

**Hawaiian Paradise Park Owners Association
APPROVED – Board of Directors Meeting Minutes
May 18, 2016**

I. Call to Order: President, Craig Crelly (District 6) called the Special Board of Directors meeting to order on May 18, 2016 at 6:10 p.m. Quorum was established. The meeting took place in the HPPOA Hui Activity Center Library.

II. Roll Call:

Board of Directors: Craig Crelly, President (District 6), Dr. Jo Maynard, Vice President (District 5), Ruth Mizuba (District 2), Paul Wheelless, Secretary (District 3)

Absent: BJ Mullenix (District 9), Francis Ganon (District 1), Randi Larzalere (District 8)

Guests: Shawn Merrill, Jamal Pitts, Beth Evesong, June Conant, Dennis Stockton, Richard Solie, Judi Houle, Steve Crawford, David Prager, Terri Stratton.

III. Approve Agenda

Janice Ashford (District 7) moved to approve agenda of May 18, 2016. Paul Wheelless (District 3) seconded the motion. Discussion: April 2015 corrected to 2016, added Approval of 4-6-16 Special Meeting Minutes. Add to New Business: Driveway on Shower/waterlines, and a Motion that All board members be informed by GM of all major actions implemented in office. **Ruth Mizuba (District 2) moved to approve the Agenda as amended. Janice Ashford (District 7) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

IV. Approve Past Minutes

Dr. Jo Maynard (District 5) moved to approve the Board of Director’s Meeting minutes of 4-20-16 with name correction of Richard Hailey to Bridget Hailey on page 4 of 8. Paul Wheelless (District 6) seconded the motion. Vote: Yes-5 Unanimous. Motion carried.

Dr. Jo Maynard (District 5) moved to approve the Board of Director’s Special Meeting minutes of 4-6-16. Paul Wheelless (District 6) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.

V. President’s Report – HPPOA received the first bill of \$6,865 from the Arbitration Society. Arbitration will be in September.

The GM, Don Morris is doing good work on 23rd and more announcements about that will be later in meeting.

Ballots went out and are due in on June 2, 2016 by 4:30 p.m. Per the bylaws, the results of the election will be announced at the June Membership meeting.

VI. Treasurer’s Report – Janice Ashford - July through April \$293,043 past collections to date, so they are doing really well at collecting past collections due.

Total Checking and Savings, as of end of April 2016: \$6,832,410.97

Total Accounts Receivable: \$2,458,809.26

The Finance Committee completed the Annual Budget and Capital Improvement Budget which was distributed to the Board for inspection as she highlighted the following: Again, for this year, \$300,000 has been set aside for dust mitigation, which some call chip seal, but it is actually the dust mitigation project. The Finance

Committee has also put aside \$14,000 for the road striping and marking, which might not cover all the roads, but they felt that would be a good start and then the following year, they thought they could do another \$14,000. They built in an extra \$20,000, in case one of the mowers breaks down or they need to buy something that way. It's not part of the repairs and maintenance budget, but it is just for purchase a piece of equipment. There was a \$100,000 in the Capital Improvement Budget for the mailboxes property and expense, which also might not cover everything, but it's for the first year and should be a good start. They did consider Wages, which she explained how they calculated for a slight increase to cover expected raises. They have \$10,000 already calculated for the activity center new chairs and tables. They estimated that it would cost approximately \$20,000, total, so they allotted half for this year and half for next year. So, that makes the Roads Capital Improvement Budget is a total of \$334,000. The non-roads Capital Improvement Budget is \$110,000. It was noted that for the Bond requirements HPPOA Budget has to meet or beat 110% and it actually comes in at 118%, so HPPOA should be good throughout the year, even if they should get some unexpected surprises throughout the year. **Janice Ashford (District 7) moved to accept and pass the new budget for the fiscal year of 2016/2017. Dr. Jo Maynard (District 5) seconded the motion.** Discussion: An incorrect date in the header on one page was corrected. **Vote: Yes-5, Unanimous. Motion carried.**

VII. GM Report – Don Morris

GM report - Don Morris – They've had quit a large number of road maintenance requests that they have not yet gotten to do due to some of the equipment being tied up for chip sealing, but all potholes and grading will be started tomorrow and will be worked on until finished. Equipment requires daily repair, which they also work diligently daily to keep on the road, repairing as needed whenever possible. The Backhoe needs new 4-in-1 bucket. They have repaired it several times and it has finally gotten to the point that it is beyond repair. He noted that he gather more than three estimates and the lowest price quote was distributed for Board perusal coming in at \$6,245 from East coast, with shipping, but was still \$3,000 cheaper than buying one here and it's very much needed because the backhoe is basically non-functional without it.

