

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

**I. Call to Order:** President, BJ Mullenix, District 9, called the Board of Directors meeting to order on March 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); Janice Ashford, Treasurer (District 7); Craig Crelly (District 3), Ruth Mizuba (District 2), Randi Larzalere, Secretary (District 4), Francis Ganon (District 1), Roseanne McLean (District 8); Absent: Dr. Jo Maynard, Vice President (District 5), Moani Pai-Paige (District 6)

**Guests:** June Conant, Judi Houle, Mayelin Stillwell, Terri Stratton, Mike Dickerson, John Seastrom, Karen Haskin, Kathleen and Bill Tilton, Judy Sumter, Deborah Hillman, Tom Sawicki, Beth Evesong, Fran Calvert, Jackie Apigo, Jim Tatar, Greggor Ilagan, Mr. Larzalere

**III. Approve Agenda**

Janice Ashford (District 7) motioned to approve agenda. Craig Crelly (District 3) seconded the motion. **Vote: Yes-Unanimous. Motion carried.**

**IV. Approve Past Minutes**

Randi Larzalere (District 4) motioned to approve the BOD 1-21-15 meeting minutes, Craig Crelly (District 3) seconded the motion. **Vote: Unanimous. Motion carried.**

Randi Larzalere (District 4) motioned to approve the BOD 2-18-15 meeting minutes. BJ Mullenix (District 9) seconded the motion. A discussion occurred and there were a lot of desired changes, it was decided to table approval due to time constraints in order to move on through the very large agenda for the evening. Randi Larzalere motioned to rescind and table approval of BOD 2-18-15 meeting minutes. Roseanne McLean (District 8) seconded the motion. **Vote: Yes-Unanimous. Motion carried.**

*Department of Health Presentation of the AGENDA found under part VIII (below) was done here first. This order change was done as a courtesy to the guests so they would not have to sit through the whole BOD business meeting before giving their presentation.*

**V. President Report – BJ Mullenix (District 9)**

Brought up the letter from Greggor Ilagan to let him know what the top three priorities are for HPP. Each of the Board members weighed in on their top priority for HPP:

Janice Ashford (District 7) : Getting the county to take over all the roads, or at least the four main roads.

Ruth Mizuba (District 2): 1) Another 35mph road/route to town, and emergency access to town, and 2) fix HWY 130).

Roseanne McLean (District 8): 1) Taking over the roads. 2) Albizia trees

Randi Larzalere (District 4): Dedicate the four main or all the roads, 2) Parks

Craig Creilly (District 3): Stated that this question of the top three priorities for HPP should be on the website so all the rest of the park can have say in this. He suggested the 14 miles of main roads.

Francis Gagnon (District 1): Agreed that the Board cannot be the only decision makers and deferred to the survey of 400 that has already been taken/or if one is put on the website.

Greggor Ilagan was in the audience and stated that he wanted to ask the Board and have a top three tonight so he could get started now. He'll start his research and can revisit if the top three changes, but could bring something back. Roads were the first issue decided to give Mr. Ilagan, so he stated that he will meet with Dept. of Public Works and present some info when he has it. **Randi Larzalere (District 4) motioned to vote that roads are a priority for Greggor Ilagan, to look into first and see if they can be taken over by the county. Craig Creilly (District 3) seconded. Vote: Yes-7-Unanimous motion carried.**

**VI. Interim GM Report – Dr. Jo Maynard** – tabled due to absence, but Ruth Mizuba turned in report for Dr. Jo Maynard. (SEE ATTACHED)

**VII. Treasurer Report - Janice Ashford** – Finance committee met on 3/9/15 at 9 am in Hui library. The members on the committee include Ken Mcgilvray, Steve Crawford, and Beth Evesong. Deborah Luce was to join, but had conflicts with her scheduling and will not be joining the committee. Janice asked the membership who would like to join the committee to please come to the next meeting on April 7<sup>th</sup>, 2015 at 9 a.m. in the activity center library.

At the last meeting, they discussed some new guidelines for reporting the Collections. All members of the committee agreed that the form being used in the past has been hard to understand, and is not giving the information that we would like to see. The committee set out some guidelines for the collection person in the office to work with, and Janice Ashford will be working with her to help create a better report form.

