

**Hawaiian Paradise Park Owners Association
The Board of Directors Meeting on July 20, 2011
Minutes**

- I. **Call to Order:** President Ron Vizzone called the meeting at 6:00 p.m. Quorum was established.
- II. **Roll Call:**
- a) **Board of Directors:** Ron Vizzone, President; June Conant, Vice-President; Ken McGilvray, Treasurer; Elizabeth Weatherford, Secretary; Margaret “Peggy” Stevens, Alan Dale Watson, Verne Presnall, Judy Sumter and Francis Ganon.
 - b) **Guests:** Gantry Andrade, Tim Blakely, Jerry Carr, Heather McNeill; also present, Scott Reilling, General Manager.
- III. **Approval of Agenda:** Amended by general consent.
- IV. **Owner Input:**
- a) **Tim Blakely** – was disappointed with the turnout for the General Membership Meeting. He suggested a big sign be placed in plain sight two weeks before the Meeting to encourage attendance.
 - b) **Gantry Andrade** – noted that he will soon be certified to help the community prepare for natural disasters. The Board suggested he contact Karl Seebruch and coordinate with Community Resilience.
 - c) **Heather McNeill** – asked for confirmation that County buses can travel the route to the proposed park.
- V. **Approval of Minutes:**
- a) **Regular Board Meeting Minutes of June 15, 2011** –
Elizabeth Weatherford moved to approve the Meeting Minutes of June 15, 2011 as amended. June Conant seconded. Vote in favor: Ken McGilvray, Elizabeth Weatherford, Ron Vizzone, Verne Presnall, June Conant, Dale Watson, Margaret Stevens. Judy Sumter and Margaret Stevens abstained. Motion carried.
- VI. **Committee Reports:**
- a) **Neighborhood Watch** - Jerry Carr noted that burglaries have declined substantially from last year. He also noted that new block watches have been started, and the second annual chili cook-off will help promote Neighborhood Watch. Some concern was raised over the ability of Neighborhood Watch to help protect the community from known sex offenders recently off probation. He noted that portable video equipment has been ordered which will be set up around the park to help with general surveillance. Volunteers are asked to help with installation. He asked the Board confirm the rate at \$60.00 for use of the facilities for the chili cook-off.

Elizabeth Weatherford made the motion to waive the fee for the Neighborhood Watch Chili Cook-off. Peggy Stevens seconded the motion. Discussion ensued. Vote in favor: Elizabeth Weatherford, Verne Presnall. Against: June Conant, Judy Sumter, Ron Vizzone, Ken McGilvray, Francis Ganon, Margaret Stevens, Dale Watson. Motion Lost.

Ken McGilvray made the motion to confirm the rate of \$60.00 for the use of the facilities for this year. Vote in favor: Unanimous approval. Motion carried.

- b) PMAR - Mr. Carr reported that the State Highway Dept. has not included any alternate route in their master plan. The Shipmans are also opposed. The County Planning Department acknowledged that the State has not included an alternate route in their master plan, nor did they provide any details about where the route would be built or when.
- c) Parks - June Conant – County Council is ready to proceed with the title search and survey for the park. They are asking for a letter stating that HPPOA is willing to donate the land in order for them to proceed with the park. She noted that discussion has been opened to request the County to return the two small parcels by the ocean.

June Conant moved that the HPPOA Board write a letter to Nancy Crawford, Director of Finance, stating that HPPOA is willing to donate TMK 1-5-023-0001, Block 9, Lot 308 to the County of Hawaii for the purpose of constructing a County Park. Elizabeth Weatherford seconded the motion. Discussion ensued about including certain terms in the letter of intent. Vote in favor: June Conant, Elizabeth Weatherford, Judy Sumter, Verne Presnall. Against: Ron Vizzone, Ken McGilvray, Francis Ganon, Margaret Stevens, Dale Watson. Motion lost.

- d) Paving - Francis Ganon – Scott Reilling noted that Phase III punchlist is completed and the final walkthrough and release of retainage will take place shortly. The general permit from the Board of Health has been requested for Phase IV.

VII. VI. Treasurer’s Report: Ken McGilvray presented a review of the Treasurer’s Report.

<u>Construction Fund (for paving)</u>	\$4,376,743.54
<u>Total Checking/Savings and Construction Funds</u>	\$8,583,924.25

He noted that collections on past due fees continue to show a significant improvement over previous years.

VIII. General Manager’s Report and Road Supervisor’s Report: Scott Reilling reviewed several priority action items. He noted that the large Albizia tree which fell on Paradise and 17th has been removed and the owner has been billed accordingly for fees incurred. In response to HPPOA's decision to cancel the Pro Service plan, the company offered a revised employee cost: \$95 per employee down from the \$105 that HPPOA had been paying. The Board did not pursue this option, and have cancelled the service. Scott noted that the donated Sears mower broke down due to lack of maintenance and will be used for replacement parts. The staff member responsible has been warned. In response to the staff’s recent raises, Mr. McGilvray opposed giving raises to the employees on the basis of the rising cost of living. It was confirmed by the Board that the General Manager worked within the approved budget when granting the raises. Ken McGilvray and Ron Vizzone asked the General Manager to get Board approval before hiring any staff in a supervisory position. A Master Schedule has been created showing planned primary and secondary activities of

the road crew, which will be made available at the Office or through Board members. The Board was informed that next July all roads will have to be in compliance with the MUTC Board and HPPOA is working towards that goal.