Chip Seal Dust Mitigation Update– They've completed one layer of chip seal on 23rd between Kaloli and Shower. They'll be doing the other lane next week, after the first lane sets up. For the detour while working on it, they are trying to maintain one-way traffic flow entering from Shower and exiting on Kaloli to allow for the road to set up.

Mowing – Grasshopper continues to mow the main roads and cut back the corners. Our crew mowed 180 miles of roadway easement last month.

Watering – 12.5 miles of road watered

Gravel, graded and rolled – 13.5 miles

Rubbish Pickup – 2.5 tons

Dead animal pickup – 5 pigs

Road Maintenance requests: 94 Resolved: 31, To do: 63 – all are projected to be done this month.

After they complete 23rd, the Health Department will inspect, but he has been in contact with the State to let them know the progress. GM has been talking to Oahu offices directly about it. Dust abatement plan will continue. GM has \$29,000 left from last years budget. The Board will also send a letter to the State to let them know the first two miles is complete and that the plan will continue to be done to abate dust and prevent fines. **Janice Ashford (District 7) moved to allow the GM to buy the backhoe 4-in-1 bucket for \$6,245 from ConEquip. Dr. Jo Maynard (District 5) seconded the motion.** Discussion: there were several other bids collected and this was the cheapest one by far. **Vote: Yes-5, Unanimous. Motion carried.**

GM: Progress of the chip seal for dust abatement. They will start on 26th street next, between Kaloli and Paradise because it doesn't require as much prep work as some of the other roads require, so this will allow for them to get started on it quicker to satisfy State that the Association is doing its due diligence address the

dust abatement issue and this will allow the crew to start to prep for the roads that are going to be a lot more work to prep/do. President noted how good the work looks on 23rd.

Ruth Mizuba (District 2): Reported a new house on 13th Ave. - it appeared to her that the stakes are in the easement for what might possibly be the walls. GM noted that sometimes the stakes are just to denote measurements, but will check.

A discussion about fixing road shoulders after people have cleared their street area while clearing their property. We only have one grader and one backhoe, so they try their best to catch up between using the equipment for the dust abatement chip sealing project.

VIII. Committee Reports

1. Albizia Committee – Judi Houle – They are having workshop this Saturday. Big island Invasive Species will be there to train on how to use the Milestone by Monsanto, how to contact arborists and contact land owners, then after workshop they volunteer to assist a couple neighbors in the park. Fire ant workshop will be May 28. Handouts given. Budget to assist will come from big island invasive species committee. There are ways to form a barrier around your property to protect against re-infestation from neighboring people. Fire ant handout given. Both handouts will be put up on web site.

2. Emergency Action Committee – Judi Houle – Emergency Action committee meeting was May 11th. Civil defense, CERT and special guests will be there to help them fill in on the gaps as they take their disaster relief testing/drill. June 8 at 2pm will be the next meeting and civil defense will return to help with the process. Disaster exercise coming up on June 17, Friday at 1:00, a mock disaster exercise with civil defense there. Civil defense, CERT, Emergency radio team and all will go out in to the streets for a practice drill. Reporting will be done of what is done on the streets. Priorities during disaster relief and drill will be: damaged homes and people trapped by the trees. Getting the Hui open will be a primary goal initially as well, but they have alternative plans in place, if it is not accessible like during the last disaster.