At next month's meeting, they will be working on the budget for the upcoming year, so that it can be brought up for approval at the next BOD meeting in May, as per the required schedule. Bank Balances as of February 28, 2015: TOTAL Checking, Savings, Investments and Bond Reserve: \$4,575,695.55 TOTAL Accounts Receivables: \$3,315,093.75 (SEE ATTACHED REPORT for more details)

**VIII. Department of Health - Presentation on Water Wells – Robert Whittier and Daniel Chang – Environmental Health Specialists.** [SEE PRESENTATION ATTACHED] Gave a presentation about Ground water quality and safety of drinking water discussed. HPP was the study area. 4500 residential lots means that many cesspools. There are 20 to 50 wells and more going in all the time. Groundwater flow transports contaminants to wells and the coast. HPP is on one of the more recent lava flows, so water makes it to the ground water quickly. HPP has a very high flow rate.

Cesspools and septic systems cause nutrient loading, other contaminants including, Personal care products, pharmaceuticals (human health and coastal ecosystems), other contaminants (fabric softeners, cleaning products), and pathogens. Medicines, household cleaners and anything that goes into the sink is going into the ground water.

HPP has about 1 Cesspool/Septic System unit every two acres and thus a high potential for groundwater contamination. They sampled well water in 2010/11 and 2014 from 32 wells. 29 samples (50% of the wells) tested positive for TC (a general bacteria) and 8 samples (25% of the wells) tested positive for E. Coli. There have been incidents of TC detection increase near the coast and after heavy rain.

There is some evidence that Cesspools and Septic Systems may be elevating the nitrate concentration beneath HPP. Positive detections of indicator bacteria show that a potential health risk exists and residents should filter and disinfect their water.

Most wells come with disinfection systems, so just remember to turn them on/use them and you'll have a good source of drinking water.

## IX. Old Business:

1. Speed Hump Policy (old & new) – Randi Larzalere (District 4) – The old policy was found so they could compare the old and new policies. Francis Ganon (District 1) asked why the one on the website was removed. There were a few versions, so they want to look at all of them. The board should know when things are removed from the website. Questioned why the Interim GM wants to change the speed hump policy. **Janice Ashford (District 7) motioned for the RTSC (Road Traffic Safety Committee) to take over looking at the old and new speed hump policy. Roseanne McLean (District 8) seconded the motion.** Discussion: They're just looking at it and will look at how to present a speed hump policy that all agree on. Ruth asked to amend that RTSC look at road use that may be wanted. There is a criteria that has to be met for speed humps to be done. It would also be under the fugitive dust committee. **Vote: Yes-Unanimous. Motion carried.**
2. Sale and Purchase of road equipment and vehicles — Dr. Jo Maynard (District 5) & Janice Ashford (District 7) - Need invoices and receipts. Waiting on those to complete report.
3. The Conch Newspaper – Ruth Mizuba (District 2) – Creating it is in process. Used the Annual report from the President and Treasurer for now, but hopes for a specific Letter for the Conch. Still open and looking for things you, the community, want to share with the community. Please send in or contact her with that info you'd like to submit for consideration to be placed into the Conch Newspaper.
4. Finance Committee Member update –Janice Ashford gave that info report attached and discussed in her Treasurer's report above in section VII of New Business.
5. Corporate Policy Changes – Janice Ashford – The old and the new policies were looked at and there was, as previously reported in past meetings, a change in new rates and a breakdown. The GM is allowed to purchase up to \$1500, Under #4. The 2003 meeting minutes were mentioned and need to be looked at regarding stipulated changes to be made in accordance with bylaws. **Roseanne McLean (District 8) motioned to table the discussion regarding Corporate Policy Changes. Randi Larzalere (District 4) seconded the motion. Vote: Yes-Unanimous. Motion carried.**

6. Website – Randi Larzalere – The new website was done by a Board member’s family member. Leilani was tasked with giving recommendations for a local company. There were only 4 from Hilo. Randi Larzalere (District 4) found Kilauea Webworks. His site is beautiful and very easy to navigate. We need someone to host us. Click on it to see the costs on his page. Things need to go to a legitimate company who is then held accountable for what is or isn’t on the HPPOA website. BJ Mullenix (District 9) spoke to owner of Kilauea Webworks and he explained he can include mobile versions for tablets and Smartphones. He’ll have a quote in writing by the first of the week (his father died yesterday so he had to go to the mainland for a couple days) He gave a tentative verbal quote for reference only of between \$2500 and \$3,000 to set up the website. Dr. Jo Maynard’s niece was hired as website creator, so she has to be replaced due to a rule that the family of Board members cannot be hired as employees in any capacity whatsoever. She had created the webpage for \$2500. Randi Larzalere (District 4) asked the Board to look at all four possible candidates and next month they can chose one. We need a host not a total reworking of the website. Leilani Bronson-Crelly gave a list of possible choices to chose from. It was suggested to find out where their servers are located because the server needs to be one that is backed-up from several areas. Craig Crelly: noted that four months in as Interim Director and he still doesn’t have an HPPOA webmail address. Anything over \$500 needs three competitive bids. **Randi Larzalere (District 4) motioned that all 9 board members check out the four recommended website candidates. Craig Crelly seconded the motion. Vote: Yes-5, No-0, Abstain-2 [Janice Ashford (District 7)/Roseanne McLean (District 8)]**

