

**Hawaiian Paradise Park Owners Association  
Board of Directors Meeting Minutes  
April 17, 2019**

**I. Call to Order**

Vice President, Kathleen Shaw (District 3) called the Board of Directors Meeting to order Wednesday, April 17, 2019 at 6:02 p.m. Quorum was established. The meeting took place in the HPPOA Activity Center Library.

**II. 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)- arrived at 6:07 p.m., Leslie Blyth (District 7), Chris Anderson (District 8)- arrived at 6:42 p.m., Brian Ingle (District 9) sworn in at 6:45 p.m.

- **Absent:** Larry Kawaauhau, President (District 1)
- **Owners:** Ken McGiluray, Shawn Merrill, Kim Kuffell, Robert Merrill, Corky Schoonmaker, Judi Houle
- **Guests:** Don Morris, General Manager

**III. Approve Agenda**

*Agenda changes discussed.* 1) Library schedule added to agenda under new business. 2) District 9 candidacy placed on agenda after General Managers report. 3) Owner input moved up in agenda under committee reports. 4) Treasurers Report removed from agenda, distributed but not read. 5) Motion to place Treasurers Report on website added to agenda. 6) Remove c. By-Laws under Committee Report. 7) Permission to contact League of Women Voters to ask questions about contract added under old business elections.

**Kathleen Shaw (District 3) moved to approve the agenda as amended. Mayelin Stillwell (District 2) seconded the motion. Vote: Yes-6. Unanimous. Motion carried.**

**IV. Approve Minutes**

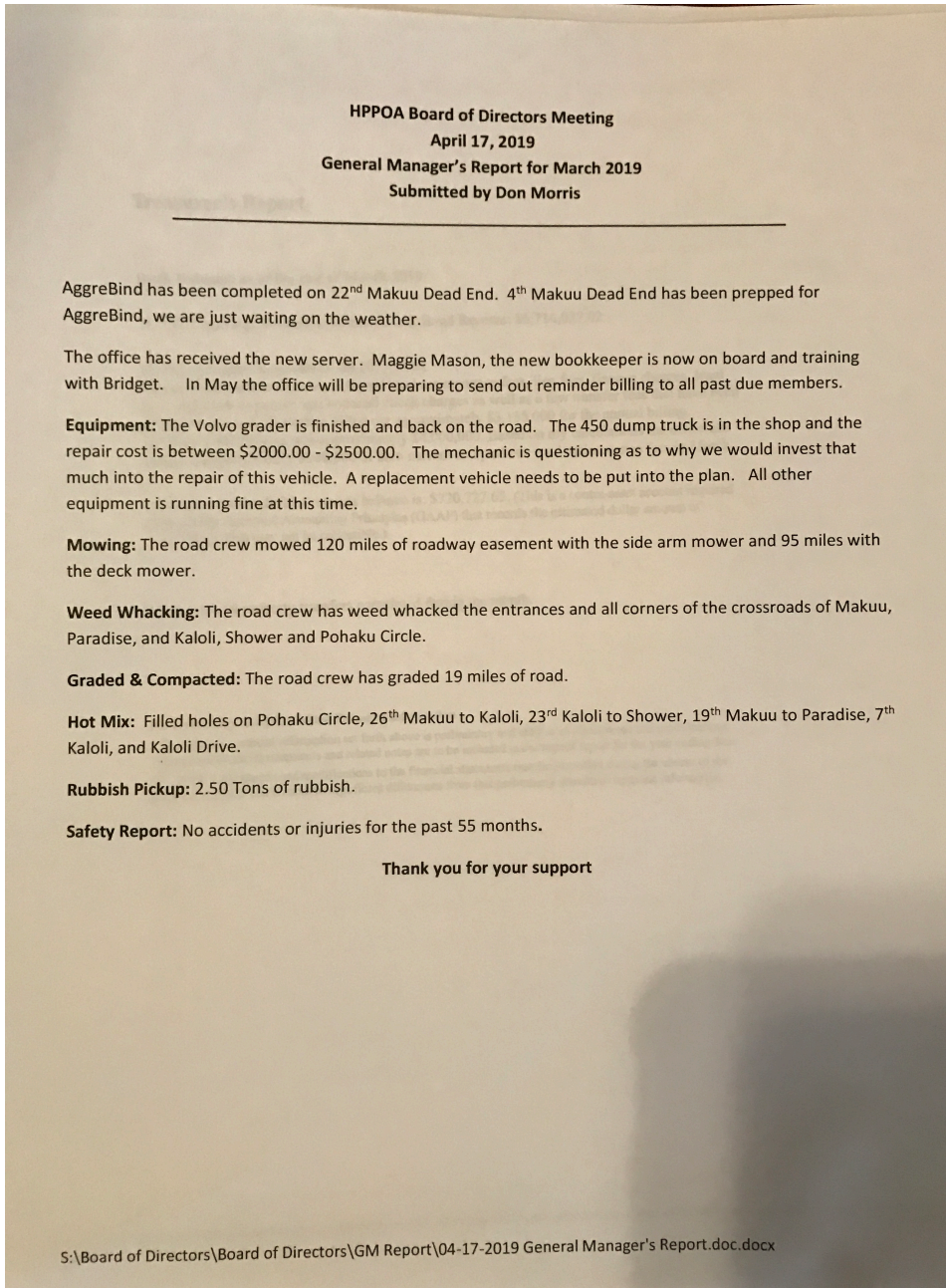
**Tanya Seaver (District 4) moved to table draft minute approval. Mary Stillwell (District 5) seconded the motion. Vote: Yes-5. Unanimous. Motion carried.**

