Hawaiian Paradise Park Owners' Association
APPROVED—Board of Directors' Meeting Minutes
Wednesday, October 19, 2022

1. Call to Order

Board of Directors' meeting called to order by Karin Hoffman (District 5) at 6:05 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 October 19, 2022, HPPOA Board of Directors Meeting

Corky Schoonmaker (District 2) moved to approve the October 19, 2022 meeting agenda as amended by moving item 12(e) "Hawaii House Rep. Greggor Ilagan" to item 9(f), to accommodate the representative and by removing item(s) 11 (a), (c) and (g), as they will be discussed during the General Managers report. Patricia Egan (District 3) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

Corky Schoonmaker (District 2) moved to amend the agenda by changing item 9(f) "Cultural Preservation Committee" to item 9(g) and changing item 9(g) "Community Resource report" to item 9(h). Jason Schillewaert (District 1) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

4. Approve September 21, 2022 Minutes

Jeff Finley (District 9) moved to accept the September 21, 2022 meeting minutes as amended with corrections to item 11 (c) to read "Jeff Finley 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." Jim Marquez (District 8) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

5. President Report

Kari Hoffman (District 5) reported the board settled two ongoing legal matters in mediation, 2 cases still remain, the Seniors of Paradise will begin meeting at the HPPOA facility again and she urged board members to let others know to attend the October 30, 2022 Membership meeting.

6. Vice President Report

Jeff Finley (District 9) reported he continues to coordinate the committees, committee meeting minutes will be available although there may be a month of lag time, committee information has been updated on the HPPOA website and he is working with office staff to have committee agendas on the website also, continuing to look for solutions regarding mass mailings to members, a proposal by a local company that provides mass mailing services may be presented to the board via zoom.

7. Treasurer's Report

Treasurer Corky Schoonmaker (District 2) reported:

As of the end of September 2022, the Checking, Savings, Investments and Bond Reserve is $7,906,518.85

TOTAL Accounts Receivables is $2,694,501.69

Accounts Receivable balance is approximately $2,413,024.45

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 37 properties transferred during the month of August

8. General Manager's Report

Don Morris reported:

The road crew has installed the flashing stop signs at the bottom of Makuu, Paradise, and Kaloli along with arrow and red end of road signs.

Picked up the new signs for the board and membership meetings, road crew will install them soon, speed limit signs are also in and road crew will be installing them in between all their other work.

Equipment: The John Deere side arm mower is still in the shop, the deck mower is back up, the water truck is also having issues not sure what the problem is yet, all other equipment is running fine at this time.

Grading: Widened, dropped 1 ½ " base course and compacted 2 miles of roadway. Lemiwai, 4 MP, 4MDE. Widened, graded and compacted 7 miles of roadway. 21PK, 20KDE, 18PK, 16MDE, 6MP, 6PK, Loki and the Alphabets.

Weedwacking: Corners on Makuu, Paradise, and Kaloli, Shower and Alphabets.

Mowing: The road crew mowed 42 miles of roadway with the deck mower.

Hot Mix: Filled hoes with hot mix on Kaloli, Makuu, 33MDE, 32MDE, 26MP and 26PK.

Signs Replaced: Stop signs 32M, 29 M, 27M, 25M, 23M, 21M, 17P and 11M.

Roads Watered: 49 miles of roadway watered.

Dead Animals: 7 pigs removed

Rubbish Pickup: 1.08 tons of mixed rubbish.

Safety Report: No accidents or injuries for the past 94 months.

9. Committee Reports

a) Finance Committee – Corky Schoonmaker (District 2) reported there was no meeting. Next meeting will be November 2, 2022 at 5pm.

b) Land Use Committee – Jim Marquez (District 8) reported there was not meeting. Next meeting will be November 8, 2022 at noon at the HPPOA facility, the committee will elect its board members at that time.

c) Bylaws Committee – emailed to BOD

d) Human Resource Committee – Patricia Egan (District 3) Jill Schoonmaker was their guest speaker and she was extremely helpful, have the position description for the office assistant position, looking at FLSA status (exempt or nonexempt classifications of employees), working to streamline forms and to establish an organizational flow chart (who reports to whom), may be able to access Personnel Action forms from the attorneys library. The next meeting will be on the 4th Monday of the month from 1-3 pm. In the HPPOA library.

e) Membership Committee – Patricia Ruppert submitted a report to the board. (Attached)

f) State Representative Greggor Ilagan - AdHoc committee for HPPOA/County Park development. Greggor reported that he is working to discuss and pursue options for developing the county park at 26th and Kalolil Drive in Paradise Park, he is looking at the possibility of state grants to match county funding as well as state grants for nonprofits that can fund construction projects, there will be no costs for HPPOA. He is recruiting members of an AdHoc committee to move the project forward. HPPOA board to serve as advisory body only, he would like at least one board member on the committee and numerous community members to be involved.