7. Easement violation Letters – Dr. Jo Maynard (District 5) was absent so that was tabled – land use attorney was found by RTSC (Road Traffic Safety Committee) to make sure that everything is done correctly for the letter. Previous motion passed by Board said that RTSC could be involved in that meeting with the land use attorney.

8. Annual Report Letter – Randi Larzalere (District 4) – It’s ready unless there’s any additional changes. The June 28 membership meeting needs to change due to a scheduling conflict. Eight a.m. is available, or June 7, June 14, which are Sundays. The ballots have to be counted on the first business day of June and 14 days later the meeting occurs. That all has to happen prior to the meeting. Morgan double booked a party for the same day. The other party needs to be reschedule because the membership meeting must be held at 3pm on the last Sunday of the month per the bylaws. It is also in bylaws that with 30 days notice, the date can be changed. Jackie Apigo noted that they cannot take away anyone’s right to worship per the bylaws so earlier in the day would not be fair. It’s seven weeks away and another option, in past, they cleaned up the shop and had meetings there. It was noted that they can keep the time and change the location. **Randi Larzalere (District 4) motioned for Susan Escobar to find a new location for the General Membership meeting on June 28, 2015 at 3pm. Craig Crelly (District 3) seconded that motion.** Discussion: Janice Ashford (District 7) will follow-up with Susan Escobar in regards to finding a place. **Randi Larzalere (District 4) amended the motion to have Janice Ashford (District 7) instruct Susan Escobar to have her find an alternate location for the June 28 General Membership meeting at 3pm. BJ Mullenix (District 9) seconded the motion.** Discussion. Info needed before 30 days, so it will be done Friday. Mics will be needed for the venue. **Vote: Yes-Unanimous. Motion carried.**

To complete the annual report the date must read March 20, 2015. Deadline is the end of the third week in March. Roseanne McLean (District 8) stated that according to article e9 section 2f –The President sends a report twice a year and is tasked to do that. No one did it last year because no one volunteered to do it, so Randi Larzalere (District 4) stepped up and got it done. As soon as she has the info from Susan Escobar regarding the location change for the membership meeting, it will go out with that letter.

Emergency Action Committee's letter will also be sent out in the mailing. Cost for envelopes = \$566.67 with tax. If we use envelopes, then the postage meter can be used. Everything will be put into an email for the Board to decide whether to go with envelopes or folding the next annual report. Candidate forms are due by March 20. They have one submittal and he is not a resident of the District so we essentially have none. It was noted that you can't discount people who cannot run for the district, but if they don't have someone, they will appoint.

9. Refrigerator for HUI – Dr. Jo Maynard – tabled due to her absence, but it was noted that the GM had right to buy a refrigerator, if under \$1500 and one was purchased by GM for the Hui for about \$600.

Albizia Committee was inserted here as a courtesy to the guest speaker from Big Island Invasive Species. [SEE #9 BELOW in COMMITTEE REPORTS for more info]

10. HPP Property Purchase – Janice Ashford – that report is being done.

11. Yamada Contract & Payment – Randi Larzalere – the funds were released for Yamada's final payment, but he didn't send the copy of his contract as he said he would do, along with any associated paper work. They released the funds, but he still hadn't done his part yet.

