

**Hawaiian Paradise Park Owners' Association
APPROVED—Board of Directors' Meeting Minutes
Wednesday, September 21, 2022**

1. Call to Order

Board of Directors' meeting called to order by Karin Hoffman (District 5) at 6:04 p.m. Taken place at the HPPOA Activity Center.

2. Roll Call

Present: Jason Schillewaert – District 1; Corky Schoonmaker/Treasurer – District 2; Patricia Egan – District 3; Kari Hoffman/President – District 5; Craig Crelly – District 6; Jim Marquez/Secretary – District 8; Jeffrey Finley – District 9.

Absent: Chante Ching – District 7; District 4 – Vacant.

3. Approve agenda for September 21, 2022, HPPOA Board of Directors Meeting

Jim Marquez (District 8) moved to approve the September 21, 2022 meeting agenda as amended by moving item 12(a) to the Executive Session agenda and replacing it with a presentation by State Representative Greggor Ilagan. Jeff Finley (District 9) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

4. Approve August 17, 2022 Minutes

Patricia Egan (District 3) moved to accept the August 17, 2022 meeting minutes. Jason Schillewaert (District 1) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

5. President Report

Kari Hoffman (District 5) thanked Jeff Finley (District 9) for overseeing the mail out of financials to the membership, it has been completed.

6. Vice President Report

Jeff Finley (District 9) reported the mail out was successful and included a Presidents letter as well. He recommends hiring temporary help for the process next year. Jeff also reported that the committees are working well and that he can be contacted via email if needed.

7. Treasurer's Report

Treasurer Corky Schoonmaker (District 2) reported:

As of the end of July 2022, the Checking, Savings, Investments and Bond Reserve is \$8,043,803.71

TOTAL Accounts Receivables is \$2,735,614.59

Accounts Receivable balance is approximately \$2,440,190.66

Annual billing was approximately \$3,469,752.00

Allowance for Doubtful Accounts balance is \$599,413.12

*It was explained that this is a Contra-Asset account required as standard accounting practices, which is an estimated amount of receivables that will never be collected.

There were approximately 45 properties transferred during the month of August

8. General Manager's Report

Don Morris reported:

The unaudited financial statements have been mailed out to the membership. Thanks to volunteers and Board members for folding and stuffing envelopes.

We have received the flashing stop signs, brackets are being fabricated in Hilo to accommodate the signposts, road crew will install the signs as soon as the brackets are received.

New signs for board and membership meetings for Paradise, Kaloli and Shower have been ordered, should be here by the end of the month.

Ordered speed limit signs for the main roads at the end of August, should be here around the end of the month.

Equipment: The John Deere side arm mower is down, needs a new hydraulic pump, parts have been ordered all other equipment is running fine at this time.

Grading: Widened, dropped 1 ½ " base course and compacted 5 miles of roadway. Ala Heiau, 2 MP, 2 PK, 3 KDE, 10 MP, and 20 MDE. Widened, graded and compacted 6 miles of roadway. 2 MDE, 10 MDE, 10 PK, 12 MP, 17 PK, RR PK, and RR KDE.

Weedwacking: Corners, signs and mailboxes on Makuu, Paradise, and Kaloli.

Mowing: The road crew mowed 60 miles of roadway with the sidearm mower and 92 miles with the deck mower.

Roads Watered: 60 miles of roadway

Dead Animals: 2 pigs removed

Rubbish Pickup: 1.19 tons of mixed rubbish, 2.87 tons of scrap metal, 4 tires.

Safety Report: No accidents or injuries for the past 93 months.

9. Committee Reports

a) Finance Committee – Corky Schoonmaker (District 2) reported the committee met on September 7, 2022 and went over the contract with ES&A and discussed the forensic audit. The committee commented on the ES&A contract included a lack email records, scope of work not clear and board review of all contracts, and recommends there be more communication among all board members regarding attorney interactions and billable hours. The committee also cautioned that original financial documents do not leave the HPPOA office, for a forensic audit and that copies would need to be made for the analyst.

b) Land Use Committee – Jim Marquez (District 8) reported the committee has a membership of 5 and serves as a fact finding committee. The Land Use Committee will have its first meeting on Tuesday October 11, 2022 at 12 p.m in the HPPOA Activity Center, future meetings will be on the 2nd Tuesday of the month.

c) Bylaws Committee – No report

d) Human Resource Committee – Kari Hoffman (District 5) reported the committee met and went over the employee handbook and requested to meet with the General Manager, Don Morris, they would like to have someone with more Human Resource experience on the committee. The goal of the committee is to update the Employee Handbook to meet the requirements of the Bylaws.

e) Membership Committee – Jeff Finley (District 9) reported the committee met on September 19, 2022 in the Library and had the following recommendations for the board:

- 1) HPPOA website needs work: scrub old information and post current information
- 2) Signs for Nominating Committee to advertise for members
- 3) Need to address Seniors of Paradise request proposal to waive fees if County sponsors, the contract went to Corporation Counsel for review.

