

**Hawaiian Paradise Park Owners Association  
APPROVED - Board of Directors Meeting Minutes  
April 15, 2015**

**I. Call to Order:** President, BJ Mullenix, District 9, called the Board of Directors meeting to order on April 15, 2015 at 6:04 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), Moani Pai–Paige (District 6), Craig Crelly (District 3), Randi Larzalere, Secretary (District 4), Francis Ganon (District 1)

**Absent:** Dr. Jo Maynard, Vice President (District 5), Janice Ashford, Treasurer (District 7), Roseanne McLean (District 8), Ruth Mizuba (District 2),

**Guests:** Jackie Apigo, Dennis Stockton, Ken McGilvray, Dan Larzalere, Bruce Derrick, Susan McMinimy, Carl McMinimy, Mayelin Stillwell, Judy Sumter, Deborah Hillman, Beth Evesong, Bill Tilton, Kathy Tilton, Kareen Haskin, June Conant, Judi Houle, Jeff Luce, Steve Crawford, Tom Sawicki

**III. Approve Agenda**

Moani Pai-Paige (District 6) moved to add personnel to Executive Session. **Craig Crelly (District 3) moved to approve the Agenda as amended. Francis Ganon (District 1) seconded the motion. Vote: Yes-Unanimous. Motion carried.**

**IV. Approve Past Minutes (February & March)**

**Randi Larzalere (District 4) moved to approve the minutes of the 2-18-15 BOD meeting as amended. Craig Crelly (District 3) seconded the motion. Vote: Yes-Unanimous. Motion carried.**

**Randi Larzalere (District 4) moved to approve the minutes of the 3-18-15 BOD meeting. Craig Crelly (District 3) seconded the motion. Vote: Yes-Unanimous. Motion carried.**

**Randi Larzalere (District 4) moved to approve the minutes of the 3-31-15 Special BOD meeting. Craig Crelly (District 3) seconded the motion. Vote: Yes-Unanimous. Motion carried.**

**V. President Report** – BJ Mullenix (District 9) gave a read statement to address the errors that occurred with the nominating committee according to the bylaws back in October 2014, and thus why they went back to correct the missteps of the first HR committee formation and re-created it in order to align with the proper procedures according to the bylaws. She gave her timeline accounting of the events with dates and details in regards to the HR committee and she quoted the bylaws that were out of alignment. (SEE THE FULL STATEMENT ATTACHED)

She went on to state that in regards to a Community member, Tom Sawicki, who tried to fill out an application to run for a district position, but had some problems getting that in on time according to the bylaws, she felt that he had made the application on time although it had been deigned a day too late.

**BJ Mullenix moved to allow Tom Sawicki to submit his candidate form to run for office in his district. Francis Ganon (District 1) seconded the motion. Discussion:** A lengthy detailed discussion of the events occurred. It

was finally decided that he was too late to run, but that he could re-run in June when many of the interim board positions will be up for election of permanent Board members, his district included, and so he was encouraged to run in two months. A side issue discussion occurred about the nominating committee, its duties and where there were some communication issues that had hampered that committee's functioning well. It was noted that Roseanne McLean, as Chairperson of the nominating committee, should have presented the ballots at this meeting and bids should have been obtained before one particular company made them. **Vote: Yes-2, No-3 (Randi Larzalere (District 4), Craig Crelly (District 3), Moani Pai-Paige (District 6)). Motion failed.**

A discussion occurred about the nominating committee. The three members, Judy Sumter, Craig Crelly and Roseanne McLean will try to call a special meeting to make sure that they get the ballots out on time for the deadline. Again there were a lot of miscommunications and discussion about who did what and who didn't do what. Mayelin Stillwell asked if the nominating committee could choose another Chair person, since it didn't appear that things were getting done in a timely and proper way. It was stated that Roseanne McLean only volunteered because no one else would and Judy Sumter stated that Roseanne had indicated that she had all the paper work and didn't need any help. Page 19 of the Bylaws about the chair of committees were read aloud. It was noted that if the Roseanne McLean was not doing her job, as Nominating Committee Chair person then it needs to be taken over so they can get things done. The League of Women's voters were said to be lined up and have agreed to do the count, but that needs Board approval. The solution was decided to call a Special Board meeting and it was noted that the Board can remove a Chair person for cause. Roseanne McLean was apparently called by Leilani Bronson-Crelly to see where she was at with the nominating committee. It was decided that Judy Sumter and Craig Crelly have to come up with a ballot and have the Board call a Special Meeting to approve them. It was noted that only three people put in applications for running in two districts.

