.
  - b. Heather McNeill asked why her road on 17<sup>th</sup> Avenue has not been fixed.
  - c. Nancy McGilvray said that cane grass is overgrowing the paved roads, and particularly noted 19<sup>th</sup> and 26<sup>th</sup>.

- d. (Owner's name not known) complained about weed eaters being used to attack the weed growth along the roads.
- e. Ken McGilvray said that he wanted his resignation letter to be included in full in the minutes of the November 2009 meeting. He also said that he wants to know what the Board's goals for the General Manager for 2010 are. (*Bob Rainie said that he has been meeting with Kaniu Kinimaka-Stocksdale and is monitoring goals, which vary from week to week depending on what has already been completed and new problems that arise. He said that he would make a full report at the January 2010 meeting.*)
- f. Robin Wright asked whether Board Document files have been created.
- g. Bobbie Alicen asked when letters to applicants for the position of General Manager had been sent out. (*Kaniu Kinimaka-Stocksdale said that letters had been sent out.*)
- h. Jerry Carr said that he was concerned that no permanent General Manager had been appointed. He asked what was exceptional about the current situation and for a description of the process being followed. (*Bob Rainie responded that the board had not found a person they were willing to hire permanently yet, and that Kaniu Kinimaka-Stocksdale is under contract only until the end of June 2010.*)
- i. Mike Mentnech said that the salary range for the position of General Manager should be included in advertising in the newspaper.

**VII. Minutes of the meeting of November 18, 2009.**

*Dale Watson moved that the minutes of the meeting of November 18, 2009, be approved. Randy Dresselhaus seconded the motion. The motion was approved unanimously.*

**VIII. Treasurer's Report.** Treasurer Joan Galante said that the Finance Committee had met with the contracted bookkeeper and checked all financial information as well as the monthly QuickBooks reports. She said that, going forward, the QuickBooks reports will be used to prepare the Treasurer's Report. Kaniu Kinimaka-Stocksdale said that Accounts Receivable will start being implemented as part of the QuickBooks program in the May/June time frame. For the 2010/2011 fiscal year, QuickBooks will be fully functional. Joan also provided a brief update on the current budget situation, but would provide more detailed information in her next report.

Total Bank Checking/Savings Balances:	\$1,007,009.28
Total Investments:	\$569,965.47
Total checking/savings and construction bond funds:	\$10,083,154.88

*Dale Watson moved that the treasurer's report be accepted. Jeff Gray seconded the motion. The motion was approved unanimously.*

- IX. **General Manager's Report.** Kaniu Kinimaka-Stocksdale asked if there were comments or questions regarding her report. She said that the County Department of Health is currently taking over review of the property on Highway 130 owned by Canh Le.

Kaniu said that there are employees from SEE Hawai'i working with the HPP staff on mowing projects, and they are the ones using the weed whackers. They are not qualified to use any of our large equipment. Under the SEE Hawai'i program, HPPOA is paid \$0.16/hr for each employee for whom we provide work. The mowers go in front of the weed whackers, which clean up after them.

Kaniu also noted that the grader's universal joint is broken and repairs are needed. She is working on that now.

Kaniu asked if she could discontinue the extra pages in the report that listed all the details about materials and so forth. Joan Galante asked if there could be a summary and Kaniu Kinimaka-Stocksdale will bring a summary for the board's review in January 2010.

Finally, Kaniu said that she would be closing the office at 2 p.m. on December 18th for the staff to be able to get ready for the employee Christmas Party that evening. Upon questioning, Kaniu Kinimaka-Stocksdale said that the cost for the party was \$1,500.

*Jeff Gray moved that the Board approve payment by the association for the Employee Christmas Party. Dale Watson seconded the motion. The motion was approved unanimously.*

Kaniu Kinimaka-Stocksdale also noted that there would be a pot luck and employee party, to include the SEE Hawai'i employees, on Thursday, December 24<sup>th</sup>. She said that all Board Members are invited to attend.

Several board members expressed the opinion that they would have liked to have had the board asked prior to closing the office early.

X. **Committee Reports.**

- a. **Finance Committee.** Joan Galante asked that the board confirm as members June Conant, Robin Wright and Ron Vizzone.

*The membership of the Finance Committee was approved by consensus.*

Bob Rainie asked that the committee review the budget as a first priority.

- b. **Neighborhood Watch.** Jerry Carr reported that crime numbers are down in the last 19 months, and they are lower as a percentage of all Puna crimes. He said that there is a new block group from 17<sup>th</sup> and Maku'u to the HPP Boundary. Also, there is a new block group coming on in January. Jerry confirmed that there is a need to block Railroad at 17<sup>th</sup> and Maku'u.

