

**Hawaiian Paradise Park Owners Association
APPROVED – Board of Directors Meeting Minutes
September 16, 2015**

I. Call to Order: President, Craig Crely (District 6) called the Board of Directors meeting to order on September 16, 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: Craig Crely, President (District 6), Dr. Jo Maynard, Vice President (District 5), Janice Ashford, Treasurer (District 7), Paul Wheelless (District 3), John Rudolf (District 4), Ruth Mizuba (District 2)

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

Guests: Dennis Stockton, Bruce Derrick, Beth Evesong, John Seastrom, June Conant, David Prager, Fran Calvert, Mayelin Stillwell, Deb Koval, Andy Boehl, Judi Houle, Bob and Carrie Luke, Judy Sumter

III. Approve Agenda

Craig Crely (District 6) moved to approve the agenda. Dr. Jo Maynard (District 5) seconded the motion. Discussion: Added, "Key Policy" under New Business. Added Councilman Greggor Ilagan speak to BOD under Old Business: Park Update. Number IX. New Candidate-removed. Added: New business-Update Thanksgiving Dinner. **Paul Wheelless (District 3) moved to approve the agenda as amended. John Rudolf (District 4) seconded the motion. Vote: Yes-6, Unanimous. Motion carried.**

IV. Approve Past Minutes

Craig Crely (District 6) moved to approve the 8-19-15 BOD Meeting Minutes. Paul Wheelless (District 3) seconded the motion. Discussion: Ruth Mizuba (District 2) questioned why many things she wrote in her "exiting memo" as President, including issues about side of road, parks, et cetera other items that were not discussed at that meeting, per her read of the minutes. She was disappointed, but it was noted that many of the items in her memo actually were topics which had to be addressed in Executive session. **Vote: Yes-5, No-0, Abstain-1 (Ruth Mizuba/District 2) Motion carried.**

V. President's Report – Craig Crely – There were no new updates to report on the various happenings in progress.

VI. Treasurer Report – Janice Ashford – The Finance Committee didn't have a meeting this month due to family in town from the mainland. The Board needed to vote again for the signatories on the various banking accounts because the bank wants to see it all on one set of meeting minutes for their own ease of use.

Janice Ashford (District 7) moved for Craig Crely, President; Jo Maynard, Vice President; Janice Ashford, Treasurer; Paul Wheelless, Secretary; and, Don Morris, General Manager to be put on the two (2) Operating accounts as Signatories. This would be for the First Hawaiian Road Checking Account ending in #4790 and Non Road Checking Account ending in # 4207. Dr. Jo Maynard seconded the motion. Discussion: It was clarified that two signatures are required for anything over \$1,000. **Vote: Yes-6, Unanimous. Motion carried.**

Janice Ashford (District 7) moved to make Craig Crely, President; Jo Maynard, Vice President; Janice Ashford, Treasurer; Paul Wheelless, Secretary to be signatories on all the other accounts with First Hawaiian Bank, Home Street Bank, Union Bank and Morgan Stanley Accounts. Dr. Jo Maynard (District 5) seconded the motion. Vote: Yes-6, Unanimous. Motion carried.

Bank balances as of August 31, 2015:

Total Checking, Savings, Investments and Bond Reserve:	\$5,191,024.61
Total Accounts Receivables:	\$2,079,395.23
\$ 3,064,436.95 in First Hawaiian checking accounts	

\$ 596,985.74 in Morgan Stanley Money Market accounts
 \$ 123,488.99 in Home Street Bank Money Market account
 \$ 800.00 in Petty Cash

\$ 1,405,312.93 in Union Bank of Calif. Accounts, of which \$1,208,500.00 is the bond reserve fund.

\$5,191,024.61 Total Cash Accounts

VII. GM Report – Don Morris – Aloha and thank you for your calls on road maintenance and safety issues throughout the park. We appreciate all the calls and respond to each of them. Please keep them coming in.

Herbicide Spraying – We have started spraying Roundup in areas throughout the park and will continue spraying in an effort to keep the jungle contained and under control.

Equipment – We have acquired a new pieces of equipment, a 1996 Peterbilt water truck with a 4,500-gallon tank. This will help with our control of the dust on the roads, as well as, the maintenance and compaction for the chip-sealing project.

Chip Sealing – We have started the preliminary widening and grading for the first mile Test for chip sealing. We hope to have this completed within the next two to three weeks depending on the weather. (See ATTACHED Schedule to his report)

Mowing – 109 miles

Weed eating – Tops of Maku'u, Paradise, Kaloli and Shower. Corners of 22nd & Kaloli, 19th & Kaloli, 18th & Kaloli, 2nd & Kaloli; corners of 18th & Paradise, 2nd & Paradise

Spraying – 22nd & Kaloli, 19th – Maku'u to Paradise, 16th & Paradise, 12th – Paradise to Kaloli

Dropped & Rolled – 20 miles

Gravel, Graded & Rolled – 14 miles

Trees Removed – 3 Trees

Trees Cut-back – Pohaku Circle, 23rd – Kaloli to Shower, 2nd – Maku'u to Dead End, H Street

Signs Replaced/New – 12 signs total; street signs and Neighborhood Watch

Rubbish Pickup – 1.7 Tons

Dead Animals Removed – 3 Pigs

Resident Complaints – 62 Total Road Maintenance Requests. 54-Resolved. 8-Unresolved.

