

**Hawaiian Paradise Park Owners' Association
Board of Directors' Meeting
Meeting Minutes
Wednesday, December 16, 2020**

1. Call to Order

Board of Directors' meeting called to order by Craig Crelly (District 6) at 6:06 p.m. Taken place at the HPPOA Activity Center. Social distancing and mask protocols were upheld.

2. Roll Call

Present: Tanya Seaver – District 2; Benjamin Foster – District 3; Kenneth D. Helgren – District 4; Craig Crelly – District 6; Corky Schoonmaker – District 7; Leonard Warden – District 8. Quorum established.

Not present: Larry Kawaauhau – District 1, Emma Hoglund – District 5, Jeffrey Finley – District 9.

3. Approve Agenda

Kenneth D. Helgren (District 4) moved to approve December 16 meeting agenda. Craig Crelly (District 6) seconded the motion.

Amendments: In old business change to dead end 6th and Makuu and dead end 14th and Kaloli.

Vote: Yes – 6, No – 0. Unanimous. Motion carried.

4. Approve past minutes of November 18, 2020

Craig Crelly (District 6) moved to approve past minutes of November 18, 2020. Kenneth D. Helgren (District 4) seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

5. Presidents' Report

President is not present.

6. Treasurers' Report

Treasurer Leonard Warden (District 8) addresses the board:

Treasurers Report for November: Total balance in the Checking, Saving, Investments and Bond Reserve is approximately \$8 million. There is a little over \$2 million in Accounts Receivable approximately the same as last year. Allowance for Doubtful Accounts is \$633,843. 65 property transfers during the month.

7. GM's Report – Don Morris

General Manager Don Morris addresses the board:

General Manager's report and Treasurer's Report available to read for audience members.

Don Morris states "HPPOA has a Waterline Easement Agreement that has been in affect for many years. There is a \$500 fee due to HPPOA in connection to this Waterline Easement Agreement. The homeowner already has to pay several thousands of dollars for this service to the Department of Water Supply and the contractor for the installation of the waterline and water meter. I ask the Board of Directors to please consider waving this fee for homeowners at this time."

Enter Discussion:

Agreement was implemented years ago when fire hydrant was put into place. Homeowners would still have to abide by rest of Waterline Easement Agreement. A licensed contractor still would have to do work. The fee is a one-time fee. The Department of Water Supply has to have a letter from HPPOA in order to proceed with water hook up because of crossing the road.

Tabled for further discussion for further board review of agreement.

8. Committee Reports (limit 3 minutes per person). All motions must be submitted in writing.

A. Finance Committee

Treasurer Leonard Warden (District 8) addresses the board with the Finance Committee Report:

Meeting held on December 2 at 5 p.m. Financials were distributed to committee members. No motions or vote were made. Committee agreed to meet first Wednesday of every month at 5 p.m. until term is over in June 2021.

Committee discussed what financial records needs to be on website.

Discussed process of bringing committee members back together and determined it was not necessary to vote existing members in. Committee did vote one other person in.

There is one other existing member that has been contacted and did not show up to meeting. If existing member continues to not show, committee will vote them out as to not have issues with quorum.

9. Community Resource Report

Judi Houle addresses the board:

Free food distribution has been the main focus. Distribution is held every month. Last month there were 18,000 meals provided.

The upcoming Saturday is the last event of the year. It is a Merry Christmas holiday drive-thru. It's free. All are invited. There will be prepared meals from Short-n-Sweet Bakery from Hilo and Luquin's from Pahoa. Santa Claus will be present. Keiki goody bags will be provided.

Neighborhood Watch meets in small groups. The website is hppwatch.org. Crime is up. Asked that members secure property, watch streets and look after neighbors. Beach Park has had several thief's. Lock cars and don't leave them in isolated areas even if at home.

Thanks board.

10. New Business

A. Hire Bylaws Attorney (Newton Chu/ Shawn Ho) to update Bylaws to current guidelines to be in compliance with County and State requirements.

Enter discussion:

Bylaws need to be in compliance with current laws of the state. Newton Chu and Shawn Ho are in the same firm. The attorneys will review bylaws and give advice then give to board to review and will be voted on by the membership. Bylaw committee will still get to oversee bylaws. Attorneys will be hired to make sure the bylaws are compliant.

