

**Hawaiian Paradise Park Owners' Association  
APPROVED—Board of Directors' Meeting  
Meeting Minutes  
Wednesday, July 20, 2022**

**1. Call to Order**

Board of Directors' meeting called to order by Karin Hoffman (District 5) at 6:00 p.m. Taken place at the HPPOA Activity Center.

**2. Roll Call**

*Present:* Jason Schillewaert – District 1; Corky Schoonmaker – District 2; Tristan Rice – District 4; Kari Hoffman – District 5; Craig Crelly – District 6; Jim Marquez – District 8; Jeffrey Finley – District 9.

*Absent:* Chante Ching – District 7; District 3 – Vacant

**3. Approve agenda for July 20, 2022, HPPOA Board of Directors Meeting**

**Jeff Finley (District 9) moved to approve the July 20, 2022 meeting agenda as amended by going in to an Executive Session meeting immediately, and by adding to New Business item(s): 13 (h) "Roberts Rules of Order" and, 13 (i) "Directors and Officers Liability Insurance Increases". Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

\*The Board of Directors meeting recessed to go into an Executive Session meeting at 6:03 p.m.

\* The Board of Directors meeting reconvened at 6:24 p.m.

**4. Approve meeting minutes**

a) Approve May 18, 2022, BOD meeting minutes

**Corky Schoonmaker (District 2) moved to approve the May 18, 2022 BOD meeting minutes. Tristan Rice (District 4) seconded the motion. Vote: Yes – 6. No – 0. Abstain 1. (D5). Motion passed.**

b) Approve June 15, 2022, BOD meeting minutes

**Jeff Finley (District 9) moved to approve the June 15, 2022 BOD meeting minutes. Kari Hoffman (District 5) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

c) Approve June 30, 2022, BOD meeting minutes

**Jeff Finley (District 9) moved to approve the June 30, 2022 BOD meeting minutes. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

**5. President Report – Review Code of Conduct and Vision**

There was a discussion regarding amendments to the bylaws in March that provide for the suspension of board members and the possibility of reverting to the Bylaws approved in 2014. There was a question regarding the legality of the amendments made in March 2022.

**Jeff Finley (District 9) moved to table the discussion to the next meeting. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

**6. Reconfirm Officer Positions and update bank signature cards.**

**Jason Schillewaert (District 1) moved to reconfirm the Officer Positions of the Board of Directors as follows: President – Kari Hoffman (District 5), Vice President – Jeff Finley (District 9), Secretary – Jim Marquez (District 8) and Treasurer – Corky Schoonmaker (District 2), and to approve them and the General Manager (Don Morris) as bank signators. Jeff Finley (District 9) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

**7. Vice President's Report**

Jeff Finley (District 9) provided a written report describing his role as Vice President and distributed Committee Membership Contact Lists. Jeff will serve as a hub for the board and membership committees, with the exception of the Finance Committee which will be managed by the Board Treasurer. Committees are permitted to conduct their meetings in the library by coordinating dates and times with the General Manager's office.

**8. Treasurer's Report**

*Treasurer Corky Schoonmaker (District 2) addressed the board:*

As of the end of June 2022, the Checking, Savings, Investments and Bond Reserve is \$8,141,474.98

Accounts receivable is \$2,960,406.92

Annual billing was approximately \$3,469,752.00

Allowance for Doubtful Accounts balance is \$608,357.49

There were approximately 86 properties transferred during the month of June

**Action item(s):** Treasurer Corky Schoonmaker (District 2) will have a discussion in the Finance Committee on Merchant Fees for credit card payments for membership fees. \$31,000 in fees were paid by the Association last year, this should be paid by the members. Corky Schoonmaker (District 2) will provide a recommendation of which financial documents will satisfy the bylaws requirement to provide End of the Year Financials to the membership, within 2 weeks.

**9. General Manager's Report**

Don Morris reported:

The office has finished processing and has sent out the road maintenance reminder billing for those owners who are still past due.

The office will start processing liens on properties that are in arrears 3 years or more.

Hokori Construction has competed the paving project for 18<sup>th</sup> MPDE and 18<sup>th</sup> PMDE.

Civil Construction is still trying to get the state highway department to agree on a traffic control plan for Pohaku Drive paving project.

The road crew has installed the street number signs on Makuu, Paradise and started on the ABC roads. They will be working on Kaloli and Shower next.

Equipment: The 22 year old Hamm Roller is down, the main pump is out, we are renting one from Allied Machinery for \$4300 per month. We need to buy another roller. First option; there is a decent one available on Oahu. Second option; a quote to purchase a Dynapac Soil, 14.5T, 84" Drum, AS (Roller) from Pape Machinery for \$108,272.21, which is provided in the board packet and will expire August 12, 2022. All other equipment is running well.