## V. Presidents Report

**Kathleen Shaw (District 3) moved for Presidents Report to be deferred until President can read it. Mary Couch (District 2) seconded the motion. Vote: Yes-6. Unanimous. Motion carried.**

## VI. General Manager Report

Distributed and read. See below.



General Manager further responded to questions posed by board.

*Questions ( Q ):* Which 19 miles of road was graded and compacted? Was the material put down or just graded?

*Response ( R ):* 19 miles of road had materials put down and graded and has to double check if all 19 miles got material.

*( R )* Mower mows paved and not gravel roads; does easements around paved roads. Mower does not work well on gravel roads.

*( Q )* What's wrong with truck?

*( R )* The ball joints, emergency breaks, and hyper-switch are the main issues.

*( Q )* 19 miles was done in which time frame?

*( R )* Month of March. Reports are from previous month.

*( Q )* What is the cost of a new dump truck? What size do we need? What type of fuel is the current truck?

*( R )* It's depending on what size we're interested in getting. What we have is too small for us, as far as I'm concerned, what we need is more in the range of 8 to 10 ton. The one we have is a 2 to 3 ton with almost 300,00 miles. It's a gas.

*( R )* The repairs has to be done because it needed to be inspected.

## **VII. District 9 Candidates**

District 9 candidates are Walter McCoy (lives in District 3) and Brian Ingles (lives in District 1).

*Discussion.*

Brian Ingles enters at 6:30 p.m.

*Brian Ingles statement to the board summary:*

He found out about vacancy on the HPP website and has been coming to published meetings since.

He would do a good job because he has an extensive background. He has been a nurse, psychiatric social worker, and an executive for Connecticut where he was in charge of a 1.2 million dollar budget per week. He got down to half a million dollars

per week without firing any employees but by going through line items and organizing staff.

In Hawaii, he ran business as landscape architect before he fell off that ladder. He taught school here for 12 years. Owned a property here since 2000, starting building a house in 2007 and got final house pass 2 weeks ago because he did it all himself.

He is ready, willing and able to do best he possibly can for the people of HPP so that the things that they want done can happen.

He has degrees in nursing and psychology. He's a pilot and ham radio operator. He's retired. He has free time.

*Walter McCoy statement to the board summary:*

He is has been married for 25 years. He's retired. He's from Silicon Valley where he built 5 companies that are all multi-million dollar corporations.

He states that he can diffuse conflict by focusing on common goal and that's what's best for HPP. The way to resolve disagreement is to find commonality. He doesn't want to bring his priorities to the board.

He would abide by board if he didn't like the decision. He reputation on the Finance committee would speak for itself.

**Secret ballot vote for District 9 candidate. Kathleen Shaw (District 3) collected and read paper ballots. Vote: McCoy- 2. Ingles- 4**

Chris Anderson (District 8) enters at 6:42 p.m.

Brian Ingles sworn in at 6:45 p.m. for District 9. Craig Crelly, Secretary (District 6), served as witness.

### **VIII. Treasurer's Report**

Treasurer's report distributed but not read.

**Tanya Seaver (District 4) moved to post Treasurers Report on HPPOA website every month. Mary Stillwell (District 5) seconded the motion. Vote: Yes-8. Unanimous. Motion carried.**

Put on agenda for future meeting.

### **IX. Committee Reports**

### *A. Mailbox*

Distributed memorandum.

*Kim Kuffell, co-chair of the membership mailbox committee, summary address to the board.*

The Mailbox committee and the Membership Mailbox Committee have been meeting with the goal of getting all residents mailboxes in HPP. The stalling point is a written commitment from USPS.

She addresses the board to ask approval of the letter to the United States Postal Service (USPS) obtaining their written commitment to provide mailbox cluster units.

*( Q )* Are the plans (within the memorandum) being submitted to USPS?

