

**Hawaiian Paradise Park Owners Association
APPROVED - Board of Directors Meeting Minutes
February 18, 2015**

I. Call to Order: President, BJ Mullenix, District 9, called the Board of Directors meeting to order on February 18, 2015 at 6:05 p.m. Quorum was established. The meeting took place in the HPPOA Hui Activity Center.

II. Roll Call:

Board of Directors: B.J. Mullenix, President (District 9); Dr. Jo Maynard, Vice President (District 5); Janice Ashford, Treasurer (District 7); Moani Pai–Paige (District 6); Craig Crelly (District 3), Ruth Mizuba (District 2), Randi Larzalere, Secretary (District 4), Francis Ganon (District 1), Roseanne McLean (District 8)

Guests: Tom Sawicki, Leilani Bronson-Crelly, Jackie Apigo, June Conant, Rod Thompson, Jim Tatar, Mayelin Stillwell, Sterling Akami, William Ferreira, Judy Sumter, Bonnie Fithian, Terri Stratton, Judi Houle, Deborah Hillman, Beth Evesong, Maile Badajos, Barbara Roberts, Kareen Haskin, Dennis Stockton, Terry McLean, Steve Crawford

III. Approve Agenda

Roseanne McLean (District 8) motioned to approve agenda with addition of Executive session to follow this meeting. Dr. Jo Maynard (District 5) seconded the motion. Vote: Yes-4 No-5 - Motion did not carry.

Randi Larzalere (District 4) motioned to approve agenda as written Craig Crelly seconded the motion. Vote: Yes-5, No-4 - Motion carried.

IV. Approve Past Minutes

Randi Larzalere (District 4) motioned to approve the minutes of the 1-21-15 BOD meeting. Janice Ashford (District 7) seconded the motion. Discussion. Randi Larzalere rescinded the motion to approve 1-21-15 and table to next meeting. Janice Ashford seconded the motion. Vote: Yes-Unanimous. Motion to table carried.

V. President Report – BJ Mullenix (District 9) gave a time line of events explaining how the Traffic Safety committee was Decommissioned in part due to it being thought it was not functioning because no written reports to the Board had been received for a long period of time. The President apologized for the decommissioning and stated her desire to re-commission the RTSC. **Randi Larzalere (District 4) motioned to re-commission the Road Traffic Safety Committee. Francis Ganon (District 1) seconded the motion.** A lengthy Discussion occurred as to the pros and cons of the RTSC and it was ultimately felt that it was an active committee that served as a checks and balances system for the GM as they may come and go through the years as well as the work they were doing developing policies that would serve the park for years to come, especially in regards to getting the roads up to county specs. It was stated that regular reports to the BOD hadn't come in because the RTSC had been inactive for a few months, but with their re-establishment, those would be done on a timely basis. Ultimately, the Community felt that the RTSC was a valuable committee that they want. **VOTE: Yes-Unanimous. Motion carried. Craig Crelly (District 3) motioned to make Mayelin Stillwell the Chair of the RTSC. Roseanne McLean seconded the motion.** Discussion: Mayelin Stillwell agreed to act as Chair with the option to replace herself once the RTSC gets rolling again. **VOTE: Yes-Unanimous. Motion carried.**

VI. Interim GM Report – Dr. Jo Maynard:

The Commercial refrigerator in the kitchen is broken. It's a commercial kitchen but it was suggested to just purchase a regular refrigerator as opposed to the approximate quote of \$850 to repair. **Dr. Jo Maynard (District 5) motioned to purchase a regular refrigerator for the kitchen in the Hui. Roseanne McLean seconded the motion.** Discussion: People who rent the Hui often use the refrigerator. Many options were discussed. **Dr. Jo Maynard (District 5) rescinded her motion.**

Randi Larzalere (District 4) motioned to purchase a refrigerator off the floor at Home Depot for \$1000 to cover the upcoming party. Randi Larzalere modified her motion to rent a refrigerator to cover the booked upcoming party at the Hui while they investigate purchasing a new frig for the Hui. Dr. Jo Maynard seconded the motion. Discussion: Purchase would be pending board approval. The pricing of a new refrigerator needs further investigation. The rental could cost more or equal to spending \$1000 to buy one. As a fill-in something needed to be purchased to fulfill Saturday's party rental. It was decided that Block ice for the existing frig and for the party would suffice. **The motion was tabled** to allow for a Board member to call the Party liaison about Saturday's party refrigerator needs and let the meeting continue.