**Kari Hoffman (District 5) moved to direct General Manager Don Morris to go forward with the purchase of the Dynapac Soil, 14.5T, 84" Drum, AS (Roller) from Papē Machinery, at the quoted cost of \$108,272.21. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

Grading: Widened, dropped 1 ½" base course and compacted 1 ½ miles of roadway 7MDE and 13PK. Widened, graded, and compacted 9 miles of roadway 4 MP, 9 MDE, 9 KDE, 13 KDE, 14 MDE, 14 MP, 14 PK, 15 MDE, 15 MP, 15 PK, and 15 KDE. Spot drop 11 MDE and 11 PK.

Weedwacking: Corners of Makuu from top to 20<sup>th</sup>.

Mowing: The road crew mowed 86 miles roadway easement with the sidearm mower and 28 miles with the deck mower.

Hot Mix: Filled holes with hot mix on 26 PK, 26 PK, 23 KS, and 22 PK.

Roads Watered: 32 miles of roadway.

Rubbish Pickup: .54 tons of mixed rubbish.

Safety Report: No accidents or injuries for the past 91 months.

## **10. Committee Reports**

a) Finance Committee – Corky Schoonmaker (District 2) reported there was no meeting in July, the committee will meet on August 3, 2022 at 5 p.m for an orientation.

b) Land Use Committee – Jim Marquez (District 8) reported that 5 members have been selected and they will meet at 6 p.m. on the 2<sup>nd</sup> Wednesday of the month.

c) Bylaws Committee – Jeff Finley (District 9) reported the committee met at an alternate location and will be meeting again on the 2<sup>nd</sup> Saturday of next month at 3 p.m.

d) Cultural Preservation Committee – no report provided

e) Membership Committee – Keala Stant reported the committee met to get to know each other, no officers elected yet, their vision is to advocate and facilitate for an informed and educated membership.

f) Community Resource Report – Judi Houle reported the committee provides community outreach to inform residents, a sub-committee to provide clean up and repair has been formed, they did playground repairs and will provide pressure washing next. The Neighborhood Watch group meets on the 1<sup>st</sup> Saturdays of the month to discuss resident's concerns the Board of Directors are welcomed to be involved, the Swap Meet (the only fundraiser for activities provided by the Resource Committee) is on the 2<sup>nd</sup> Saturday of the month, Food Pantry distributions are on the 4<sup>th</sup> Tuesday of the month, Educational Workshops are held every 3<sup>rd</sup> Saturday of the month, next month: Albizia. Judi Houle can be contacted at: [hppwatch.org](http://hppwatch.org) or [HPPOA.net](http://HPPOA.net)

## 11. Owner input

3 owners signed in to speak.

## 12. Old Business

a) 240 number signs – installation status: this was discussed in the General Manager's report.

b) Road Safety Expert proposals – status, review, procure: General Manager, Don Morris reported he has not been able to locate an engineer to conduct a traffic study on the Big Island, a couple have been located and contacted on Oahu but have not responded. Kari Hoffman (District 5) recommended a Road Safety Committee, to hire an expert to conduct a study and provide an analysis and make recommendations to the board. Jeff Finley suggested the Board of Directors and committees can come up with ideas. Possible solutions for dangerous intersections at the bottom include; Rumble strips, speed humps and stop signs with flashing red lights.

**Action item:** General Manager, Don Morris, will work with the Road Safety Committee to bring ideas to address intersection issues to the next BOD meeting.

c) Measures for Fugitive Dust solutions – General Manager, Don Morris reminded the board that the only real solution is paving. Jeff Finley (District 9) discussed a possible option being used in other places and will bring the information to the next board meeting.

**Action item:** Jeff Finley (District 9) will bring information on possible solution for fugitive dust to the next board meeting.

d) Mailbox update – General Manager, Don Morris reported that he had a conversation with the USPS and they are trying to get funding into the fiscal budget in conjunction with the planned expansion of the Keaau Post Office, which is unable to handle any increases in boxes at this time. There was a brief discussion about starting a petition or delivering an official resolution on behalf of HPPOA to the Keaau Post Office.

**Action item:** Jeff Finley (District 9) and Jim Marquez (District 8) will work on a petition and bring it to the next board meeting.

e) Renegade Cell Tower contract update: Kari Hoffman (District 5) reported that in December 2021 the board approved the property on 14<sup>th</sup> and Kaloli, signed the contract on May 11, 2022 and the preliminary permitting process has begun. The contract includes: \$1000 monthly fees for the first user, \$850 per month for each additional user with a maximum limit of 4 users per tower.

## 13. New Business

- a) Interview of Candidates and secret ballot vote for District 3 director

There were 8 applicants, Patricia Egan was elected, by secret vote of the board, as the District 3 representative of the board of directors.

