

**Hawaiian Paradise Park Owners Association
APPROVED – Board of Directors Meeting Minutes
April 20, 2016**

I. Call to Order: President, Craig Crely (District 6) called the Special Board of Directors meeting to order on April 20, 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 Crely, President (District 6), Dr. Jo Maynard, Vice President (District 5), Ruth Mizuba (District 2), Paul Wheelless, Secretary (District 3), Randi Larzalere (District 8)

Absent: Janice Ashford, Treasurer (District 7), BJ Mullenix (District 9), Francis Ganon (District 1)

Guests: Jack Hill, Mayelin Stillwell, Dennis Stockton, June Conant, Leilani Bronson-Crely, Terri Stratton, Patrick Murdoch, Bridget, Beth Evesong, Steve Crawford, Judi Houle, David Prager, Floyd & Jane Branchfield, David Pettijohn, Bridget Haley, Shawn Merrill

III. Approve Agenda

Dr. Jo Maynard (District 5) moved to approve the agenda of the April 20, 2016 BOD meeting. Paul Wheelless (District 6) seconded the motion. Discussion: Some topics were added. **Randi Larzalere (District 8) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.**

IV. Approve Past Minutes

Randi Larzalere (District 8) moved to approve the meeting minutes of March 16, 2016. Dr. Jo Maynard (District 5) seconded the motion. Discussion: Randi wanted to contest the material omission of the 1-20-16 so a request of the audio was requested for examining them because she didn't agree that the things asked by the community members to be removed should be removed and that their complaints should stand on record to show how they are in constant discord with anything the Board attempts to do right by them and their needs. It was decided that because Robert's Rules does allow amendment of already approved minutes, they would vote to approve them, in order to get them up on the website for the community in a timely way, but they would go back and address that issue. **Vote: Yes-5 Unanimous. Motion carried.**

V. President's Report – Craig Crely updated that HPPOA is still working on chip sealing and the upcoming elections. He will be verifying with all the committees, who their chairman's are and the names of the members of the committee, along with anything else required of each committee to make sure that they are all still on task as assigned to them by the BOD.

VI. GM Report – Don Morris

Wanted to discuss the issues of access to the Activity Center for tenants and committees. As previously reported, the locks were changed and a check-out system for the keys was implemented. This was done in order to reduce the potential for vandalism, abuse, and unauthorized use.

This past weekend a long-time tenant was trying to access the Activity Center, which was closed for maintenance to paint the floor. He had a set of keys that he had copied without authorization and this is

precisely the reason why locks were change in the first place. The keys must be signed out and returned back in to the office when done. For the select few who do have keys, all activities and meetings for the Activity Center must be on the calendar or cleared with the office. If it is not, it will be considered as unauthorized access or trespassing and will not be tolerated.

The other issue he brought up was about people coming in to the office and asking the staff to help them with a project. The office staff is more than willing to help anyone with whatever they can; however people must understand that our office staff is very busy at all times and cannot be expected to just drop what they are doing at that immediate moment. You must make an appointment with our office staff unless it is an emergency, so that they may properly help you with your project.

Equipment: All equipment is running fine at this time except for the New Holland tractor. The transmission is out. We're having issues with Bacon about what they are going to do about it.

Chip sealing: We have completed the prep work for 23rd between Kaloli and Shower – it was quite extensive. We had to bust out a lot of rock to widen the road to 24 feet. We will start laying the base course as soon as the road dries out.

Mowing: Grasshopper continues to mow the main roads and cut back the corners. Our road crew mowed 60 miles of roadway easement.

Spraying: Shop, bus stops, 23rd – Kaloli to Shower

Watering Roads: Watered 38 miles of road

Dropped and Rolled: 12 miles

Gravel, Graded and Rolled: 14 miles

Signs Replace and New: 3 new signs

Rubbish pick up: 1.75 tons

Dead Animals: 7 pigs

Trees Removed: 3 trees removed

Road maintenance requests: 73 Requests, 65 Resolved, 8 Unresolved

SAFETY REPORT: No accidents or injuries for the past 21 months.

Thank you very much for your support.

