

**Hawaiian Paradise Park Owners' Association
APPROVED—Board of Directors' Meeting Minutes
Wednesday, November 16, 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; Jon Loehndorf – District 4; Kari Hoffman/President - District 5; Craig Crelly – District 6; Chante Ching – District 7; Jim Marquez/Secretary – District 8; Jeffrey Finley – District 9.

Members Present: (Attached)

3. Approve agenda for November 16, 2022, HPPOA Board of Directors Meeting

Patricia Egan (District 3) moved to approve the November 16, 2022 meeting agenda. Jon Loehndorf (District 4) seconded the motion. **Vote: Yes – 9. No – 0. Unanimous. Motion carried.**

4. Approve October 19, 2022 Minutes

Jim Marquez (District 8) moved to approve the October 19, 2022 meeting minutes as amended with corrections to item(s) 9(c) to read: Bylaws Committee – “Report emailed to BOD”, 9(d) to remove “Corky Schoonmaker” and replace with “Jill Schoonmaker” and 12(d) changing the “D9” No vote to “D6”. **Vote: Yes – 7. No – 0. Abstain – 1 (D7). Motion passed.**

5. President Report – (Attached)**6. Vice President Report**

Jeff Finley (District 9) reported a new procedure for Committees has been implemented, committees are to email their meeting minutes to BOD Secretary Jim Marquez (District8@HPPOA.net), Jeff is pleased with the work the committees are doing and reminds them that changes to meeting dates and times should be reported to HPPOA Office staff as soon as possible, contact Jeff for any questions, coordinating Zoom presentation for the BOD by an independent service provider for annual mass mailings.

7. Treasurer's Report

Treasurer Corky Schoonmaker (District 2) reported:

As of the end of October 2022, the Checking, Savings, Investments and Bond Reserve is \$7,783,441.58

TOTAL Accounts Receivables is \$2,677,591.28

Accounts Receivable balance is approximately \$2,383,737.70

Annual billing was approximately \$3,469,752.00

Allowance for Doubtful Accounts balance is \$593,148.94

*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 57 properties transferred during the month of August

8. General Manager's Report

Don Morris reported:

Engineering Partners should be out in the next week or two to assess what repairs may be needed for the activity center.

Received a call from Drake Nohara, of the USPS who seems to be in charge of getting HPPOA mailboxes. Drake said they will be allotting HPPOA 5,000, boxes no estimated date of arrival, will continue to work on it, more details to be worked out before then; control of boxes, layout, permits, DLNR State Historic Preservation just to name a few.

HPPOA had zero inquiries from the two-week ad for paving project that was placed in the Hawaii Tribune Herald, what to try next?

Action item: Don Morris will reach out to paving contractors directly.

Kari Hoffman (District 5) moved to allow Jim Marquez to gather information from State, County and Federal sources, regarding the availability of grants for paving Makuu, Paradise and Kaloli to county standards. Jeff Finley (District 9) seconded. Vote: Yes – 9. No – 0. Unanimous. Motion carried.

Equipment: The John Deere side arm mower is back on the road, the deck mower is also back on the road, the water truck is still down, the fuel injectors need to be replaced, hopefully, the mechanic will be getting to the repairs soon.

Grading: Widened, dropped 1 ½ " base course and compacted 3 miles of roadway. 1KDE, 2KDE, 6KDE, 8PK, 8MP. Widened, graded, and compacted 3 miles of roadway, 25MDE, 26MDE, 27MDE, 28MDE, 30MDE, 31MDE.

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

Mowing: The road crew mowed 36 miles of roadway with the deck mower.

Roads Watered: 110 miles of roadway watered.

Rubbish Pickup: .72 tons of mixed rubbish, .82 tons scraped metal.

Safety Report: No accidents or injuries for the past 95 months.

The BOD agreed that employees should be rewarded for the outstanding safety record.

Action item: Don Morris to come up with idea to reward employees for safety record.

9. Committee Reports

a) Finance Committee – Corky Schoonmaker (District 2) reported there were 5 members present at the November 2, 2022 meeting. Recommendations for BOD consideration:

Fees for Credit Card transactions: charging at least \$10 per transaction.

Edward Jones Investments: money used for certain items in accordance with HPPOA Bylaws.

No recommendations regarding ongoing legal issues.

b) Bylaws Committee – Alissa Henshaw reported the committee met in the Library last month, the minutes are available on the HPPOA website, they meet from 4-5 pm on the last Thursday of the month. Under discussion: Article(s) IX and X of the Bylaws.

c) Nominating Committee – no report

d) Land Use Committee – Jim Marquez (District 8) reported there was no quorum for their first meeting on November 8, 2022, their next meeting is December 13, 2022 at 12:00 noon in the Library. The committee needs more members, the required membership is 3 board members and 3 members.

e) Human Resource Committee – Patricia Egan (District 3) reported a resignation was received from one committee member and one new member Katherine Patton, was appointed. The committee competed and submitted the "Hawaiian Paradise Park Owners Association Organizational Chart 2022/2023". Recommendations for BOD consideration:

Board approval of Katherine Patton to the Human Resource Committee.