Beth Evesong noted that this has been an ongoing issue in regards to committees and that things have not been done correctly in creating them or in them fulfilling their functions, according to the bylaws.

The Nominating committee will get together and figure out how to get it done in time. There were two candidate applications for District 6 and one for District 2. There is still an opportunity for the applications received. After the June meeting others can be appointed.

**VI. Interim GM Report – Dr. Jo Maynard (District 4):** Tabled due to absence.

**VII. Treasurer Report - Janice Ashford (District 7):** Tabled due to absence.

### **VIII. Old Business**

1. Speed Hump Policy (old & new) – Mayelin Stillwell – Road Traffic Safety Committee (RTSC) – they looked at current policy and there are three versions, one current, one drafted a year ago and a third one that Dr. Jo Maynard, Interim GM created, so they need some more time to integrate the best of all three versions.

They were wondering if current road hump policy could be put back on the website because it disappeared recently so they'd like it back up until the board decides how to move with the new policy. It was stated that there wasn't anything wrong with the old policy. They wanted to inquire, of the Interim GM, what the current speed hump inventory is now.

2. Sale and Purchase of road equipment and vehicles –Dr. Jo Maynard (District 4) & Janice Ashford (District 7) – tabled due to absence
3. Corporate Policy Changes – Janice Ashford (District 7)– tabled due to absence
4. Website – BJ Mullenix (District 9) – Kilauea Net, Gum design, and Kilauea WebWorks were the three bids gathered. Scope of work for each bid seemed somewhat different in content. The course of action discussed was to figure out the requirements that HPPOA has and send them all the same information to make their bids because the bids came back with differing info and offerings within

them. BJ Mullenix stated that they don't need three quotes if it's under five hundred dollars. It was decided to get a committee together to help make the decision on how to create the website. It was noted by someone else that a website committee was established last year.

**\*\*SIDE NOTE** was also shared by someone that there's also an owner input committee that was created.

Bruce Derrick volunteered to help with the website committee and he thought that Terri Stratton might also be able to help make a scope of work and get bids that respond to the exact same requests of each website bidder.

**Craig Crelly (District 3) moved to spend under \$500 to Kilauea Webworks to have him assess the current status of the current website and assess the current needs for the website for maintenance. Francis Ganon (District 1) seconded the motion. Discussion: BJ Mullenix will speak with him as point person. Vote: Yes-4, No-0, Abstain-1 (Moani Pai-Paige). Motion carried. Craig rescinded his motion. Francis Ganon rescinded his second of the motion. Vote: Yes-Unanimous. Motion to rescind the motion carried.**

**Craig Crelly (District 3) motioned to spend under \$500 dollars to Kilauea Webworks to have him assess the current status of the website and what is needed to take it over. Randi Larzalere (District 4) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

5. Easement Violation Letters – Dr. Jo Maynard (District 5) & Randi Larzalere (District 4) – Randi Larzalere reported that she worked on combining a letter that Dr. Jo Maynard had along with a letter from another place. Three other letters were just found a couple days ago as having been used in the past as well, so all of them have to be analyzed and that info will come in next meeting. Tabled to next meeting for more data to see the differences and comparison to the other ones, so she will continue working on that for next month.
6. Annual Report Letter – Randi Larzalere (District 4) – It was completed and mailed. Emergency Action Committee's survey was enclosed in it as well. Thanks to all the volunteers who came to stuff and address the envelopes. It couldn't have gotten done without them!
7. HPP Property Purchase – Janice Ashford (District 7) – tabled due to absence
8. Audio Recordings of BOD & Membership meetings – Randi Larzalere (District 4) – regarding the vote to have the Recording Secretary copy audios to a thumb drive to bring to each meeting instead of every six months or yearly. **Randi Larzalere moved that HPOA purchase the thumb drives not to exceed \$200 to give to the Recording Secretary so that she can turn in the recording of the minutes every month. Craig Crelly seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