Ruth Mizuba (District 2) inquired about the HPPOA office hours citing that it was voted that it remain open until 5:30, but now it's open until 4:30. The GM reported that when he's in the office from 4 – 6 pm, no one comes in to the office. He also reported that the phones begin ringing vigorously in the mornings at 7:30 a.m., so that time works for opening the office it seems to better serve people. Some discussion occurred about what closing time best served those who work, and the GM expressed his observation that the earlier open and close times were more helpful to those who work because the office is open earlier for those on a 9 to 5 schedule.

A Discussion about securing the Hui Library window air conditioning installation options due to the size of the window being less efficient and unavailable for that size window. A stand alone unit outside with a vent in was recommended by the GM. He also noted that there isn't a window one with big enough BTU's to cool the room. A price on the possibility of going that route will be explored. Printing of the ballots was discussed.

VII. Candidate Introductions – The following people shared a bit about themselves:

Patrick Murdoch – Decided that he wanted to withdraw running for District 4 because he's just moved into HPP and stated that he decided he feels a bit too green, although he wants to participate, but after listening to a meeting he decided that he doesn't yet feel up to date enough on the issues to run at this time. He gave his official declaration to withdrawal in writing. He decided he would start participating in the community by joining a Committee.

Jack Hill – Used his time to strongly urge that Patrick Murdoch reconsider his withdrawal from running for District 4 representative. He stated that although he's only owned here since January, and just moved in this past March, he stated that the value new people like him and Patrick offer is that we don't have axes to grind or preconceived notions, going on to state that the organization needs new blood and new ideas.

Randi Larzalere – served in past and this past time of service as an Interim Board member for another district, so she wanted to run and represent her own district this time around. She was Secretary the last time she filled in as an Interim Director and serves on several Committees including bylaws, playground and nominating committees already.

David Pettijohn – Moved here about a year ago and wants to be involved in the community. Works at the Veteran's hospital as nursing home administrator.

Floyd Grandfield (sp?) – Willing to serve. Navy Veteran, Graduate of Wisconsin State Patrol Academy, Served many years as a Wisconsin State Patrol Trooper, later on got a degree from the University of Wisconsin at Oshkosh College of Nursing, then working for several locations as a Nurse in Wisconsin State Departments including Corrections and mental health as a registered nurse. Settled here after his retirement. Wants to be part of and of service to this, his new community.

Paul Wheelless – has been serving as an Interim Board member as his first time on the Board, serving as Secretary, for another district and would like to run for his own district this time. He's for the park, number one. We can conduct our meetings, learn to be better, change some bylaws, a lot of things need to be changed, but we need some people willing to stick with helping making the needed changes. There's a sensible way of working through everything.

VIII. Committee Reports

1. Albizia Committee – Judi Houle – They meet on the 3rd sat of every month. Educational program with training on safety and use of Milestone, and then they go out and assist their neighbors. Getting the answers to our residents and assisting them. Next meeting, May 21 at Hui Library. They have now added fire ant workshops and had their first meeting with the next one scheduled for Saturday, May 28 at 9am. A packet of handouts will be created to be put onto the website for those who can't attend. About 40 people came to the last meeting. It was very successful and they are going to continue.

2. Emergency Action Committee – Judi Houle – Last meeting was on April 13. The GM will be our incident commander. They reviewed their emergency response plan objectives and duties. Dr. Jo Maynard will serve as the alternate incident commander. They have an Emergency radio team, which will be out on the streets, they're organized, and have some have Hamm radio licensed operators. What will happen in an Emergency? Volunteers are needed to distribute water, ice, and food. The next meeting will be May 11 at 2p in the Hui Library to prepare for their disaster exercise on June 17. Procedures of what they'll do when civil defense declares a disaster, so we want to be up and ready for that.