Yamada Retention Release Discussed

The retainage is still owed to Mr. Yamada. He has politely waited for many months. He has completed their portion of the job and so Janice Ashford (District 7) asked the board to give permission to pay them. The punch list was discussed. Mr. Yamada discussed that they are willing to do what is left in good will, but it was noted that was not part of the already fulfilled contract and the association would pay for the material. The history of the job regarding the retainage was discussed in detail.

Janice Ashford (District 7) motioned to release the retention owed to Yamada and sons. Roseanne McLean seconded the motion. Discussion: Randi Larzalere asked if Mr. Yamada would send another copy of the contract to her, the Board Secretary. He will noting that he has sent several copies in the past. **VOTE: Yes-8, No-0, Abstain-1 (BJ Mullenix). Motion carried.**

INTERIM GM REPORT – Continued -

- The Dodge truck was sold and a Toyota Tacoma 2 Crew king 2WD was purchased for the \$10,000+657 tax/license fees.
- The JD boom arm mower came in and is really working well cutting the brush and cane grass
- Mowed 20 miles of easements
- Out of 119 road requests: 113 completed - 6 Outstanding.
- 156 hours watered - \$1500
- 1 ton of trash hauled away
- disposed of 5 pigs
- filled 8 miles of potholes
- dropped and rolled 10 miles of road
- scraped and re-graded 9 miles of road
- Janice Ashford and Mr. Yamada discussed and explained in detail about the retainage due Yamada (see above) situation adding that the engineer, Mr. Phaff signed off on that job and Okayed payment.
- 6 responses from the police dispatch and one from a resident in the park.
- During the windstorm from Friday night to Sunday morning, the road crew responded to 7 downed trees.
- no smoking signs are up on the Hui.

VII. Treasurer Report - Janice Ashford

- The Finance Committee didn't meet this month because it fell on the President's day holiday, Monday February 16, 2015. The Office was closed further circumventing time to prep/copy documents to meet. The next Finance Committee meeting is scheduled for Monday, March 9 at 9 a.m. in the Activity Center Library.
- Bank Balances as of January 31, 2015:
- Total Checking, Savings, Investments and Bond Reserve: \$3,846,365.12
- Total Accounts Receivables: \$4,168,811.31
- Corporate policy document needs updating. The Board of Directors has not voted on and passed the new rental rates for the Activity Center; therefore, the Corporate Policy Document needs to be updated because the rates are published in the document. The office staff could only find the 1998 Policy that was signed and a 2003 Policy Update that was never signed. The Treasurer has revised the Document for the Board to read and hopefully Approve since this is hold up the New Rental Rates from going into effect.

Janice Ashford (District 7) motioned for the Board to approve the corporate policy with the new Activity Center rental fees dated as of February 18, 2015, which would go into effect March 1, 2015. Roseanne McLean (District 8) seconded the motion. Discussion: It's basically the same as the old one, but with the new rates, which were already approved. More discussion occurred. **Janice Ashford (District 7) rescinded her motion for it to be tabled and passed at the next meeting.**

Committee Reports

Emergency Action Committee - Judy Houle, Chairperson: They are working to be better prepared in next disaster after Iselle. They met with civil defense and Red Cross to put together a neighborhood emergency response plan. Community volunteers are needed to open up the community center and distribute food, water and ice to help residents in an emergency. She has started an emergency radio team filled with professionals to help that team. They hope to have the whole plan in writing within the next month or two. Judy Houle stated that if anyone is known as special needs there are forms to fill out in order to pre-identify and be able help those special needs neighbors in the time of an emergency. A list of members and meeting time are planned to be on the HPPOA website link.

Randi Larzalere (District 4) motioned that the Special Needs Application/Survey be mailed out with the newsletter. Dr. Jo Maynard (District 5) seconded the motion. Vote: Yes-Unanimous. Motion carried.