*( R )* The letter is for a commitment from the post office. There are two plans available that are submitted as consideration. Site plans are just to show HPP commitment and active development in mailboxes. Plans are subject to change.

**Kathleen Shaw (District 3) moved that the Board approve the letter and attachments provided by both Board and Membership Committees and instruct the General Manager to place it on Association letterhead and mail it certified return receipt immediately. Mary Stillwell (District 2) seconded the motion. Vote: Yes -8. Unanimous. Motion carried.**

### *B. Nominating Committee*

Updated candidate list distributed.

*Discussion.*

No longer have to do preferential voting.

**Leslie Blyth (District 7) moved to approve candidate list and to give to General Manager. Chris Anderson (District 8) seconded the motion. Vote: Yes-8. No- 0. Unanimous. Motion carried.**

## **X. Community Resources**

*Judi Houle, District 9, addresses the board.*

She been living in HPP for 30 years and is to talk about community resources and what is provided for free in HPP.

*Pantry:*

Food pantry is 4<sup>th</sup> Tuesday of every month. There is free food. Begins at 1:30 p.m. and must qualify for program. The last 2 months have been the highest numbers ever: 377 provided food in February, 358 provided for in March. Neighborhood Watch is the sponsor of the program.

Next pantry is April 23. Asking for volunteers at 11:30 a.m. to unload trucks and help with bagging. Donated clothes and brown paper bags are welcome.

*AED:*

After training received a free AED unit. It will be installed outside library area at the activity center. General Manager will assist in getting it installed and running.

Nurse has volunteered to maintain the unit. Would like to buy additional pads because they are one-use and child pads.

*Discussion.*

It's \$100 for an alarm that goes off when the AED is open. Put on agenda for next meeting to approve \$100 for alarm.

*Emergency Response:*

Hurricane Disaster exercise occurred at the end of February. Civil Defense did an evaluation and praised good work.

Ask that the HPP emergency response plan be placed back on website.

General Manager states there has been issues with website.

**Kathleen Shaw (District 3) moved to allow the HPP Emergency Response Plan on the website. Mayelin Stillwell (District 5) seconded the motion. Vote: Yes-8. Unanimous. Motion carried.**

*Upcoming workshops:*

An alibiza workshop is Saturday that is free to residents. Big Island Invasive Committee (BIIC) at 9am comes to Activity Center.

BIIC comes again on May 18 for a fire ant workshop.

County will be providing more funds for Puna police.

**XI. Owner Input**

*Ken McGilvary, District 3, finance committee member and former board member, addresses the board.*

Distributed letter regarding request for changes to upcoming election procedures.

*Shawn Merrill addresses the board.*

She stated that constituents of districts 1, 9, and 6 should have opportunity to have no or none of the above on ballot to be able to have a choice if they want that candidate or not.

## **XII. Old Business**

### *A. Elections*

#### *i. Hiring of vote counter*

Board members were given packets with bids.

*Discussion.*

( Q ) Who will count votes?

( R ) Board members sent requirements from Nanawale. It is not signed but for review.

The issue with the Women League of Voters (WLV) is that they want indemnification to cover their attorney fees. The thought is that by-laws or the insurance company would not allow indemnification. It is the WLV standard contract.

Nanawale charges \$500. Ms. Green from Nanawale wants counting to be done at Nanawale like prior year. She wants 3 observers. The observers are not to have conversations with each other or counters or will be asked to leave.

The final count will be sealed in envelope and hand delivered by the Nanawale President to whoever is appointed to receive it.

The ballot will be packed and developed the same way as results. Last year they typed out the results, folded and put them in sealed envelope and did the ballots the same way.

They request the district mailing list of ballot recipients be provided at counting to make sure ballots are from district.

( Q ) Concern expressed that by-laws does not allow ballot recipient information to be taken outside of HPP.

( Q ) Concerned expressed that some will get improper ballots.

( R ) Any issues with getting the ballot for the wrong district will be the same on list given to Nanawale. It's in the computer that way. Mistakes in the computer are being corrected as they go.

( R ) Ballots have water mark, number of lots owned, and district they reside. Each district has different color and watermark.

**Kathleen Shaw (District 3) moved that Nanawale be contacted about concerns of where ballots can be counted; can they count at HPP or change their requirements of having district mailing list because of policy. Mary Couch will be the contact. Chris Anderson seconded the motion.**

**Vote: Yes- 5. Abstain- Mary Couch (District 2), Leslie Blyth (District 7), and Mayelin Stillwell (District 5). Motion carried.**

**Kathleen Shaw (District 3) moved to allow Mary Couch (District 2) to accept Nanawale to do election if they can come to HPP to count votes or take out requirement of district mailing list and if they can present ballots at the June board meeting with a cap of \$600. Chris Anderson seconded the motion. Vote: Yes- 8. Unanimous. Motion carried.**

*ii. Printing*

Question is if office or if an outside company should print ballot.

