

**Hawaiian Paradise Park Owners Association
APPROVED—Board of Directors Meeting Minutes
Wednesday, May 15, 2019**

1) Call to Order

Vice President, Kathleen Shaw (District 3) called the Board of Directors Meeting to order Wednesday, May 15, 2019 at 6:14 p.m. Quorum was established. The meeting took place in the HPPOA Activity Center Library.

2) Role Call

Board of Directors: Mary Couch (District 2), Kathleen Shaw, Vice-President (District 3), Tanya Seaver, Treasurer (District 4), Mayelin Stillwell (District 5), Craig Crelly (District 6)- Leslie Blyth (District 7), Chris Anderson (District 8) arrived at 7:22 p.m.

- **Absent:** Larry Kawaauhau, President (District 1)
- **Owners:** Tam Hunt, Shawn Merrill, Robert Merrill, Judi Houle, Adriano Teixeira, Rosie Brown
- **Guests:** Don Morris, General Manager

3) Approve Agenda

Agenda changes discussed: 1. Add person to volunteer under new business 2. District 9 Seat under new business moved from i to a.

Mary Couch (District 2) moved to approve minutes as amended. Leslie Blyth (District 7) seconded the motion. Vote: Yes- 6, No- 0. District 8 was absent for vote. Unanimous. Motion carried.

4) Approval of Past Minutes

Discussion:

Minutes from January, February and the first meeting in April need to be redone in order to get minute approval. District 6 will call past recording secretary to see if she can change minutes.

Tanya Seaver (District 4) moved to table minutes. Kathleen Shaw (District 3) seconded the motion. Vote: Yes- 6, No- 0. District 8 was absent for vote. Unanimous. Motion carried.

5) President's Report

No President's report.

6) Treasurer's Report

Treasurer's report will be on website. Report distributed but not read. Copies handed out to members.

District 4 discussed grievances and announced that she will resign as treasurer as of the 22nd. District 4 will remain on board.

Vice-President (District 3) asked the resignation be put in writing.

7) General Manager's Report

General manager addresses the board.

June reminder billing was sent out to all passed due members.

Bookkeeper is no longer working for the association. There are two applicants being contacted for interviews.

Met with contractor about paving 1st street between Paradise and Kaloli. Discussed proposal and start date. Contract will be brought to board for review, discussion, and approval.

Received revised contract from ATT and was sent to attorney for review but attorney will be unable to review until later. He was able to review contract from Time/Warner and it was sent back to them for comments and review.

Letter from the Mailbox Committee to Postal Service was sent out via certified mail.

Aggrebind has been completed on 31st/Makuu dead end, 22nd/Makuu dead end, and 4th/Makuu dead end. There is enough for another 1.5 mile for dust control and stabilizing or 1 mile of surface sealing and dust control. Board will need to decide.

It was a bad week for complaints about dust. 14th street is an issue. Water truck has covered over 40 miles.

Dump truck is still in repair shop and all other equipment is running fine.

Road crew mowed total of 184 miles. Several roads weed whacked. 8 miles of roadway was graded and compacted. Removed trees and rubbish from roads.

No accidents or injuries for the past 56 months.

Kathleen Shaw (District 3) moved to do dust control and surface sealant on 14th between Makuu and Paradise. Craig Crelly (District 6) seconded the motion. Vote: Yes- 5, No- 1, Leslie Blyth (District 7). District 8 was absent for vote. Motion carried.

8) Board Committee report

Finance committee meets on 22nd and will work to have budget finalized at meeting.

9) Community Resources Report

Judi Houle addressed the board to report community resources.

Food pantry is the 4th Tuesday of every month between 1:30 p.m. – 3 p.m. for food pick up. There were 374 individual given food the past month.

Volunteers are needed to unload approximately 3000 pounds of food and bag it. Next pantry is Tuesday, May 28th. Volunteer are asked to arrive at 11:30 a.m. Donations of cloths and toiletry are also needed.

Upcoming Saturday is a fire ant workshop presented by BIIC. It is a free training and application session.

There is an emergency fair at the Church of Latter day Saints church on the upcoming Saturday.

HPP Emergency Response plan is being updated. Edits and manageable length for public is being worked on in order to place on website.

10) Owners Input

Owner Tam Hunt addresses the board.

Request made to move owner input to front of meeting.

Question (Q) Would like to know how to get items on the agenda?

Response (R) Talk to your representative to see if they will put item on agenda.

(Q) Where and what are park plans?

(R) County has a plan to put in a park but it has been put on hold because of the lava.

(Q) Is there a parks subcommittee?

(R) There is not currently a subcommittee but at the membership meeting a subcommittee can be started.

(Q) Is there a roads sub-committee? How are road prioritized? Is there public input?

(R) Board decides with guidance from GM how roads are prioritized but until the end of the year there is contract with Department of Health and the contract determines prioritization.

It takes approximately \$350,000 to put in one mile of paved road. There is no master plan for roads. The plan for next road to be paved is 1st street between Kaloli and Paradise.

11) Unfinished Business

a. Bookkeeper

There are two applicants.

Mary Coach (District 2) moved to hire a professional bookkeeping company to maintain books on-site rather than an employee. Chris Anderson (District 8) seconded motion. Vote: Yes- 6, No- Craig Crelly (District 6). Motion carried.

District 4 and District 8 left the room at 7:37 p.m.