**X. Committee Reports** (limit 5 minutes per Report) All Motions MUST be submitted in writing.

1. Nominating Committee – done above

2. Finance Committee – done above

3. Bylaws Committee – no report today

4. Emergency Action Committee – no report today

5. Fugitive Dust Committee – Karen Haskin – Talked to Midwest about dust abatement. A company came and sampled some of the road and sent back that their product stating that their produce would cost \$72,000 but that they had given \$3,000 of their product for the test and then never heard from anyone for a year even though they even left their equipment. Paving isn't \$325,000 per mile to do without any prep work as quoted. After all kinds of research. Environ roads is too busy in Kauai and not interested. Rodney Wilbert paving company is willing to work for HPP using chip seal. The only supplier of crs2 doesn't have a good reputation, so whomever we do use for the work will still have to get the product from that supplier. Chip seal is about ¼ the cost of paving. After talking to

several companies, she recommended chip seal because of the cost since paving is too cost prohibitive. Chip-seal has the best traction, hard surface, and eliminates dust. All have been paved except for 23<sup>rd</sup> and it's heavily traveled due to traffic. Beach also is extremely dusty during traffic hour. Traffic on Alaheau is pretty bad, but a speed bump would help.

6. Road Traffic Safety Committee – Mayelin Stillwell – Their Mission Statement was distributed.[SEE ATTACHED]. They met the first week of March in HPP at various safety hazards. L road signage has four signs instead of three and it's a mess, so she stated that they have to be fixed. First meeting last week on Monday. They meet on the 2<sup>nd</sup> Monday of the month at 4 p.m. Please contact them with any safety concerns in your area

7. Community Action Committee – minutes of meetings were forwarded to the office for distribution. They are drafting the plan and are trying to consolidate the best ideas. They'll be meeting soon and then they will meet every two weeks until the 8<sup>th</sup> of June. They will send out email copies and stated that the whole presentation was sent to the board. They are still receiving questionnaires with answers basically similar to what they have received already.

8. HR Committee – Moani Pai-Paige (District 6), Chairman of the HR Committee was off isle, but the members of the committee, Mr. Larzalere and Deborah Hillman came forward to give a report – Mr. Larzalere asked for all the resumes received by the former HR committee. Resumes shouldn't have been sent to the office. On January 21<sup>st</sup>, this new HR committee was appointed and on February 4<sup>th</sup>, they received the draft of the position descriptions from the former HR committee. On February 18<sup>th</sup>, the board tasked this HR committee to consult an attorney to find out if they could use the old HR committee's work. They were to recommend a temporary GM and Bookkeeper for the board to hire. Two of the 3 committee members were ill with one hospitalized, but they still were able to accomplish the tasks. They were approved to spend \$1000 for an attorney consult and only spent \$100. Copies of the attorney, Newton Chu's written responses were distributed to the Board. A whole packet with recommendations for the Temporary GM and Temporary Bookkeeper was distributed. Answers were also distributed and read. (see attached). The HR committee requested the total HPP budget for the employment staff so they can make recommendations for the permanent positions. The Treasurer will provide it. Mr. Larzalere stated that Susan Escobar was given position of manager – Roseanne McLean (District 8) corrected: office administrator. Mr. Larzalere stated that some of the duties were taken away from the GM and given to Susan Escobar in the office. With a new GM coming in , then Susan Escobar will have to lose some of her duties, become a clerk, and give the office to the new GM.

They recommended the same Temporary (up to six months) Bookkeeper that the previous HR committee recommended: *Frank Clay*. BJ Mullenix (District 9) recommended they hire Mr. Clay as Temporary Bookkeeper. **Randi Larzalere (District 4) motioned to approve Frank Clay as Temporary Bookkeeper and that he can reapply for the permanent position. Francis Ganon (District 1) seconded the motion.** Discussion: salary will not be discussed in public. They recommended he start on Monday. **Vote: Yes-5, No-1 (Roseanne McLean/District 8). Motion carried.**

Their Temporary GM recommendation was Susanne Mayhew – She has been a GM in HPP twice for a total of 7 years and took HPP out of receivership. She's willing to come on starting Monday. A

Discussion about her occurred. **Francis Ganon (District 1) motioned to hire Susanne Mayhew as Temporary GM. Randi Larzalere (District 4) seconded the motion.** Discussion. Roseanne McLean (District 8) didn't want someone who had been fired by a previous board. **Vote: Yes- 4, No-3 [Roseanne McLean (District 8)/Janice Ashford (District 7)/Ruth Mizuba (District 2)]. Motion carried.**

9. Albizia Committee – Guest speaker report (SEE ATTACHED): Looking for volunteers to sign up for treatment of non-hazard trees in the Albizia Control Workshop. There will be a volunteer training at 9 a.m. on Saturday, March 21, 2015. Young trees and non-threat trees will be removed and data will be collected. They are committed to volunteer training. There will be another one in April. They want to know where the hazard trees are that residents want taken care of to be ready if their bill can get through next year for financing to get relief from those hazard trees. They plan to get the milestone provided at cost to the community, if they get the grant. They want a liaison to collect the data in the community to give to the big island invasive species website.