*There was a reminder that the board never voted to waive fees for the Seniors of Paradise.

Patricia Egan (District 3) moved to approve Seniors of Paradise use of the facility with no charge and for the General Manager to negotiate a contract with the county. Craig Crelly (District 6) seconded the motion. Vote: Yes – 6. No – 1 (D8). Motion passed.

*Elizabeth Bonnell, President of the Seniors of Paradise will separate the group from the County Sponsored Programs to be able to be hosted by HPPOA and use the facility, while working toward renewing a contract with the county in the future.

Craig Crelly (District 6) moved to approve Seniors of Paradise use of the HPPOA facility free of charge, without county sponsorship. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

f) Cultural Preservation Committee – Sara Kay reported the committee is seeking permission to conduct archeological inventory and mapping with volunteers.

Jim Marquez (District 8) moved to grant permission to the Cultural Preservation Committee to conduct archeological inventory and mapping on HPPOA properties. Patricia Egan (District 3) seconded the motion. Vote: Yes – 6. No – 1 (D6). Motion passed.

g) Community Resource Report – Judie Houle was not present, Kari Hoffman (District 5) reported there would be no educational workshop this month. NHW and Food Distribution will go on as usual.

10. Owner input

3 owners signed in to speak.

11. Old Business

a) Update of Flashing Stop Signs Order – covered in GM report

b) Update of Mailing of Financials to members per bylaws – Kari Hoffman (District 5) confirms it has been done.

c) Fugitive Dust solution options – Jeff Finley (District 9) reported the EPA suggests 10 mph speed limits, signage on unpaved roads too, grading once per year and setting the goal of once a year maintenance.

d) Seniors of Paradise use of Activity Center – covered during Membership Committee discussion.

e) Update on new signage for meetings at top of S, K, & P – covered in GM report

f) Update on Forensic Analysis – Kari Hoffman (District 5) reported that nothing has been done at this point and the analyst has been informed that original documents will not be removed from the office copies are being prepared.

g) Discussion on upgrading the security cameras in the office - staff concerns, how to protect office staff.

Action item(s): Kari Hoffman (District 5) will get quotes for 2 cameras with audio to purchase or rent. Don Morris will follow up on developing a policy to review videos and how or who will activate the audio.

12. New Business

a) Presentation by State Representative Greggor Ilagan – Kari Hoffman (District 5) reported that the representative has information available on the Band Wagon regarding grants for development and maintenance of parks. He will be talking to Judie Houle as a nonprofit is necessary for the grants.

b) 3 Year Paving Plan discussion – spread sheet of priorities presented, board members will think about it further and discuss at the next meeting.

c) Discussion on purchasing more speed limit signs – Kari Hoffman (District 5) reported that in order for speed limits to be enforced, speed limit signs must be posted. 25 mph speed limit signs should be posted on both ends of all paved roads and 10 mph for unpaved roads that are currently 15 mph.

Action item: Don Morris will follow up on speed limit signs.

d) Plan for Members Meeting check-in – Jim Marquez (District 8) and Patricia Egan (District 3) will check-in members at the meeting on October 30, 2022 at 3 p.m

13. Announcements


a) Next Board meeting October 19, 2022, 6 pm

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

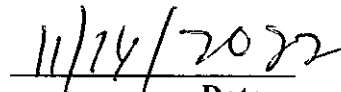
14. Adjourn to executive session to discuss Legal and personnel matters. Craig Crelly (District 6) moved to adjourn the meeting at 8:32 p.m. Jeff Finley (District 9) seconded the motion.

Vote: Yes – 7. No – 0. Unanimous. 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.

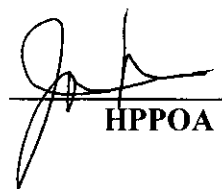


Barbara Lively, Recording Secretary

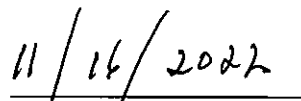


Date

Upon acceptance,



HPPOA Board Secretary



Date