HR Committee - Moani Pai-Paige, Chairperson – She had been ill and another member hospitalized, but she reported that the first meeting was good and they were able to establish where they are in the process based on the documents received from past HR committee. Recommendations had been sent to the Board as agreed upon by the HR committee. **Moani Pai-Paige motioned to allow the HRC to seek legal counsel from an employee law attorney in regards to HPP human resources past, present, and future, not to exceed \$1000.** Discussion: This is to make sure that they are compliant with all the Bylaws and that it's done correctly this time and from now on for the future of HPPOA. A thousand dollars would get all their list of questions answered. **Vote: Yes-7 no-2 [Dr. Jo Maynard (District 5)/Ruth Mizuba (District 2)]**

Moani Pai-Paige motioned to allow the HR committee to recommend a temp hire for a GM and Bookkeeper, for up to six months, with a revision of the job description compliant with the Bylaws. Randi Larzalere seconded that motion. Discussion: Due to the fact that many comments have been noted about exceeding the six month hiring frame although the question of "What does compliant with the bylaws mean?" comes up. The interim GM can be for six months or longer depending on the situation. It was suggested to just make it probationary rather than temporary. Who will hire the temp GM was asked and Moani explained that is why she is asking that the three on the HR committee be able to do the interviews and screenings rather than going

to a temp agency, which is very costly. They want to get the approval to provide the recommendation of a temp employee from the HR Committee choices and they will start with the people that the first HR Committee had found and recommended. HR will only provide the recommendation for the six month temps and then the HR will approach the hiring for permanent employees. This would satisfy the need for replacing Interim volunteer employees as well as allow for the proper process for Permanent Hires per all the Bylaws.

Vote: Yes-6 No -3 [Dr. Jo Maynard (District 5)/Roseanne McLean (District 8)/Ruth Mizuba (District 2)]

VIII. Old Business

Dr. Jo Maynard (District 5) motioned to approve the speed bump policy. Ruth Mizuba (District 2) seconded the motion. Discussion: It was noted that there is a speed bump policy in place. Some board members didn't receive or pick-up in their boxes the policy presented by the Interim GM so they didn't all feel prepared to discuss the subject. She stated that the old speed bump policy needs to be rescinded. **Dr. Jo Maynard (District 5) rescinded the motion to table for next meeting.**

IX. New Business

Greggor Ilagan was a Guest. He shared his monthly Newsletter report and noted that the next one will be ready at end of February. It will be available in both a hard copy and on his website. He came tonight to discuss:

- 1) The letter he wrote stating that if the Board can agree on the top three priorities with the county, he will work on them for HPP. For example, if HPP wants to turn over the four main roads, he'll find out the county standards and needs to get that done. If they want albizia addressed, he'll work on that. Give him 3 things agreed upon by the entire board and he'll come to next board meeting to discuss how he can move forward with researching that info needed to help resolve those issues.
- 2) Monthly report. Provided a physical copy and noted it can be seen in its entirety on his website.

Committee Reports – Continued

CAC – community action committee: Judy Sumter and Bonnie Fithian will speak with Greggor Ilagan because he is currently the chair on planning.

Emergency Plan for the Office – Ruth Mizuba reported that she didn't realize she had been appointed to that committee when expressing interest if there was a plan, so she stated that due to not being informed that she was responsible for that committee nor contacted about the need to give a report tonight, she was not able to provide any info at this time.

The Conch Newspaper – Ruth Mizuba – has asked for a consult with IT person to know how to format and do the Newspaper online. Reported that she needs the President's message for the next Conch and that several people have offered to help. Added that it might be a nice contribution to have all the board members write what they have done while in office and any further contributions from the community would be welcomed.

Notification of complaint letter – Roseanne McLean – This is specific to one incident where renters did damage to a freshly rocked and rolled road, which had to be re-done. This notification of complaint letter was created for the owner who rented that property, and thus caused damage to HPPOA property. The letter can be changed for whatever the damage is as needed. (SEE ATTACHED).

Randi Larzalere (District 4) motioned to approve Roseanne McLean's complain letter for future use as needed. Ruth Mizuba second the motion. Vote: Yes-Unanimous Motion carried.