3. Playground committee – Judi Houle – Playground committee had a grand opening with about 300 people and 8 volunteers. Face painting, balloon artists, All committee members were ether. A Hawaiian blessing was given to inaugurate the opening of the playground official. Donation box was discussed. The event cost more than what was donated. Many of the committee themselves donated for the event because next playground meeting will be June 1st. at last meeting discussed what to do next to improve the area. Two carpenters and two building supply companies in Hilo have been contacted to donate building supplies to build two gazebos. Swing sets take a large safety zone so though desired; it might be unfeasible due to area size. Picture of the type of gazebo to be built was shown. Playground hours and bathrooms. Pocket parks never had restrooms in Salinas, David Prager noted. Water to be available. Limited potable water makes offering water a problem. Drinking water and bathrooms to be worked out but is complicated and may not be possible for many reasons. They ran out of money for the playground now, so everything done for this project will have to be accomplished by donations and volunteers only.

4. Paths committee – No report this month. Volunteers always welcome as they continue working on the path

5. Committee of Committees – Dr. Jo Maynard noted that the Paths committee and Park were the only committees to have responded and reported to the Committee of Committees requests for update about their committee and no other committees have responded yet.

6. Bylaws committee – No report.

7. Community action committee - on hiatus until August when their Chairperson returns from the mainland.

8. HR committee – Office Assistant position is open with 20 applicants to be interviewed this week.

IX. Old Business

1. Dust abatement – as discussed in GM report above in his progress report about the chip seal project being implemented to comply with Health Department required dust abatement needs in order to avoid otherwise high penalties and fines unless the dust problem is actively being mitigated, and hence why the chip sealing project moved up as a more viable and cost effective solution to explore as opposed to the higher costs of having to water down the roads and all that entails/costs.

2. Mailboxes – letter to be reviewed and approved was distributed for Board to send to USPS regarding plans for providing cluster mailboxes. Whole Board will sign the letter to emphasize their united full support for this project.

3. County Park status report – Ruth Mizuba – sent an outline of their meetings and suggestions to the Board. Committee has come up with some good ideas. *No Ag or garden projects* were liked, suggested or encouraged by either the county, or the committee participants. She was asking tonight to proceed with adopting the suggestions of the committee for the report. Shared a report and Mission statement of the Park Committee. There is a plan of three Phases of implementation. For Phase two: *A Skate park* was suggested, so an expert volunteer who attended the meeting tonight supplied information to the committee. *A concession area is planned*. No vending can occur without a kitchen, but the head of the county parks department wants a concession area to allow sports club and non-profits to feed people during games and allow for room for food trucks. Ruth Mizuba (District 2) asked to approve the plan created by the county. The county thinks catchment with super filters will be the way to supply water. Page 5: A covered pavilion suggested, only one was shown, but there's a covered play court in phase 2. Barbecue and picnic tables are desired. County put together a report to support creating the county park. **Craig Crelly (District 3) moved to approve the Parks Committee report for the public park in HPP. Janice Ashford (District 7) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

4. Nomination ballot status report – all ballots have been mailed out.

5. Playground – A discussion occurred about how to keep it open for use on weekends now that it is up. Also noted was that it's creation has now added more maintenance needs to that area which has not gone from simple mowing to weed whacking and a push mower, which has added a financial burden because if Vance only gets a small amount of money for what he does, what do we do? With the extended hours, a Board member thought they should look at having a park community center maintenance person to keep from adding more burdens to the Road maintenance crew. Linkages, leather, vinyl, we have added a financial burden. GM was asked to figure out what the burden is in detail. People can park on 17th on the weekends. If we aren't opening bathrooms and water, they can come in through the weekend access from 17th. GM stated that they could clear the easement more, so the visitors aren't parked on the road. More trash will become a problem with the opening of this playground. A discussion occurred on how to police people when people are renting out the place and how to keep it so the renters aren't responsible for bathrooms used by playground users. Port-a-potty's were suggested. This will be a trial and error process as they see how this playground addition pans out. They hope it's used by local neighbors only so they can go home to for the restroom. GM will work up some ideas on how to deal with the renters of the Hui versus the park visitors. **Ruth Mizuba (District 2) moved to request that Don Morris, GM, explore a tentative plan for playground use at the HPP center. Dr. Jo Maynard seconded the motion.** Discussion: Hours and maintenance hours discussed. **Vote: Yes-5, Unanimous. Motion carried.**