Mary Coach (District 2) moved to allow three items to be brought up at by-law committee meeting 1. Allow tape recording in event recording secretary is unavailable 2. Proxy vote for people who live here half-time 3. Data documents be made permissible to leave site, i.e. for elections and bookkeeping and others. Mayelin Stillwell (District 5) seconded the motion. Vote: Yes- 3, No- Craig Crelly (District 6), Kathleen Shaw (District 3). Tanya Seaver (District 4) and Chris Anderson (District 8) were absent and did not vote.

District 4 and District 8 re-enter room.

b. Road Supervisor

District 3 will create a job description for advertisement of road supervisor.

c. Paving contract for 1st street

Contractor has been approved. Concern expressed that there is no penalty for incompleteness in 30 days.

Leslie Blyth (District 7) move to make penalty of \$1000 per day if incomplete in 30 days. Mayelin Stillwell (District 5) seconded the motion. Vote: Yes- 5, No- Craig Crelly (District 6). Abstain- Tanya Seaver (District 4). Motion carried.

Mayelin Stillwell (District 5) moved to have meeting with other contractor as soon as it can be scheduled for everyone to attend. Leslie Blyth (District 7) seconded the motion. Vote: Yes- 1, No- 5, Kathleen Shaw (District 3), Chris Anderson (District 8), Tanya Seaver (District 4), Mary Coach (District 2), Craig Crelly (District 6). Abstain- Leslie Blyth (District 7). Motion did not carry.

d. Status of 17th Street

Discussing with attorney.

e. Mailbox Committee Letter

Letter sent out.

f. Signage

Drywells are on the capital improvement plan.

Inventory of signage was taken. When there is time, mph signs that are faded will start to be replaced.

g. Stop signs in HPPOA

Stops signs cannot be used on main roads to control traffic.

h. Reserve Study

Auditor recommended a reserve study to look over all roads and plan with cost.

Kathleen Shaw (District 3) moved that Chris Anderson (District 8) look into cost to have a reserve study. Chris Anderson (District 8) seconded the motion. Vote: Yes- 7, No-0. Unanimous. Motion carried.

i. Nanawale ballot counting engagement letter approval

Letter revised to conforms to by-laws.

Mary Coach (District 2) moved that the last paragraph of letter be revised from "all original ballots" to "to HPP records" and "the final count will be reported to the entire HPP Board via email" be removed. Add "no later than June, 17, 2019" to end of sentence "A scanned copy of the results will be email

to all BOD members and the General Manager in compliance with HPPOA By-Laws Article XII, Section 3(j)." Add to end of paragraph "Mattie Green to bring results to board meeting to be announced on 6/19/19." Kathleen Shaw (District 3) seconded the motion. Vote: Yes- 4, No- Craig Crelly (District 6). Chris Anderson (District 8) and Tanya Seaver (District 4) left the room and did not vote.

12) New Business

a. District 9 seat

Adriano Teixeira volunteered for District 9 seat.

Leo Warden volunteered for District 9 seat and was not present.

Craig Crelly (District 6) moved to table District 9 seat until next meeting. Kathleen Shaw (District 3) seconded the motion. Yes- 6, No- 1 Mayelin Stillwell (District 5). Motion carried.

b. Recording Secretary Duties

Document reviewed and discussed. District 3 will make changes.

c. Community Awards

Mary Couch (District 2) moved that Judi Houle be given community award. Chris Anderson (District 8) seconded the motion.

Discussion.

Which reward?

Kathleen Shaw (District 3) moved to put a list out at the membership meeting that states the type of the awards, what they stand for and ask whom should be nominated. Chris Anderson (District 8) seconded the motion.

d. Corporate policy

Mayelin Stillwell (District 5) moved to get an attorney opinion on the corporate policy, its purpose for the board, and post on website. Mary Couch (District 2) seconded the motion. Vote: Yes-3, No- 3, Chris Anderson (District 8), Craig Crelly (District 6), Kathleen Shaw (District 3), Abstain- Tanya Seaver (District 4).

e. Conflict of Interest Policy

Mayelin Stillwell (District 5) moved to have attorney review conflict of interest policy to see if it is in alignment with by-laws. Chris Anderson (District 8) seconded the motion. Vote: Yes- 3, No- 3, Chris Anderson (District 8), Craig Crelly (District 6), Kathleen Shaw (District 3), Abstain- 1 Tanya Seaver (District 4).

f. GM Report (DOH)

GM to report number of calls and how many times water truck is sent out per month.

g. Ballot Counting Observers

Kathleen Shaw (District 3) moved to have Rosie Brown as the ballot counting observer. Chris Anderson (District 8) seconded the motion. Vote: Yes- 7, No- 0. Unanimous. Motion carried.

h. Engagement Letter for 2018 Taxes

Kathleen Shaw (District 3) moved to table engagement letter until reviewed. Mary Coach (District 2) seconded the motion. Vote: Yes- 7, No- 0. Unanimous. Motion carried.

i. Old 2004 Waterline Policy

2004 water policy that requires anyone hooking up to the Department of Water Supply get approval.

Kathleen Shaw (District 3) moved to give approval to Department of Water Supply, a new policy be written, and to have GM look into if anyone else is looking to apply for water. Mary Coach (District 2) seconded motion. Vote: Yes- 7, No- 0. Unanimous. Motion carried.

13) Adjournment

Chris Anderson (District 8) moved to adjourn to executive session. Mary Coach (District 2) seconded the motion. Vote: Yes- 7, No- 0. Unanimous. Meeting adjourned to executive session at 10:12 p.m.

I, Majidah Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.

Majidah Lebarre, Recording Secretary

Date

Upon acceptance,

HPPOA Board Secretary

Date

Motions Log for BOD Meeting May 15, 2019

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