Notification of violation letters discussed— Randi Larzalere (District 4) presented the two choices of letters, one created by Dr. Jo Maynard (District 5) one created by Randi Larzalere who used a similar letter from another sub division. A photo of the violation would be included with the letter presented. Enforcement on it would be to be brought up to Board and a fine would be attached. It was decided to combine the two letters of notification of violation letters into one succinct one to be presented at next meeting for discussion and vote.

No Smoking Signs in the Hui are up. (See above Interim GM report)

Annual Report Letter — Randi Larzalere (District 4) volunteered to put it together, but it was pointed out that it is the President's job. She will work on it and bring it to everyone for add or subtraction as needed and it will be sent in the same mailing as the Conch newsletter. She projected that it should be about one or two pages at the most. Standard postage is six pages and the envelope counts as one page, so the annual report will be contained to one two-sided page. It was noted that Conch doesn't have to be mailed anymore. The instructions for how to create and send the annual report are in the Bylaws. It was supposed to go with the billing, but it will still be sent.

Equipment and website — Craig Crelly (District 3) — Noted that the blue gas guzzler truck was sold, but he would have liked to know when it was sold. We need the pertinent info put on quickly, so the Webmaster must be responsive. A contract was discussed in executive session, but then that was refuted. Randi Larzalere felt that the Webmaster was not responsive to HPPOA's needs.

Francis Ganon (District 1) motioned to hire a local professional Webmaster. Randi Larzalere seconded the motion. A discussion about hiring a businessperson because the present Webmaster told the Secretary she was too busy to make a change to the website when asked. Many felt the website is not good. A discussion on how to find someone. Leilani Bronson-Crelly volunteered to gather a list of local candidates and prices for the Board to consider. **Francis Ganon amended his motion to allow Leilani Bronson-Crelly find and investigate a list of no more than ten possible candidates to be considered as a new Webmaster. Ruth Mizuba seconded that motion. Vote: Yes-Unanimous. Motion carried.**

A committee request for a projector is needed to give a power point presentation. The laptop is in the office. CAC has requested a laptop and projector with screen. Randi Larzalere (District 4) mentioned that a check out sheet needs to be used when items are taken out of the office.

Randi Larzalere (District 4) motioned that a check out sheet be kept in the office for any equipment, office or otherwise, owned by HPPOA, to be used when people borrow items. BJ Mullenix (District 9) seconded the motion. Discussion: A sign out sheet so there's some tracking as to who had it last and when they returned it. A complete inventory was suggested. **Vote: Yes- Unanimous Motion carried.**

X. Owner Input:

Tom Sawicki: Road 11 dead end Hilo side: didn't have gravel sufficiently down to where his lot is. From pole #10 to dead end needs gravel and grading to complete the Jan 15th job. The road should maintain good condition all the way to my lot. Two big trucks and grader needed.

June Conant: Has been receiving calls regarding the equipment being purchased. Thought that it wasn't done in public meeting with three bids, but it was revealed that it had been.

Jackie Apigo: Printed and showed her complaints about the roads because she gave to the office and her complaints aren't getting to the Board. 1) There is a huge autograph tree growing over the road through transformers and electrical lines. HELCO has stated its not their responsibility, but they will turn off the power to help get it done 2) S/23 Stop Sign broken – on ground 3) School buss "hut" broken on S/23 – roof in neighboring property. 4) Water truck drives too fast – dropping water at 30MPH causes that water to dry up extremely fast, which is wasting money. Added that water trucks hired should be spread through a few companies 5) The Helicopters are relentless, so she asked if the Board can contact the FAA. She cited a letter written to Hawai'i Tribune Herald Letter to the editor on January 4th 2015 called, "Too many helicopters" noting that they're flying too low and the FAA must be called on the community's behalf. FAA number: 808 - 541-1238. Civil defense helicopter also flies too low often. Please call FAA for our community.