3. Playground committee – Judi Houle – They hope to be completed with the project within the next two weeks. They have a donation of picnic tables that she's picking up. They were free, but up in Waimea, donated from Waikaloa Queen's market place. Once done they will have a grand opening party on May 1, a Sunday. They need help planning and throwing the party. They'd like hot dogs ice cream, balloons, games and maybe music. Any singing or musical skills would be appreciated. The committee will meet to decide about throwing the party. **Dr. Jo Maynard (District 5) moved on behalf of the playground committee that the \$423.78 be**

released for the playground committee use. **Randi Larzalere (District 8) seconded the motion.** Discussion: During the March 16, 2016 meeting, \$15,000 was allotted to the playground committee, but the complete balance was actually 15,423.78, so that little money needs to be released. Gas for private use of chairman's vehicle to pick it up and store it until the park is ready will be authorized to reimburse her for using her funds to get it for the playground. Thanks were mentioned to various people who made donations. **Vote Yes-5. Unanimous. Motion carried.**

4. Road Assessment Committee – Paul Wheelless - no report this month due to last minute cancellation of the meeting.

5. Bylaws committee – Mayelin Stillwell – the Committee is presently working on the "Membership Section" of the bylaws.

6. Community Action Committee (CAC) – on hiatus until fall

7. HR committee – nothing to report for this month

8. Parks – Ruth Mizuba – The last meeting held was on April 12. The next meeting still to be determined. Committee members will be reviewing the items identified as interested in by the group. They decided that a Community Garden would be too cumbersome and so they eliminated the possibility of having that for the Park.

IX. Old Business

1. **Finance committee was members were confirmed** by the President as consisting of Beth Evesong, Bridget Hailey, Janice Ashford, and Jo Maynard. More will be determined after arbitration. Jerry Hiatt was chosen as the arbitrator.
2. **Review and approve the Escrow form letter involving the driveway policy from the bylaws. Dr. Jo Maynard (District 5) moved to approve the document to be used with escrow papers. Randi Larzalere (District 8) seconded the motion.** Discussion of this policy occurred. – It will go with the escrow packet requiring the purchaser's signature. Escrow packet should have a check-list for the paper work. The owner initials each page and it's valid, just like a signature. **Vote: Yes-5. Unanimous. Motion carried.**
3. **Status of Health Department regarding oil spill** – An Environmental Engineer was required. All concerns were addressed and pictures were distributed showing everything has been addressed. They await the Dept. of Health to approve the sampling plan set up by the Environmentalist. Once approved they will follow the plan required to follow up an they await Dept. of Health's reply. A discussion about the situation update occurred and how the amount of oil said to have spilled is not in alignment with how little oil they actually have or used. It is completely cleaned up.
4. **Status of the chip seal/dust abatement project** – GM elaborated on the work reported during his report (see above). Working on 23rd at Kaloli to Shower. The rock was difficult to bust through. Kaloli looks like a real road now and it's widened and nice after an excavator was brought in as needed to get through the rock. A full two lane road will be created as we get to each road with the chip seal. As soon as road dries, they will begin laying base course to prep for chip seal by the end of the month
5. **Approve the Changes to the Employee Handbook** - **Dr. Jo Maynard (District 5) moved to approve the changes to the Employee Handbook – The Personal Time-Off (PTO) policy, Harassment policy, cell phone policy, and emergency contact form. Randi Larzalere (District 8) seconded the motion.** Discussion: A discussion occurred about the changes submitted a couple months ago regarding PTO (Personal Time Off), an improved harassment form with better wording, but content is the same, a Cell Phone policy is for

people driving our equipment or while working for the Association. Emergency contact form was needed. They put together these things because there wasn't really an employee packet, so these forms were added to the Employee handbook. It will be effective as of July 1st. Job descriptions are also going to be added to the Handbook. **Vote: Yes-5. Unanimous. Motion carried.**