IX. Unfinished Business:

- a) Motions Log (on-going). Tracking Nos. 264, 343 and 345 have been completed. Tracking #364 took the place of #355.

X. New Business:

- a) Consider Placing a Page on the Website for Board Members to Write Message - "Reaching Out!" – Verne Presnall will work with Morgan to set up a format on the website.
- b) Review and Discuss Maintaining the Current Insurance Agency (Aloha Insurance) – Ken McGilvray asked that the insurance agent be changed from Judy Moa to Glen Santos. In response to the Board's request for the General Manager's opinion, Mr. Reilling noted that Judy Moa has been working closely with HPPOA every month and has provided this community with competitively low prices and saw no need to change agents. He noted that he will be meeting with her on the 28th to discuss quotes for TDI and Worker's Comp and will report back to the Board next month.
- c) Review and Discuss Maintaining the Current Computer and Phone Vendor (Netcom Enterprises) – Ken McGilvray asked that the phone system be changed due to problems with the phone and network service. Mr. Reilling responded that the problem with the phones may be caused by one of several problems which must still be ascertained. He noted that Mr. Gray only charges \$200/mo flat fee and any return to Hawaiian Tel will cost initially \$275 in addition to long distance, as well as a phone system that interconnects. He asked the Board for more time to determine the best possible options.
- d) Amend the HPPOA Employee Handbook – Section X, F, 3, Vacations – Version May 18, 2011 – The General Manager asked that the Employee Handbook be updated to note that sick days cannot be exchanged with vacation days.

June Conant moved that the Employee Handbook be revised to say "sick days and vacation days are not interchangeable." Ron Vizzone seconded the motion. Vote in favor: Unanimous approval. Motion carried.

- e) Consider Proposed "Cash Flow Program" – to Include Involvement with Lot Owners in Good Standing - The General Manager asked the Board to establish a policy which requires owners to have paid road fees up to the current year before they can rent the Activity Center or other HSCA assets. – Elizabeth Weatherford made the motion to adopt the Cash Flow Program that Scott Reilling introduced. Margaret Stevens seconded the motion. Vote in favor: Unanimous approval. Motion carried.
- f) Consider Purchasing a SealMaster Applicator for Asphalt Road Maintenance – Mr. Reilling asked the Board consider the SealMaster Applicator at the cost of \$2062 for problems with cracks in the road such as at Maku'u. Mr. McGilvray asked the Board consider hiring Glover to repair the cracks.

Dale Watson made the motion to purchase the machine with the grazer for the total cost of \$3000. Ron Vizzone seconded the motion. Vote in favor: Francis Ganon, Margaret Stevens, Ron Vizzone, Elizabeth Weatherford, Dale Watson, Verne Presnall, June Conant, Judy Sumter. Against: Ken McGilvray. Motion carried.

- g) Propose Guidelines for Employee Salary Range – Mr. Reilling presented possible starting salary ranges for staff.
- h) Annual Approval the Use of Robert’s Rules of Order Newly Revised – 10th Edition at Meetings – per Bylaws Article VII, Section 6 – to be reviewed annually.

Margaret Stevens moved to approve the use of Robert’s Rules of Order Newly Revised – 10th Edition at Meetings. Dale Watson seconded. Vote in favor: Unanimous approval. Motion carried.

- i) Annual Approval of the Conflict of Interest Policy – per Bylaws Article VIII, Section 11 – The Board decided by general consent to ask the General Manager to create a conflict of interest policy and discuss it at the next meeting.
- j) Encourage Board Representation on Committees – The Board discussed the need for Board members to be present on each Committee.

XI. Announcements:

- k) Next Board Meeting: August 17, 2011 at 6:00 p.m. in the Library.

XII. Adjournment of Meeting: The meeting adjourned by general consent at 9:15 p.m. and convened for an executive session.

Respectfully Submitted and Approved:

Denise Warner, Recording Secretary of Minutes

Date

Elizabeth Weatherford, Secretary

Date

Motions Log

Elizabeth Weatherford moved to approve the Meeting Minutes of June 15, 2011 as amended. June Conant seconded. Vote in favor: Ken McGilvray, Elizabeth Weatherford, Ron Vizzone, Verne Presnall, June Conant, Dale Watson, Margaret Stevens. Judy Sumter and Margaret Stevens abstained. Motion carried.

Ken McGilvray made the motion to confirm the rate of \$60.00 for the use of the facilities for this year. Vote in favor: Unanimous approval. Motion carried.

June Conant moved that the Employee Handbook be revised to say “sick days and vacation days are not interchangeable.” Ron Vizzone seconded the motion. Vote in favor: Unanimous approval. Motion carried.

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Dale Watson made the motion to purchase the machine with the grazer for the total cost of \$3000. Ron Vizzone seconded the motion. Vote in favor: Francis Ganon, Margaret Stevens, Ron Vizzone, Elizabeth Weatherford, Dale Watson, Verne Presnall, June Conant, Judy Sumter. Against: Ken McGilvray. Motion carried.

Margaret Stevens moved to approve the use of Robert’s Rules of Order Newly Revised – 10th Edition at Meetings. Dale Watson seconded. Vote in favor: Unanimous approval. Motion carried.