Leilani Bronson-Crelly: Thanked HPPOA for getting enough mics for all Board members. Reminded that as a non-profit the HPPOA Board can go to county council about fuel tax revenue program that would allow HPPOA to get some funds toward improving our roadway systems. In tandem with Mr. Ilagan's request for HPPOA Board's top three concerns they'd like him to work on, Leilani encouraged the Board to come up with a committee, heavily represented by board, so that the legislature can hear what the community needs such as the Albizia issue. Exercise our right as a non profit with political standing to address these issues with the politicians. She noted that June Conant knows some of the players as do the CAC and those who represent us see us as a huge voting block. The agenda packet appears to be non-existent and as a former employee of HPPOA, she noted that she had helped create those Agenda Packets before Board meetings in a timely fashion so that the Board looked prepared and smart at meetings, noting that it doesn't happen now, so she respectfully requested that the Board improve their agenda packets for meetings. She stated that the packets should be prepared so that even someone in the audience could go to the office and get one, as well.

Mayelin Stillwell: Asked about the zero turn lawnmower she saw stating that it wasn't discussed in a Board meeting. Down on Peli Kai a stop sign was down and recently replaced, but it's not done professionally. Also wanted to know who made the street sign because it didn't look professional. Questioned if any one on road crew knows how to do that.

Terri Stratton: Signs about upcoming General Membership meeting weren't all up on Maku'u, Kaloli and Paradise. Would like to make sure those are up to alert the community.

Judy Houle: Albizia committee has opportunity, interest, ability to get money for help and workshops to fight the albizia. There are volunteers ready to get going. Asked for the Board's permission to move forward with the group working in tandem with the Board.

XI. New Business

A) Greggor Ilagan presented earlier in the meeting (SEE ABOVE and ATTACHED NEWSLETTER he presented)

B) Property bought and how they were sold. Two files were found, one was discussed that shows a check written by HPPOA in the past – a property that has been sitting in escrow locked up and bought for \$16,314.43, owes 10,194.26 in road fees, attorneys and fc's. Supposedly, there are a couple more properties also owned and purchased by the HPPOA, though that is factually unknown to this current board as yet. More investigation and research needed. Who is the realtor selling it and for what amount of money. The check was written in April 2013.

June Conant, Former HPPOA President, stated this situation started 7 or 8 years ago. There were four properties owned by Japanese nationals that were foreclosed on. The commission stated that not everyone owned were notified. One escrow closed early as the title company didn't catch the issue of whether both

husband and wife had been properly notified. An attorney went to court and proved that all was done correctly. The one that was supposed to close Tuesday was strictly to get the owed fees back. Ken McElvray, as treasurer at that time, was working to buy the other property to get what was invested by HPPOA – about 14k was left in escrow fee. The detail records will have more info. It's on 4th street, an ordinary lot, and Ken went to the sale that day and bid on the property as treasurer at the time. It was put in escrow to decide what to do with it. The remainder of the money after the commissioner's fee was paid and still waits. Someone is interested in buying the property, paying the back taxes and fees, but Board's permission needed to allow that buyer to buy it. June stated that it's a long messy story of which she knows the history of, stating that HPPOA does not own any of the properties. They couldn't close on Tuesday without the Board knowing, but June stated that HPPOA didn't have any interest in it, merely what fees were needed to be collected. There were mistakes made and Japan dealings were very difficult. The court has confirmed everything was done properly so allowing someone to buy the property and pay all back fees and taxes could be allowed now to close this deal out. *It was decided that No action can be taken until an attorney is contacted to know exactly what the status is and also to assess all the road fees past that were not collected.

C) RTSC stated that they had brought up the easement issue with the past GM. Easement usage makes HPPOA vulnerable. It's in the Bylaws that people cannot use and/or plant on the easement. Overgrown easements are an Association problem, but purposely-planted easements need to receive letters to remove their plantings.

Announcements:

Next BOD Meeting: March 18, 2015

Next General Membership Meeting: Sunday, February 22, 2015.

Adjournment to Executive Session

Ruth Mizuba (District 2) motioned to adjourn. Randi Larzalere (District 4) seconded the motion. Vote: Yes-Unanimous. Motion carried. Meeting Adjourned at 10:00 p.m.

Respectfully Submitted and Approved:

S. Bambara
Susan Bambara, Recording Secretary

5-20-15

Date

Ruth Mizuba, President
Randi Larzalere, Secretary *for Randi Larzalere*
5/20/15
Date

BOD Motions Log 2-18-15

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