- b) Resolution 2022-01 – creation of the Human Resource Committee.

**Jeff Finley (District 9) moved to create a Human Resource Committee as per HPPOA Bylaws, and to require that all committee members sign an agreement to abide by all applicable guidelines. Jim Marquez (District 8) seconded the motion. Vote: Yes – 6. No – 1 (D2). Motion passed.**

\*Patty Egan volunteered to serve on the Human Resource Committee once seated on the BODs.

- c) Discussion and motion to hire a structural engineer to determine the needs and safety of the Activity Center.

**Jeff Finley (District 9) moved to have the General Manager, Don Morris, hire a structural engineer to conduct a needs assessment and cost analysis of repairs at the Activity Center to include all rusting rafters and main beams. Corky Schoonmaker (District 2) seconded the motion.**

**Vote: Yes – 6. No – 1 (D1). Motion passed.**

- d) Discussion and motion to transfer the \$63,802 in the Road Improvement account at FHB to the Road Saving account at FHB and then close that account.

Kari Hoffman (District 5) explained the Road Improvement account was redundant and not necessary at this time.

**Corky Schoonmaker (District 2) moved to approve the transfer of \$63,802 in the Road Improvement account at First Hawaiian Bank to the Road Saving account at First Hawaiian Bank and to close the Road Improvement account. Patricia Egan (District 3) seconded the motion.**

**Vote: Yes – 8. No – 0. Unanimous. The motion carried.**

**\*Newly appointed Board member Patricia Egan (District 3) began voting here.**

- e) Discussion and motion regarding a “Presidents Corner” on the website.

Kari Hoffman (District 5) reported that as President of the board she would like to create a “Presidents Corner” space on the HPPOA website to provide updates and reports on Board of Directors’ meetings.

**Kari Hoffman (District 5) moved to approve the creation of a “Presidents Corner” space on the HPPOA website. Tristan Rice (District 4) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. The motion carried.**

- f) Discussion and action regarding new signage for meetings at top of S, K, P, & M.

**Action item:** Board members are requested to look for possible sites near all exit(s) from the subdivision, for appropriate placement of signs that inform residents of monthly board meetings and to bring recommendations to the next meeting.

g) Discussion and action regarding Seniors of Paradise to use activity center for free.

It has been reported at previous meetings, that a longstanding agreement with HPPOA and the County of Hawaii that provided liability insurance coverage for the Seniors of Paradise, has expired. Attempts by HPPOA office staff to resolve the issue with the County have not been successful.

**Action item:** The Seniors of Paradise are urged to contact the County directly and request the liability coverage be reinstated to continue its use of HPPOA facilities for programs and events. General Manager, Don Morris will look at the cost of providing liability insurance for the Seniors of Paradise and any potential impacts on HPPOA's nonprofit status.

h) Discussion on applicable Roberts Rules of Order.

Kari Hoffman (District 5) reported the order of business at membership meetings shall be in accordance with Robert's Rules of Order Newly Revised, version to be determined by the sitting board annually and shall include a period for public commentary from members.

**Jeff Finley (District 9) moved to adopt applicable Robert's Rules of Order Newly Revised rules as required in the Bylaws. Jim Marquez (District 8) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. Motion carried.**

i) Discussion on increased costs for Directors and Officers Liability Insurance.

General Manager, Don Morris provided a quote for coverage from RSUI Indemnity Company that reflected an increase of less than \$5000.

**Jeff Finley (District 9) moved to accept the Directors & Officers Liability/Employment Practices Liability Renewal quote from RSUI. Tristan Rice (District 4) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. The motion carried.**

#### **14. Announcements**

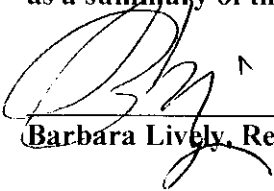
a) Next Board meeting August 17, 2022

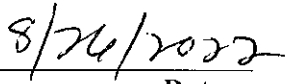
b) Next General Membership Meeting is October 30, 2022, 3pm

#### **15. Adjourn to executive session to discuss Legal and personnel matters.**

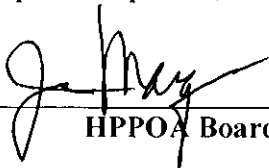
**Kari Hoffman (District 5) moved to adjourn the meeting at 8:53 p.m. Jeff Finley (District 9) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. The motion carried.**

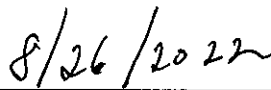
I, Barbara Lively, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.

  
Barbara Lively, Recording Secretary

  
Date

Upon acceptance,

  
HPPOA Board Secretary

  
Date

**Motions Log for Board of Directors' Meeting  
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**\$108,272.21. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.**

Resolution 2022-01 – creation of the Human Resource Committee.

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