#### **IX. Committee Reports**

1. Nominating Committee – Discussed earlier in the meeting
2. Finance Committee - tabled due to absence of members
3. Bylaws Committee – tabled due to absence of members
4. Emergency Action Committee – Judi Houle – gave a brief update: They're on their final draft of their plan. She invited civil defense to look over their plan before they present it to the Board and to make sure that nothing was missing or if anything was needed. It will be presented to the Board next month for Board review. They wait for General Manager hiring to designate that person as incident manager.
5. Fugitive Dust Committee – Kareen Haskin – They have researched three different types of chip seal. They researched the roads and gave a report. They looked at chip seal because soil cement had potholes and that was quoted at \$73,000 per mile. There's only a few companies on the island that can or even do chip seal. They asked for basic pricing for which they received a bid of \$60,000

to \$90,000 per mile. There's about 100 miles left that has not been done including the dead ends because everyone should be treated equal and something should be tried that will help everyone. There are many in the park with COPD. They came up with one person who would agree to do the chip seal part of laying the oil down and chip sealing. This person stated his company would do 7 miles for \$350,000.

The committee wanted to suggest that the board finish from the top to the bottom as they've been doing already. They are trying to come up with a five to ten year plan for all the roads. Vacationland and Volcano National Park have lovely chip seal roads. She wanted to ask the board to make a motion to pursue a pricing estimate from the company. It was felt this is the lowest cost. She wanted a motion that they continue to look into chip seal. They need to ask for bids now -- paving is just too expensive to be done, but chip seal is feasible. You can have someone else to do it or buy the equipment to do it and that would be costly. She found one person who would do it for the park, but asking for a bid needs to come directly from the Board. She wanted the Board to allow her to pursue a bid and ask for bids. She stated that 7 miles of chip seal (to every one mile of paving cost) for 350k is what we can afford this year. Without proper drainage, the chip seal will be worthless. There is prep work needed.

Judy Sumter noted that a year and half ago they put down some chip seal. Their consensus was that HPP gets too much rain for it to be feasible. The test road did not work.

Francis Ganon (District 1) queried where the quotes were from? Phone talks with Yamada (they wouldn't do it) He talked to Hawaiian acres about their chip seal roads and now they have a lot of gravel where they laid it.

These are just options she has found. Paving is out of the question because we're paying for a bond that was supposed to do it, but couldn't and we're still paying for it every year. She stated that they are just trying to find something to keep the dust down.

She was asking for permission to bring in proposals and bring them to the board. She was asked to include the prep work in the bids.

Steve Crawford - Finance committee: After the first 7 miles, they might be able to get the cost down to \$35,000 by using equipment they could borrow from Fern Acres. The cost would include the foundation work and all that would need to be included. Hard facts, figures and projections need to be given to the Finance committee, who then could present that to the board. They just need to stop the dust and get it abated. She needed approval of board to get a bid.

**Randi Larzalere (District 4) proposed that the Fugitive Dust Committee pursue proposals with contractors for the pricing of chip seal.** Mr. Larzalere noted that the Finance Committee is working on it. **Moani Pai-Paige moved to allow the Fugitive Dust Committee to seek a non-binding proposal letter with a written bid from chip seal contractors to find out how much it's going to cost for chip seal. Randi Larzalere seconded the motion.** Discussion: Where's the money going to come from? The Finance committee is going to work on that. Moani Pai-Paige will draft the letter and seek Board approval of it via email before giving it to the Fugitive Dust Committee. She will draft a non-binding letter to give to companies for the proposals. **Vote: Yes-4, No-0, Abstain-1 (Francis Ganon/District 1). Motion carried.**

6. Road Traffic Safety Committee – given above by Mayelin Stillwell during her other report.
7. Community Action Committee – Judy Sumter – met with both Puna council members to make June 6<sup>th</sup> is the due date for master plan. CAC attends the Puna Action Committee and have a lot of valuable info to put together a report by the deadline.
8. HR Committee – Moani Pai-Paige (District 6) – Frank Clay was found as the other recommendation for the Temp GM. They had another potential candidate with which the Board met, but it didn't work out with her. **Moani Pai-Paige (District 6) moved to recommend Don Morris to serve as Temp GM starting Monday, April 20, 2015. Randi Larzalere seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