- c. Human Resources. Robin Wright reported on behalf of Jeff Gray. She said that the employee handbook had been sent to counsel for review. The committee hopes to publish the new handbook by early January. Ted's fee would be capped at \$1,600 if approved in 2009.

*Dale Watson moved to accept counsel's quoted price of \$1,600 for review of the Employee Handbook. Jeff Gray seconded the motion. The motion was approved unanimously.*

Robin Wright asked how the General Manager is implementing the approved changes to the policies. Kaniu Kinimaka-Stocksdale said that she will report on this in January.

Robin reported that the committee is preparing an action plan for an annual review of HR policies. Kaniu asked if she could sit in on the next meetings of the HR Committee and was provided the dates/times for the meetings. There was a brief discussion of the position description file, which is still under construction.

- d. RTSP Committee. Joan Galante referred to the resolution regarding excess use of the roads which had been brought up at the November board meeting. She explained the timeline for actions should the board approved the resolution. There was considerable discussion of this issue, including how it would be enforced and the exact fees that would be assessed. No action was taken on the resolution.

## **XI. Unfinished Business.**

- a. Motions Log. The following open items were discussed.
- i. Tracking #8: regarding a letter to the County regarding tax rebates
  - ii. Tracking #12: regarding the road bond
  - iii. Tracking #13: regarding the road bond and Dexia proposal
  - iv. Tracking #19: regarding the road bond
  - v. Tracking #127: regarding the time line for hiring a General Manager
  - vi. Tracking #152: regarding keeping a binder with board resolutions and statements of board policies, which is now being kept in the office

*The board, by consensus, indicated that items with tracking numbers 8, 12, 13, 19, and 127 be closed. The board agreed that action on item 152 has been completed.*

- b. Bylaws review. June Conant asked the board to commit to a fee of \$2,500 for counsel's review of the Bylaws revision. She noted that this amount had already been included in the budget for the current fiscal year, but she asked for the board's commitment to avoid the 2010 increase in counsel's fees.

*June Conant moved that the board commit to the amount of \$2,500 for counsel's review of the Bylaws revision. Jeff Gray seconded the motion. The motion was approved unanimously.*

- c. Loeffler Contract Change. Dale Watson reviewed the Phase 3 contract and outlined problems with some of the wording including some which has resulted in some confusion regarding the amount of base course to be used during the current project. After discussion, Dale proposed that HPPOA agree to pay for the base course materials with Loeffler to provide for hauling and putting it in place. Dale said that he does not believe that, for the entire project, the amount will exceed \$100,000.

*Dale Watson moved to change the wording in the Phase 3 contract with Loeffler, at the end of #2, to read, "base to be added at engineer's direction," and propose to Loeffler Construction that HPPOA will pay for side dressing with Loeffler to haul it and put it in place, and ask for the same consideration wherever base is used on the project. Jeff Gray seconded the motion. The motion was approved unanimously.*

## **XII. New Business.**

- a. Election of Vice President of Board.

*Randy Dresselhaus nominated Dale Watson to be Vice President of the board. Joan Galante nominated Ron Vizzone. It was moved and seconded that the nominations be closed. After a vote, it was announced that Dale Watson was elected as Vice President of the board.*

*Joan Galante nominated Randy Dresselhaus to be Board Secretary. It was moved and seconded that the nominations be closed. Randy Dresselhaus was elected as Board Secretary by acclamation.*

- b. Malamalama School Request for Maku'u Signage. Kaniu Kinimaka-Stocksdale presented the request by Malamalama School that shows the school's name and activity center under the Hawaiian Paradise Park sign. The school is paying for the signage.

*Jeff Gray moved that the signage requested by Malamalama School be approved. Dale Watson seconded the motion. The motion was approved unanimously.*

The board asked Kaniu Kinimaka-Stocksdale to discuss with the school whether they would provide such signage at the other entrances to the Park.

- c. Blocking of Railroad at the Maku'u/17<sup>th</sup> Dead End.

*Randy Dresselhaus moved that HPPOA proceed with blocking that portion of Railroad at the Maku'u/17<sup>th</sup> Dead End. Dale Watson seconded the motion. The motion was approved unanimously.*

## **XIII. Announcements.**

- a. January Meeting of the Board of Directors. The January 2010 meeting of the board will be held at the Activity Center Library on Wednesday, January 20, 2010, at 6:00 pm.

**XIV. Adjournment.**

The meeting was adjourned at 9:17 pm.

Respectfully submitted:

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Robin Messenheimer, Recording Secretary

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Randy Dresselhaus, Board Secretary

### **Motions Log**

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