**Brian Ingles (District 9) moved for HI Printed Corp to print and seal ballots. Chris Anderson (District 8) seconded the motion. Yes- 7. No- Chris Anderson (District 8). Motion carried.**

*iii. Board liaison to office*

*Discussion.*

According to by-laws the board is to appoint a liaison between the board and the general manager for the election.

**Kathleen Shaw (District 3) moved that Chris Anderson (District 8) be the liaison between the board of directors and the general manager to make sure things get done on time for the election. Tanya Seaver (District 4) seconded the motion. Vote: Yes- 6. Abstain: Leslie Blyth (District 7), Mayelin Stillwell (District 5). Motion carried.**



*Discussion.*

Question is to change ballot to add no or none of the above.

**Kathleen Shaw (District 3) moved to place none of the above box on ballot. Chris Anderson (District 8) seconded the motion. Vote: Yes- 7. No- Craig Crelly (District 6). Motion carried.**

*iv. Volunteers to be ballot counting observers*

Place on the website that three volunteers are needed to help with election. The volunteers cannot be on the board of directors.

**B. Road Bids**

Packets were distributed with three bids for roads.

*Discussion.*

Prior vote was for no oil coating and prior motion asked for money off to not put oil coating. Counteroffer was not accepted by bidder.

Monies to pave roads are from last year's budget.

Concern expressed for timeframe of 30 days for job to be done.

**Kathleen Shaw (District 3) moved to rescind original motion for roads and instructs general manager to contact contractors to see if their bid is still good. Chris Anderson (District 8) seconded the motion. Vote: Yes- 4. No- Leslie Blyth (District 7), Mayelin Stillwell (District 5), Brian Ingles (District 9). Abstain- Tanya Seaver (District 4). Motion carried.**

**C. Accountant**

Packets were distributed.

**Kathleen Shaw (District 3) moved to accept audit accountant because they did a good job. Chris Anderson (District 8) seconded the motion.**

*Discussion.*

Concern expressed that suggested changes by accountants be done.

( R ) Changes are being made; halfway through rewriting policy and procedures.

Concern expressed about language in contract that would put association out of compliance, such as, they assume there would be no changes in management. Does that void contract?

( R ) Language says assume and that any changes will be discussed. Any changes in price will be discussed beforehand.

Add amendment to remove names and replace with positions.

**Kathleen Shaw (District 3) moved to accept accountant and that they replace names with positions in contract. Chris Anderson (District 8) seconded the motion. Vote: Yes- 7. No- 0. Motion carried.**

### **XIII. New Business**

#### **A. 17<sup>th</sup> Street**

A lot on 17<sup>th</sup> street does not have road access. The owner pays road fees. Road has not been made because of 31 acres that has heiau. It's against the law to have landlocked property. 300 feet of road is needed.

An attorney is needed.

**Brian Ingles (District 9) moved to hire attorney Thomas Yeh for legal opinion on obligations on road. Chris Anderson (District 8) seconded the motion. Vote: Yes- 8. No- 0. Unanimous. Motion carried.**

#### **B. Cars on 18th**

Discussion.

Concern expressed for lot filled with old cars and dumped cars on easement.

#### **C. General membership meeting reschedule**

Question is if a membership meeting should be May 19<sup>th</sup> and/or June 23<sup>rd</sup> 3 p.m. to 6 p.m.

Chris Anderson (District 8) left the room at 9:01 p.m.

### **XIV. Recess to Executive Session**

**Craig Crelly (District 6) moved to go into executive session after short recess. Kathleen Shaw (District 2) seconded the motion. Vote: Yes- 7. No- 0. Unanimous. Motion carried.**

**XV. Regular Meeting Rejoined**

Chris Anderson (District 8) left the meeting at 10:19 p.m.

**Leslie Blyth (District 7) moved to approve nominating committee request to book activity center Sunday, April 28, 2019 from 5 to 7 p.m. for the meet the candidates forum. Tanya Seaver (District 4) seconded the motion. Vote: Yes- 7. No- 0. Unanimous. Motion carried.**

**D. Library schedule**

By-law committee removed from library calendar. removed from library schedule calendar?

**Kathleen Shaw (District 3) moved that the by-law committee be allowed to use library until policy is written. Mayelin Stillwell (District 5) seconded the motion. Vote: Yes- 7. No- 0. Unanimous. Motion carried.**

**XVI. Adjournment**

**Kathleen Shaw (District 3) moved to adjourn meeting. Craig Crelly (District 6) seconded the motion. Vote: Yes- 7. No- 0. Unanimous. Motion carried.**  
Meeting adjourned at 10:38 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 April 17, 2019**

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Meeting adjourned at 10:38 pm.