Albizia action committee - Judy Houle - Started assisting Randi Larzalere (District 4) about a month ago. She created letters to be provided to the community to contact off island owners in both English and Japanese regarding their albizia trees. [Report abbreviated due to INAUDIBLE sound on the recording]. Permission forms must be filled out in order to go onto people's property for albizia eradication. Volunteers are welcome. A demo site for milestone on HPPOA acreage was requested to be for next month's workshop. **Craig Crelly (District 3) motioned to use the makai side of 16<sup>th</sup> as the area for the albizia eradication demo to occur on April 18<sup>th</sup> 2015 at 9 a.m. - Francis Ganon (District 1) seconded the motion. Vote: Yes-Unanimous. Motion carried**

10. Path Committee – John Seastrom – At last meeting they proposed a volunteer work party next month and the committee wanted to ask if the volunteers need liability forms. *Answer:* Yes, and they should say HPPOA is not liable for any injury. They will create it and share it with the Board.

#### **XI. Owner's Input ( 3 Minutes per Owner )**

Thomas Sawicki – the last two telephone poles on his street had less gravel near his lot. He read a letter that he received stating that the Interim GM, and his District Representative, Ruth Mizuba (District 2), thought his road was not a priority. He asked the board to have the road work promised – Ruth Mizuba (District 2) stated that the road covering is adequate, but since he's building a home, they felt the road would be ruined by the big trucks coming in with materials for his home build. The new GM will be informed of the issue so that he can address it.

*Ruth Mizuba (District 2) and Roseanne McLean (District 8) left at 9:30 pm.*

#### **XII. New Business**

1. Elect Committee to recommend candidates for annual service awards (due at June member meeting) – Craig Crelly (District 3) recommended Janice Ashford (District 7) and Dr. Jo Maynard (District 4), but board members aren't qualified to fill the positions so the discussion was tabled.

2. Audio Recordings of BOD & Membership meetings – **Randi Larzalere (District 4)** motioned to add to the Recording Secretary, Susan Bambara’s, duties that when minutes are approved, she will make and bring the audio recordings each month for the Executive sessions and Board of Director’s meeting. **BJ Mullenix (District 9)**, seconded the motion. Discussion: She was to copy sound recordings and give once a year, but it was thought that this will make sure that recordings can be tracked more closely and aren’t ever lost. **Vote: Yes-5-Unanimous. Motion carried.**

**Announcements:**

- 1. Next Board of Directors Meeting is April 15, 2015
- 2. Next General Membership Meeting is Sunday June 28, 2015 – Location to be determined

**Adjournment**

**Randi Larzalere (District 4)** motioned to adjourn. **BJ Mullenix (District 9)** seconded the motion. **Vote: Yes-Unanimous. Motion carried.** Meeting Adjourned at 9:49 p.m.

Respectfully Submitted and Approved:

\_\_\_\_\_  
Susan Bambara, Recording Secretary

\_\_\_\_\_  
Date

*Ruth Mumba, President*  
 \_\_\_\_\_  
 Randi Larzalere Secretary for Randi Larzalere  
 \_\_\_\_\_  
 5/21/15  
 \_\_\_\_\_  
 Date

**BOD Motions Log 3-18-15**

**Janice Ashford (District 7)** motioned to approve agenda. **Craig Crelly (District 3)** seconded the motion. **Vote: Yes-Unanimous. Motion carried.**

**Randi Larzalere (District 4)** motioned to approve the BOD 1-21-15 meeting minutes, **Craig Crelly (District 3)** seconded the motion. **Vote: Unanimous. Motion carried.**

**Randi Larzalere (District 4)** motioned to approve the BOD 2-18-15 meeting minutes. **BJ Mullenix (District 9)** seconded the motion. **Randi Larzalere** motioned to rescind and table approval of BOD 2-18-15 meeting minutes. **Roseanne McLean (District 8)** seconded the motion. **Vote: Yes-Unanimous. Motion carried.**

**Randi Larzalere (District 4)** motioned to vote that roads are a priority for **Greggor Ilagan**, to look into first and see if they can be taken over by the county. **Craig Crelly (District 3)** seconded. **Vote: Yes-7-Unanimous motion carried.**