6. **Board Committee to verify committees are on task as given by the Board.** Discussed that a Board Committee needed to be created. Craig Crelly volunteered. Randi Larzalere and Dr. Jo Maynard also volunteered, if the meetings can be done nights or weekends. Shawn Merrill volunteered. VP is to have a record of the committees. They will verify the committees and they are actively following the tasks or if the tasks have grown. They're trying to get a handle on the committees to make sure they're on task. This helps the Board to be helpful to the community by properly. The Board needs to know and will find out what the individual committees are doing, if they're on task, and what's going on. Committees are supposed to get permission from Board before going outside the Association. We need to make sure we're correct and up to date and the board does count on their committees because they hunt and find the information to bring it to the Board. This is to help move us forward working together. The board can't do it all and so they have to depend on the committees, know who is actually active and who is not. Arbitration has forced us to make committees more accountable for task and function. We need to be informed before things are done as a professional courtesy. **Ruth Mizuba (District 2) moved that the Board form a Board Committee to verify that the committees are on task and those volunteers are Craig Crelly, Dr. Jo Maynard, Randi Larzalere, and Shawn Merrill. Randi Larzalere seconded the motion. Vote: Yes-5. Unanimous. Motion carried. Ruth Mizuba (District 2) amended her motion to add the four named, with Dr. Jo Maynard to serve as the Chairperson. Randi Larzalere seconded the motion. Vote: Yes-5. Unanimous. Motion carried.**
7. **Status of mail boxes/lot prep** – Craig Crelly called postmistress to see how to figure it out and why. Postmaster is temporary and their hands are tied. A unified statement is needed between the association and the post office because it irritates people to send them back and forth between the two entities. People inquiring should be told the Association is moving forward and the Postmistress at Keaau is not able to make a decision. A higher decision maker is required. A letter sent to Postmaster General for them to figure it out. They should deal with this problem. A long discussion occurred including how to get responses for helping with post boxes. **Paul Wheeless (District 6) moved that the Board compose a letter to the Postmaster General or whoever is the next person to go to in order to clarify the USPS commitment and what needs to be done by the Association in order to progress on building the post boxes.** Discussion: They will write a letter because they want the USPS to know that the entire board is united and in support of USPS to encourage action in this project. It will be from the President and signed by all the Board members to be circulated by email to approve the letter. **Vote: Yes-5 Unanimous. Motion carried.**
8. **Preferential voting policy** - Created by Craig Crelly, President and distributed to all the Board for discussion. Three examples were shown on how to vote and a discussion ensued regarding implementing the policy and how the vote needs to proceed. District 1 has three candidates. It will go on the website and in the ballot. A second Ballot was discussed as created by Terri in the office, but it was not what was voted on while waiting for the one created by Craig Crelly. It was created because if people don't vote for all the choices, their votes should still count. It will be changed to "Preferential Voting INSTRUCTIONS," as the title of the document. Some alterations occurred to blend the Presidents research with a suggested explanation of the example and instructions. **Randi Larzalere (District 8) moved to approve the changes made to the Preferential Voting Policy named Preferential Voting Instructions. Dr. Jo Maynard (District 5) seconded the motion. Vote: Yes-5. Unanimous. Motion carried.**

X. New Business

1. **Roadway Waterline repairs** – on 30th at Kaloli, there's a pothole from a square that was removed and patched incorrectly. Up 30th at curve a chunk dug out and patched improperly is already growing grass. Roads were dug up for plumbing issues. There is a policy if a water leak causes the need to dig up easements, that owner must have a financial responsibility for fixing any damage done by those needed fixes. It was noted to be in the Corporate policy, so they will investigate how to enforce or improve it.
2. **14th & Maku'u** – Board discussed an email received from Sandra Collins asking the Board to look at a pooling water situation that she attributed as a problem from the road crew repair, but is actually caused by her property. The water flowing and draining off from her property was what was undermining the road, which caused HPPOA to put in the culvert. The culvert they put in is still above her yard, and pulls off the pooling water in the Association's easement, as required by the Health Department, but she wants the water to be wicked off her property, too. The Road Crew took care of getting it out of the easement, but the Association is not responsible for her private property's water pooling issue. They discussed what is her property versus the Association's. She doesn't want to remove a line of rocks as suggested by the Association. The board will send her a letter explaining her email was discussed and that it's not on the Association's easement, so they aren't responsible for her property, only the easement. The Board stands by GM's work and decision, so the Board will respond to her letter. It was noted that all the water causing the problems comes from her property.
3. **Food Pantry** – Randi Larzalere worked with them and the Big Island Giving Tree last month. It was a success, but people in the community need to be notified. Occurs on the 4th Tuesday of month, The Bodacious Ladies do a food pantry and The Big Island Giving tree will be giving out needed items. It's for friends and neighbors. Food, canned food, anything from a food bank like fresh and canned foods, fresh local fruit. Then Big Island Giving Tree gives clothing and toiletries. From 2p until it's gone. There's a huge need, but the word needs to get out to the community. People can sign up for people to pick up for them if they're infirmed, disabled or those unable to get out to the give away day. The food all comes from the food bank and different organizations pull it together for the community. Forms are available at the office. A discussion ensued on how the program works and can help many infirmed people.
4. **Ballot Counting Information** – Ruth Mizuba – Reported that Nancy Robbins, of the Eagles, will pick up the ballots on June 2 between 8 to 9 am. Ballots will be counted on June 6 at 9 am. Observers of any number welcome. Cost will be \$100 for first two hours, and \$50 for every hour thereafter. Ruth suggested a letter putting in writing what the agreement is, along with HPPOA's Preferential Voting Instructions. **Craig Crelly (District 3) moved to send a letter to the Eagles with our agreement and copy of Preferential Ballot Voting Instructions. Dr. Jo Maynard (District 5) seconded the motion.** Discussion: Ruth Mizuba will write the letter as authorized by the Board. **Vote: Yes-5, Unanimous. Motion carried.**