Safety Report – No Accidents or injuries for the past 14 months. Please drive with Aloha. Thank you for your support and consideration.

VIII. Resignation of Board Member – Roseanne McLean (District 8) sent a letter of resignation and that was accepted. **Paul Wheelless (District 3) moved to accept Roseanne McLean's resignation. John Rudolf (District 4) seconded the motion. Vote: Yes-6, Unanimous. Motion carried.**

IX. OLD BUSINESS

- 1. Park Update:** Councilman Greggor Ilagan came to give three updates about the park. He is committed fully to it, even though it's a county project and he's planning to leave the county council to run for higher office. 1) The next step will be a resolution that will state that county can start acceptance of the 20-acre donation of property for use only as a park. 2) When his term is up, he negotiated with Parks and Rec who wanted it done in ten years, but he got it down to five years for planning and design or else the land will revert back to HPP's possession. Once planning and design is done, there are no construction funds at this time, but he will work for getting those funds after the planning and design is done. Once the resolution is passed, he would like HPP to form a Park Committee on the planning and design project. 3) Regarding the lower parcels, he has only been given as a verbal agreement so far, but the plan is that once the park is constructed, the maintenance crew in charge of maintaining the Park on 26th would also maintain the lower undeveloped parcels on corner C & L roads, makai side, and Hilo side of Beach. There was discussion of the county taking over Kaloli but the county said it's not up to county standards. He reported that this won't be discussed any further for now, but down the road it could be brought up.

A member asked if the park would only be for HPP residents and he stated that the park will be for HPP, but there won't and cannot be enforcement by them to turn away non-residents.

He asked for the resolution to be approved first so he could push it forward. It can be stopped at any time and he's not giving up on this park for HPPOA. He wants to work with Board and members to make it happen.

2. **Library Update:** None.
3. **Food Pantry: June Conant** – She's working on getting a copy of the insurance and bond info for HPPOA before the Board can vote to approve the pantry.
4. **Mail Boxes Update:** No new update on the status.
5. **President's Response to owner's input.** – None given tonight.

IX. Committee Reports –

NOTE: SEVERE DOWNPOUR OF RAIN MADE THE MEETING VERY INAUDIBLE UNTIL MOVED INTO THE LIBRARY AFTER THE COMMITTEE REPORTS WERE COMPLETED

1. **Albizia Committee – Judi Houle** –Next Workshop is Saturday, September 19, at 9am (always the third sat of month) meeting at the Hui library, and then they will be working on 13th and Maku'u dead end.
2. **Emergency Action Committee – Judi Houle** – She announced that there was a Tsunami warning as the meeting proceeded. Next meeting October 14, at 2pm, in Hui library. Looking for community volunteers to help in a disaster relief. They are needed to help pass out ice and water in emergency. They've purchased a lot of emergency supplies. Tsunami and HPP emergency response plans were made available for people to take. Please join us to know our plans for emergency action.
3. **Bylaws Committee** – No report this month.
4. **Community Action Committee – Judy Sumter** – On September 6th, they did final updates to the survey document and on October 6th, it will go before the council for approval.
5. **HR Committee - David Prager** – 15 applications received for the two openings of Office Manager and bookkeeper. They received 5 Applications for Bookkeeper and 10 for Office Manager. Interviews are done and the HRC has narrowed it down to 2 considerations for each opening.
6. **Paths Committee – John Seastrom, District 7** – They meet one Sunday a month as they continue working on plan clearing the areas of the path. Volunteers are encouraged.
7. **Road Burden Committee – no report this month**

X. New Business:

1. **Key policy – Keys for activity center** – rental and keys policy. It will have to be brought up next month due to some confusion over the keys and too many sets of keys out there. This is being done as a liability issue to limit who has keys to the property. There was a list of 95 signatures on a signed petition regarding discontent from rumors of upcoming changes in policy for the Hui activity center. A letter was sent out to people who have keys to the Hui only, not the entire community, so the Board needed to review the letter, and discuss it with the GM regarding keys and who has them for the Hui use. **Paul moved to discuss the letter sent out to key holders of the Hui. John seconded the motion.** Discussion: People have vested interest in being in control and she appreciated that the GM wanted to secure the property building. The GM was asked to address the issue and he said there's way too many keys out there giving access to the Hui.

Break at 7:10 pm to move into Hui Library due to heavy rains. Meeting started again at 7:15.

Janice Ashford noted that there's a keys issue in the office so she asked the GM to explain what he'd like to do to change the current key situation. We have a pile of keys in the office with unknown purposes. There are multiple keys for the activity center, three different keys for the kitchen doors, multiple keys for all the padlocks instead of one, three keys for library, which add to a pile of keys that he wants to change so that there's one key for each area, such as one for kitchen, one for Library. Many times people pick up keys and come back stating the keys don't work. Someone asked how much re-keying would cost and he already got a quote for \$500.