Beth Evesong: Last month we asked for a budget of the employees. We need that to do our job. We were told we'd get that and after a month still don't have. They need to know how much money they have to spend so they can divide it out and make sure they have enough money. They were promised that info a month ago. Janice Ashford needs to give that to them as they requested officially last month, but she was not in attendance. A copy of the last budget was received from a member to the Board, so it will be given to the HR committee so they can put it in the job descriptions. The Finance committee has that info and Janice did say she'd get that to them.

Steve Crawford: noted that it did come up in Finance committee meeting and Janice Ashford (District 7) is making a couple adjustments to it for distribution to HR committee. It needs to be officially given to the HR committee so they can use the figures. Janice took all the notes and it should be here this evening. They need to get a GM hired and they want to do it by the books, but cannot do that without an official budget so when they make a salary suggestion, it can be. One of thing of notes is that health insurance cost has increased 8% so they are looking at possibly making an out-of-pocket increase from the hire. Steve was willing to have another finance committee meeting early to decide what is fair and legal in regards to passing on a cost to the employee for health insurance.

9. Albizia Committee – Judi Houle – co chair of Albizia committee had first workshop last month on March 21. The second workshop flyer was passed out. First workshop was a success - 40 volunteers came. Next workshop is Saturday at 9am on April 18, 2015. They had an hour session last time with Q&A along with distributing letters for homeowner not on island. They treated over 100 albizia trees. They will form teams to assist the residents for taking care of blocks throughout the park, as is their purpose and plan. The 20-acre parcel adjacent to HPPOA Hui was okay, but they would prefer that the hazardous trees around the edge of the property be trimmed first before the volunteers can come in. She has a boom truck, a licensed operator, and was willing to allow the association to use for free, if that would help, but was not sure if road crew would need to be involved. She wants to help however it will get that cutting done. They hope the new GM will be helpful. If Judy Houle is allowed to talk to the new GM about it she would be willing. May 16 will be the subsequent workshop after April's, but noted that the Invasive Species people won't be in attendance at that one. Property owners can sign up their lots for volunteers to work on it.
10. Paths Committee – tabled due to no representative

X. **Owner Input:**

Judy Sumter: Wanted to know if a place for general membership meeting had been secured, and where/when it is schedule.

REPLY: The membership meeting was moved up one week to June 21 @ 3 pm.

Why was date moved up even though all wanted it on the same date and time?

REPLY: the cost would have been prohibitive. They were able to get everything in prior to that one-week, so they moved it up, and that way everything can get done in timely manner.

Written Question: Does the board this year see installing more mail boxes?

REPLY: The woman who offered to do the research didn't want to present the info she found because she didn't want to be attacked by the membership.

Tom Sawicki – Asked for his road to be properly graveled and grated at 11<sup>th</sup> and Kaloli. The Interim GM promised the work, but then he stated that he was told his road was not a priority. He stated that his Rep, Ruth Mizuba (District 2) and the Interim GM, Dr. Jo Maynard (District 4), both said they were saving the money for the chip seal program. He is asking that the new GM be directed by the Board to finish fixing his road.

Kareen Haskin: Speaking for Jeff – there are two companies in the park that have water trucks and Jeff was asking why we don't put people on the park with that business onto the order rotation.

Francis Ganon (District 1): stated he tried to talk to Dr. Jo Maynard (District 4) about the water truck in the park and letting them be part of the hired rotation of drops. Dr. Jo Maynard (District 4), Francis Ganon (District 1), Janice Ashford (District 7), and BJ Mullenix (District 9) were to have a meeting to see rates, but Dr. Jo Maynard (District 4) walked out of the meeting. The guy in the meeting said he'd never work in HPP again, but then he did. Puna rock wasn't supposed to be used, but RT trucking was bringing material to us from Puna rock. Tami and Iron Horse are both really great companies who live in the park. It's a board decision.