Kari Hoffman (District 5) moved to nominate Corky Schoonmaker (District 2) and Craig Crelly (District 6) to serve as liaisons to the AdHoc committee and to provide reports to the HPPOA Board of Directors. Patricia Egan (District 3) seconded the motion. Vote: Yes – 6. No – 1 (D8). Motion passed.

g) Cultural Preservation Committee – Sara Kay reported the committee met with an ethnographer and 2 archeologists and inspected the property and found "really cool things", they will be conducting a second field inspection from 18th date TBA. A written report was submitted. (Attached)

Action item: Sara Kay to coordinate signed waiver forms with the HPPOA office staff.

h) Community Resource Report – Judie Houle reported Neighborhood Watch meetings are on the 1st Saturday of the month and everyone is invited, major security and safety concerns are discussed, the Swap Meet is on the 2nd Saturday of the month, everyone invited, this is the only fundraising activity that supports all the activities provided, October 11, 2022 is the Uprise Puna event, October 1, 2022 is the Amateur Radio event, October 15, 2022 is the Tropical Gardening class, the next class will be on November 19, 2022 the topic will be Little Fire Ants everyone is invited, on October 22, 2022 (HPPOA) CERT members will participate in the Mauna Loa community discussion in Ocean View from 1-3 pm, the food pantry is the 4th Tuesday of the month this is a drive through event where food and clothes are distributed, fresh produce and free covid tests were distributed in September, the Halloween event will be held on October 29, 2022 from 5-7 pm, volunteers are needed for this, the biggest event of the year!

The playground project is almost complete, left over funds will be used to provide shade around the seating area.

10. Owner input

3 owners signed in to speak. Topics included: Criteria for paving roads, electronic communications to members, posting budget to web site, thank you for Presidents' letter in mailing and to Greggor Ilagan for providing political clout to County/HPPOA Park development discussions.

11. Old Business

a) Update of Flashing Stop Signs Order – discussed in General Manager Report.

b) Seniors of Paradise use of Activity center – Kari Hoffman (District 5) reported the Seniors of Paradise will start meeting in the HPPOA Activity Center in November.

c) Update on new signage for meetings at top of S, K, & P – discussed in General Manager Report.

d) Update on Forensic Analysis - Kari Hoffman (District 5) reported documents are to be distributed to the auditors as soon as possible.

e) Review CIP report - Kari Hoffman (District 5) explained what the "carry over" amounts are, possibly able to pave an additional 2 miles in this year's budget.

Action item: General Manager to continue to provide updated spreadsheet

f) Discussion on upgrading the security cameras in the office - Kari Hoffman (District 5) reported she is still working on upgrades: audio activated cameras for the office, motion activated light for the warehouse camera.

g) Update on purchasing more speed limit signs – discussed in General Manager Report.

12. New Business

a) District 4 Candidates – Present to BOD, Vote by BOD

1 – Tiffany Hunt 2 - Larry Kawaauhau 3 - Jon Loehndorf 4 – Patricia Ruppert

Board members submitted written votes and Jon Loehndorf was elected to the board as the District 4 representative. Larry Kawaauhau was the only candidate not present at the time of the vote. Jon Loehndorf (District 4) was sworn in at 8:13 pm.

b) 3 Year Paving Plan discussion – spread sheet of priorities including the General Managers recommendations was presented.

Jeff Finley (District 9) moved to approve paving ½ mile at Ala Heiau. Jim Marquez (District 8) seconded the motion. Vote: Yes – 2. No – 5 (D2, 3, 4, 5&6). Motion failed.

***Jason Schillewaert (District 1) was not present for the vote.**

Corky Schoonmaker (District 2) moved to approve paving 4th from Makuu to Paradise. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7. No – 0. Unanimous. Motion carried.

***Jason Schillewaert (District 1) was not present for the vote.**

Jeff Finley (District 9) moved to approve paving 4th from Paradise to Kaloli. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. Motion carried.

Jeff Finley (District 9) moved to approve paving this year only. Corky Schoonmaker (District 2) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. Motion carried.

Action item: General Manager to start RFP's for paving bids.

c) Web proposal from Katherine Patton – Kari Hoffman (District 5) reported a proposal was received via email offering to rebuild the HPPOA web site at no cost. Walter McCoy was present to answer questions for the board.

Kari Hoffman (District 5) moved to accept the proposal to redo the HPPOA website with the understanding that the HPPOA BOD is to approve the finished product before going live. Jim Marquez (District 8) seconded the motion. Vote: Yes – 6. No – 2 (D6&D8). Motion carried.

d) Discussion to have CDs with Edward Jones – Kari Hoffman (District 5) reported that rates are going up and the board should consider what Edward Jones is offering.

Jeff Finley (District 9) moved to approve creating an account for the purpose of creating a CD in the future, with the same 5 signers. Patricia Egan (District 3) seconded the motion. Vote: Yes – 6. No – 2 (D2 & D6). Motion carried.

Action item: Kari Hoffman (District 5) will contact the Edward Jones broker.

e) Hawaii House Rep. Puna Greggor Ilagan – HPP Community Park Update - moved to 9(f) "Committee Reports".

13. Announcements

a) Next Board meeting November 16, 2022, 6 pm

b) Next General Membership Meeting is October 30, 2022, 3pm check-in starts at 2 pm.

14. Adjourn to executive session to discuss Legal and personnel matters. Jim Marquez (District 8) moved to adjourn the meeting at 9:00 p.m. Jeff Finley (District 9) seconded the motion. Vote: Yes – 8. 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** 12/21/22

Upon acceptance,

HPPOA Board Secretary — **Date** 12/21/22

Motions Log for Directors' Meeting

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State Representative Greggor Ilagan: AdHoc committee for HPPOA/County Park development

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Adjournment

Jim Marquez (District 8) moved to adjourn the meeting at 9:00 p.m. Jeff Finley (District 9) seconded the motion. Vote: Yes – 8. No – 0. Unanimous. Motion carried.