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

Mayelin Stillwell – Had questions: Re: Voting - Is there a secure location for the ballots? She noted how it was done in past and wondered how the ballots would be held. There is a lock box and several locked places for them. Note about office keys, there's a lot of committees who have meetings after the office is closed. The bylaws committee has to show up at 4 pm to get the keys for their meeting at five. There's people there until

4:30 per the GM. Wondered if a member can listen to the audio from past meetings and noted they should be able to hear the audio as well. Asked how many road crew HPPOA employs.

June Conant – Came to ask to consider buying some new tables for the Activity Center. Gave out info from Costco for sets of tables available for purchase. Stated that she felt the tables are dangerous and that she knew of money in a non-road account that she wanted allocated for the tables.

Steve Crawford – spoke about his concerns regarding the removal of John Rudolf stating that in his opinion it was not a Personnel Issue, which per bylaw prohibits any public discussion; but, he felt that the Board needed to discuss the issue behind Mr. Rudolf’s removal in the public forum. He shared Bylaws 1.2 Section 7 Removal items and his interpretation of those bylaws versus how the Board took action. Full written input attached.

Leilani Bronson Crely – Regarding the issue on escrow and notifying new buyers and what they need to do, she noted that “Section M” specifically addresses all the documentation that Home Buyers have to sign. In Section M, they are already covered.

She was concerned by Ruth Mizuba’s Park report stating that the Park Committee is not planning to honor requested food growing gardens. It’s been proven we’d be without all our supplies in three days should the transport from the mainland to the Island stop. She strongly supports a food garden for the community.

Re: Post office. She worked with Altin (sp?) at USPS briefly regarding addressing. Encouraged developing a GIS system. We could map (date base computer mapping system) everything. She added that HPPOA should consider lobbying our Senator and Congressmen to support us in our mailbox needs as we did when we wrote to Senator Inouye when he was alive.

XII. Announcements:

1. Next Board of Directors Meeting: May 18, 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. Craig Crely (District 6) seconded the motion. Vote: Yes-5, Unanimous. Motion carried. Meeting adjourned at 8:56.

Respectfully Submitted and Approved:

Susan Bambara, Recording Secretary

Paul Wheelless, Secretary

Date

Date

BOD Meeting Motions Log 4-20-16

Dr. Jo Maynard (District 5) moved to approve the agenda of the April 20, 2016 BOD meeting. Paul Wheelless (District 6) seconded the motion. Randi Larzalere (District 8) seconded the motion. Vote: Yes-5, Unanimous. Motion carried.

Randi Larzalere (District 8) moved to approve the meeting minutes of March 16, 2016. Dr. Jo Maynard (District 5) seconded the motion. Vote: Yes-5 Unanimous. Motion carried.

Dr. Jo Maynard (District 5) moved on behalf of the playground committee that the \$423.78 be released for the playground committee use. Randi Larzalere (District 8) seconded the motion. Vote Yes-5. Unanimous. Motion carried.

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