Bruce Derrick: Regarding Dr. Jo Maynard's March report in regards to purchase of home depot refrigerator purchase: The frig was actually bought at Sears. In a past report she mentioned that her road crew cut some trees down at Beach road/Paradise drive. Criminal action reported on county's park fronting and the prosecuting attorney is looking for the people who cut down those trees from First avenue, right to the ocean, and some of it appears to have been done by our crew per her report last month.

Jackie Apigo: regarding the water companies – She stated that they are paying the guy who comes down her street for nothing. She added that the sisters and iron horse are also too high. They have varying fees. She stated that Interim GM, Dr. Jo Maynard (District 4) said the water truck was on the way, but he didn't show up and charged the association. She reported that E&A produce goes 47 MPH and that the truck went down the road with the water. She followed him and watched him.

Francis Ganon (District 1): thought he was on standby on Paradise. One fee every three months, but she reports that the water truck guy comes down her street at 47 mph and puts 1000 gal into someone's tank instead of on to the road. She watch him with her friend who is a policeman and clocked him with a radar gun. She has a list of many water trucks. Some charge different prices depending on how far into the park, but others are the same price.

Dennis Stockton: wanted to follow-up on the mailboxes question earlier in the meeting. He stated that HPPOA has to provide the cement to the USPS for them to put in the boxes.

June Conant – Wanted to note that the facility at night when all the lights are out. Vance needs a proper ladder to get up there to install the motion detector lights, which will be better for safety. She asked if the Board could consider purchasing a ladder for him to install the lights because it's so dangerous and dark without them when the main lights in the Hui are shut off. They need to use flashlights the other night to find their cars. She also wanted to remind the Board that next month they must vote on the budget. It should have been distributed tonight.

She noticed on the Treasurer's update that the road improve fund was three hundred and some thousand dollars, so she just wanted to remind the Board that the last Board voted to put 25% of that money into a CIP fund for the purchase of future equipment needs. She wanted to make sure that was being done and noted that it was done in June last year at end of quarter. At the end of every quarter, whatever was collected of the old money collected, 25% was put aside. She noted that info about that provision would probably be found in last year's April or May minutes.

## **XI. New Business**

HPP Annual Service Awards. Committee volunteers needed and requested from the community. Office staff used to do it, but the Board is supposed to ask for a Committee to gather the info on who would get the award. Craig Crelly, Randi Larzalere, and June Conant volunteered for the committee, which recommends the nominees for the awards, and then the members would have to approve them. The office has known in the past who the most active volunteers were through the year because they frequent the office.

**Randi Larzalere moved to get prices to close up the window completely in the HPPOA Community Center Hui library and get an air conditioner. Moani Pai-Paige seconded the motion.** Discussion: Do we need a Library? Yes, many said they do use it and want it. The air would help with the musty smell. The room would be good as an actual conference room. The Board needs to have a place that at least people can't stand outside and eavesdrop during Executive Session Board meetings. Much of the info leaks out of the Executive Session Board meetings held there. A lot of committees use that library and it would be more comfortable if it was air-conditioned. Insulate up top. What is the difference between five fans and air conditioning was discussed and agreed that the air conditioner would be better for the room. The new GM will be tasked with that assignment to get the pricing to do that. **Vote: Yes-5, Unanimous. Motion carried.**

**Announcements:**

Next BOD Meeting: May 20, 2015

Next General Membership Meeting: Sunday, June 21, 2015.

**Adjournment**

**BJ Mullenix (District 9) motioned to adjourn to Executive Session. Randi Larzalere (District 4) seconded the motion. Vote: Yes-Unanimous. Motion carried.** Meeting Adjourned at 9:26 p.m.

Respectfully Submitted and Approved:

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

\_\_\_\_\_  
Randi Larzalere, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**BOD Motions Log 4-15-15**

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Craig Crelly (District 3) moved to spend under \$500 to Kilauea Webworks to have him assess the current status of the current website and assess the current needs for the website for maintenance. Francis Ganon (District 1) seconded the motion. Vote: Yes-4, No-0, Abstain-1 (Moani Pai-Paige). Motion carried. Craig rescinded his motion. Francis Ganon rescinded his second of the motion. Vote: Yes-Unanimous. Motion to rescind the motion carried.

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