IX. New Business

1. Establish policies to aid in conducting Board business and Bylaw interpretation. Legal counsel has suggested that the Board can set policy on things that occurred. If you miss three times, you would be asked to resign. Promise to attend and the verbiage can have an added paragraph and set a policy procedure for things that aren't specifically addressed. Also, if you're discussing Board information and meetings in public, there should be a known consequence and warning system. Talking about Executive Session meetings in the community is forbidden, yet we have no procedure on how to determine what to do, if that happens. Rumors and gossip as to why terminations have occurred serve no one. Transparency amongst the Board members is needed. *How to set a policy and procedure was discussed.* Absences and whether they're excused or not was discussed. This is to address two present Board members have not shown up for months and months. Personal responsibility was discussed. Per the bylaws, the vote of the Board speaks for all, so some running out to the community telling others that the Board is lost without one of them is not professional and so policies are to help us determine what to do when people make breaches like that. Discussion of how the board can address policy and procedures in order to address this issue. The board is supposed to set policy. Janice Ashford (District 7) will attempt to rough out some suggestions for the Board to then discuss and add to as needed. **Ruth Mizuba (District 2) moved that the Board continue to address conduct bylaws and interpretation, and Janice Ashford (District 7) will commence the exercise. Craig Crelly (District 6) seconded the motion. Vote Yes-5, Unanimous. Motion carried.**

2. Driveway on Shower is landlocked and there are exposed water lines above ground on edge of his property and he wants to know who's responsibility if he cuts the trees and the water lines are broken. There is said to be, a fee of \$500. Policy suggested to be set that those people go back and have their waterline re-done. How to deal with the existing ones is passed, but hopefully they pulled a permit. If they didn't apply and just stuck it in, then the Board can make them remove it, but GM noted that gets in way of department of water supply. The lines are just lying on the ground. It's supposed to be 12 to 18 inches under the ground, but some areas aren't able. There are new galvanized lines from the corner of Shower, all the way in front of the man's land. **Dr. Jo Maynard (District 5) moved that the Board reviews the Waterline Policy again and makes a recommendation for fees. Paul Wheless (District 6) seconded the motion.** Discussion: Is there a fee regulation in it? Yes, there's a mention of fees. If you don't follow the rules you'll be fined or legal action will be taken – already is in the policy, but possibly an attorney needed to write it. Messing with byways and people's properties isn't a very neighborly. There's a problem so if they start now and then anything that breaks, it's not grandfathered in. **Vote: Yes-5, Unanimous. Motion carried.**

Motion that all Board members be informed of actions by office. This is just to make sure the Board is notified and knows what's going on, if any big changes occur, and this is to include those who are unexcused absent, except the one Board members who said not to contact him at all ever under any circumstance, even though he's a Board member and representative for his District. **Craig Crelly moved that all Board members be informed of all major actions done by the GM. Dr. Jo Maynard seconded motion. Vote: Yes-5, Unanimous. Motion carried.**

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

David Prager: The striping on the road is a major safety issue and should be done as soon as possible, not over years. That white stripe is needed as guidance in heavy rain and so he wanted that to be reconsidered in terms of timeline for completion.

A discussion occurred within the BOD and they addressed Mr. Prager’s concern affirming that \$14,000 has already been budgeted and, which should finish Maku’u and half of Shower. The GM reported currently looking into more reflective types of striping/paint. They have room to adjust the budget when they hit year end and can discuss to re-evaluate what might still be needed at that time, if it’s not complete by then. It was noted that HPPOA does have a striping machine and that the edges of road must be cleared before painting can be done.

XII. Announcements:

1. Next Board of Directors Meeting: June 15, 2016 at 6 p.m.
2. Next General Membership Meeting is June 26, 2016 at 3 p.m.

XIII. Adjournment

Ruth Mizuba (District 2) moved to adjourn to executive session. Paul Wheelless (District 6) seconded the motion. Vote: Yes-5, Unanimous. Motion carried. Meeting adjourned at 7:55.

Respectfully Submitted and Approved:

Susan Bambara, Recording Secretary

Paul Wheelless, Secretary

Date

Date

BOD Meeting Motions Log 5-18-16

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