Kenneth Helgren (District 4) moved to hire Bylaw Attorney Newton Chu/Shawn Ho to update Bylaws to current guidelines to be in compliance with County and State requirements. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

B. Form a Special Board Committee (which will follow Committee Guidelines) called the "Membership Inquiries Committee" to seek answers for questions presented to the Board by Members of the HPPOA at the Board of Directors

Enter discussion:

General thought is that board does not have adequate time to address member questions at board of director meetings and that a committee will be able to discuss questions and adequately answer questions. Thought is that members can contact their District Representative or direct question to committee. The committee will ensure answers need to be legal. Misstatements can create legal liability for the association.

Question posed; how member questions are going to be answered? Will there be an acknowledgement of receipt? General thought is that members need a timely response. Can committee have a timeframe? Each question is different and may take a different amount of time. General thought is that their needs to be protocol.

Kenneth Helgren (District 4) moved to create a Special Board Committee called the Membership Inquiries Committee to seek answers for questions presented to the Board by Members of the HPPOA at the Board of the Director's meeting or through email. Craig Crelly (District 6) seconded the motion. Vote: Yes – 4, No – 1, Leonard Warden (District 8) voted in opposition. Tanya Seaver (District 2) abstains. Motion carried.

Simple and general road questions and concerns should be directed to the office.

C. Announce actions for the October 21, 2020 and November 18, 2020 Executive Board Meetings

Board announced that board approved to have fencing done around the maintenance shop. Horoki Construction was hired to put up a fence. Tanya Seaver (District 2) stated she recused herself from vote; left the room from any discussion.

General Manager stated the shop was broken into in 2014 that caused a \$150,000 insurance claim. 6-7 months ago the shop was broken into again. Alarm system went off and nothing was stolen at that time. Children ride bikes and people walk through the area. It's a liability and safety issue.

D. Conch – get restarted- Board member involvement

Tanya Seaver (District 2) agreed to take up the issue of the Conch and will ask a member to help. Newsletter goes out with billing.

Craig Crelly (District 6) moved to have Tanya Seaver (District 2) as Editor of The Conch. Leonard Warden (District 8) seconded the motion. Vote: Yes – 5, No – 0. Tanya Seaver (District 2) abstains. Motion carried.

11. Old Business

A. Roads

Road crew have been putting up safety reflectors and signage.

Board already approved 2 miles of road for 2021. Board approved 12th Street Makuu to Paradise, 22nd Makuu dead end, and 7th Ave and Kaloli dead end.

Discussed approving 2 miles for 2021 – 2022. Dead end 6th & Makuu and dead end 14th & Kaloli require a lot of maintenance. General thought is that problem road should have priority.

Road issues should be directed to office.

Tabled to review the roads.

12. Owner input

Craig Crelly (District 6) read:

“Chapter 5, Memorandum No. 2 – Conduct policy, Attachment F – Rules of Conduct for Members in HPPOA Interactions paragraph B. HPPOA members are guests at Board meetings. As such, their input is limited to either 3-minute owner input or as an invited speaker on an “agenda” item. Uninvited comments will not be recognized. Repetitive comments will result in the Presiding office issuing a “call to order.” Additional outbursts will result in the guest being asked to leave the room to “cool down.” Any continuing disruptive behavior will result in the room being cleared by the Board entering Executive Session with only invited participants in attendance.”

Tara Kanakaole-Lato addresses the board. General Manager received written statement.
Mayelin Stillwell addresses the board. Board of Directors received written statement.
Albert Schiszler addresses the board.
Jose Adame addresses the board.

13. Announcements

- A. Next Board of Directors' Meeting – January 20, 2021 at 6 p.m.
- B. Next General Membership Meeting – February 21, 2021 at 3 p.m.

14. Meeting Adjourned

Kenneth Helgren (District 4) moved to adjourn into Executive Session. Craig Crelly (District 6) seconded the motion. Vote: Yes – 6, No – 0. Motion carried. Meeting adjourned at 7:06 p.m.

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

A. Majidah Lebarre, Recording Secretary

Date

Upon acceptance,

HPPOA Board Secretary

Date

Motions Log for BOD Meeting Wednesday, December 16, 2020

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