Key control was discussed. The renter's agreement would have to be revised regarding where to pick up the keys on Saturdays, but the answer to that is that Vance is available to open and close the hui on Saturdays. Rental people do not

get keys. Vance's number needs to be on the rental agreement and will be added. Key lock policy will also be needed.

Janice Ashford (District 7) moved to approve the change over of the keys as proposed by GM, Don Morris, and add Vance's name and contact number on the rental agreement. Paul Wheeless seconded the motion. Discussion: Vote: Yes-6, Unanimous. Motion carried.

2. Update on Thanksgiving dinner – Tessie Tinker – She will host the Thanksgiving dinner put on by the Board of directors, so she needs a letter stating she has authorization to purchase items for the Thanksgiving dinner and stating that she will be reimbursed from the funds she advances for the food until after the dinner, when they can pay it back. For the last 8 years they've netted over \$400 from the Thanksgiving dinner. She will turn in all the receipts for reimbursement. **Paul Wheeless moved to approve a letter from the Board for Tessie Tinker to be reimbursed for Thanksgiving dinner. John Rudolf seconded the motion.** Discussion: Is the money made covering the cost of dinner? Yes, in fact, they made over \$400 net profit last year after all the costs were paid out. **Vote: Yes-6, Unanimous. Motion carried.**

3. Reprimanding Board members – Paul Wheeless – The community feels they're being unrepresented by particular board members not showing up to represent them. Writing a soft or hard reprimand to those who don't keep up with their promise, don't represent their areas and don't show up is needed. He will write the letter and present it to the board, but he wanted clarity regarding appointed versus voted in Board members. He strongly advised that we do this and send a letter out to the board members not attending to remind them of their sworn oath to serve their constituents. **Paul Wheeless moved to write a letter of reprimand to the board members not fulfilling their duties. Dr. Jo Maynard seconded the motion.** Discussion: We can't provide a consequence per the bylaws. It was noted that the conduct policy allowed for an executive session to address the alleged misbehavior to be discussed. A community member wanted her representatives lack of attendance and representation addressed having made verbal and written request. Residents have an avenue to take against their representatives using the RECALL, but the fellow board members are not allowed to remove or replace elected directors, even when they don't fulfill their oath sworn duties to represent their community district.

XI. Owner's Input

June Conant – We brought up the key petition because there are some of us that have been here a long time and know some of the history and idiosyncrasies of the key situation.

She distributed a report stating as a former banker that although she's not an accountant, she doesn't feel like the financial statements have been very prolific and she wants more info.

Bruce Derrick – Asked of disciplining board members not in attendance, what about the ones in attendance not following the bylaws? That's more important. You've disbanded RTSC twice and the sign aren't being placed according to county state or fed policies. Stated that county code stipulates private roads subject to public travel. Asserted that if GM doesn't install per our sign policy, he's holding him personally responsible. He's concerned about lawsuits because we have a sign policy and we need people to follow county spec because it's a liability policy. Asked when the stripes are going to be put on main roads and the reflectors put back? Asked was the decision made to proceed with the chip seal. You had a motion at membership meeting that was put on the floor...read your bylaws. The memberships constitutes the association.

Mayelin Stillwell – regarding the chip seal, she reminded that there was a motion on the table at the last General Membership Meeting and she wanted it clarified that although some people thought that the motion died, but stated that the Membership must pick up where they left off at the last meeting. She reminded that the membership wanted a presentation and to have a vote about the chip seal, all of which needs to be finished before action of chip seal moves forward.

Regarding Striping and reflectors: our striping was done with inferior paint, which has faded and there's no reflectors, which is so dangerous especially on Maku'u and on Paradise. It's an accident waiting to happen. It would serve more of the population in the park than chip seal on the roads to fix and apply those reflectors and a new coat of paint.

David Prager – Regarding the on going absent Board members, the bylaw committee should address the issue of repeatedly absent Board members because it's a disservice to those community members whose representatives aren't showing up for them. Something needs to be put in place to remove them when they just don't show up.

XII. Announcements

- 1. Next Board of Directors Meeting: October 21, 2015 at 6 pm
- 2. Next General Membership Meeting is Sunday, October 25, 2015 at 3 pm

XIII. Adjournment to Executive Session

Craig Crelly (District 6) moved to adjourn to Executive Session. Janice Ashford (District 7) seconded the motion. Vote: Yes-6, Unanimous. Motion carried. Meeting Adjourned to Executive session at 8:05 p.m.

Respectfully Submitted and Approved:

Susan Bambara, Recording Secretary

Paul Wheelless, Secretary

Date

Date

BOD Motions Log 9-16-15

Craig Crelly (District 6) moved to approve the agenda. Dr. Jo Maynard (District 5) seconded the motion. Paul Wheelless (District 3) moved to approve the agenda as amended. John Rudolf (District 4) seconded the motion. Vote: Yes-6, Unanimous. Motion carried.

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