Patricia Egan (District 3) moved to approve the appointment of Katherine Patton to the Human Resource Committee. Kari Hoffman (District 5) seconded. Vote: Yes – 7. No – 2 (D7&D9). Motion passed.

Board approval of the proposal from ES&A Attorney to bring HPPOA Employee Handbook up to Hawaii Revised Statutes.

This item will be discussed in the BOD's Executive Session.

f) Membership Committee – Meeting rescheduled to December 12, 2022 at 1 pm.

g) Cultural Preservation Committee – Sara Kay reported the committee met on October 27 in the Library with 2 members attending, 2 members resigned and 2 are not attending, discussed how to inform residents about the cultural significant sites in HPP. Next meeting is November 20, 2022 next walking tour maybe November 21, 2022. Questions for BOD:

Is there an attendance policy for committee member attendance? Jeff Finley informed Sara that she can remove/add members as needed.

h) Road Safety and Pathways Committee – no report. Jeff Finley will follow up with committee members.

10. Community Resource Report – Judi Houle reported the Halloween in Paradise event was a success, over 800 people came through, 500 goodie bags were distributed, this Saturday is a Little Fire Ant

workshop at 9 am, there will a professional on hand to identify bugs, this a free event for residents, the 4th Tuesday of the month is the Food Pantry food, clothes and fresh produce will be distributed, the Christmas Event will be on December 17, 2022, Santa Clause will be there from 11-1 pm. Treats, food and Christmas Joy will be distributed, volunteers are needed. Volunteers and donations are needed for the December Holiday Food Pantry, beside the regular pantry items, gift giveaways will be distributed, donations and volunteers are needed. Neighborhood Watch meetings are on the 1st Saturday of month, there will be sign waiving for traffic safety.

11. Owner Input – Sign-up sheets (Attached)

5 owners signed up to speak. Topics included: historical road paving, cost of forensic audit, minutes on HPPOA website, committee members on Land Use Committee, Edward Jones investment possible conflict of interest, dedicated road crew for paving roads, County taking roads, Edward Jones any other opportunities for investments considered, \$140,000 lost in 3 months and board and committee members all friends of board member.

Kari Hoffman (District 5) explained almost \$140,000 were paid in legal fees and settlements from outstanding lawsuits.

12. Old Business

a) Update in Forensic Analysis – Kari Hoffman (District 5) reported they have all the docs needed and the audit has begun, she will inform the board when they will be making their presentation.

b) Discussion on upgrading the security cameras in the office - Kari Hoffman (District 5) reported the quote for purchasing 2 cameras with stands is \$1314.60 and \$59 per month, without purchasing the cost is \$54 per month with a 60 month agreement.

Jeff Finley (District 9) moved to approve the purchase of the camera equipment at a cost in the amount of \$1314.60 and \$59 per month. Jim Marquez (District 8) seconded.

Vote: Yes – 6. No – 3 (D1, D2 & D7). Motion passed.

c) Edward Jones CDs – Kari Hoffman reported she did not have the current rate for the day but last checked were at 4.7% for 1 year and 3.6% for 3 months when opened.

Craig Crelly (District 6) moved to approve putting \$1.25 million into Edward Jones CD's tiered at 3, 6, 9 and 12 months, on a 4 year ladder, at no more than \$250,000 increments. Patricia Egan (District 3) seconded. Vote: Yes – 4. No – 1 (D8). Abstain – 3 (D2, D3 & D5). Motion passed.

****The District 7 representative left the meeting at 7:54, just before this vote was taken.**

d) HPP Community Park Update – no report

e) Update on Mailboxes – in GM report.

Action item: Don Morris will continue to get answers from USPS and email BOD before its' next meeting.

13. New Business

a) Discussion to charge \$10 per lot on all Road fees paid with Credit Cards.

Jon Loehndorf (District 4) moved to approved adoption of a \$10 surcharge per lot on all Credit Card transactions for Road Maintenance Fees. Corky Schoonmaker (District 2) seconded.

Vote: Yes – 8. No – 0. Unanimous. Motion carried.

b) Discussion on Road Maintenance Fees

Jeff Finley (District 9) moved to not raise road maintenance fees this year. Corky Schoonmaker (District 2) seconded. Vote: Yes – 8. No – 0. Unanimous. Motion carried.

Notifications will be added in next billing to get emails for members to add language to authorize use of emails, next billings will also include notification of \$10 fee for Credit Card transactions.

c) Discussion on the purchase of a trailer to move the new roller and vehicle to tow it.

Corky Schoonmaker (District 2) recommends holding off on trailer, still need a water truck. No action taken.

d) 50th Anniversary discussion

Want to acknowledge the 50th year, Kari Hoffmann (District 5) will make announcement in the Presidents corner, and plan to celebrate in 1 year.

14. Announcements

a) Next Board meeting December 21, 2022, 6 pm

b) Next General Membership Meeting is February 26, 2023, 3pm check-in starts at 2 pm.

14. Adjourn to executive session to discuss Legal and personnel matters.

Jason Schilleweart (District 1) moved to adjourn the meeting at 9:00 pm. Corky Schoonmaker (District 2) seconded. Vote: Yes – 8. No – 0. Unanimous. Motion carried.

Att: Members Sign-in Sheets
Presidents' Report
Owner Input Sign-in Sheets

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

1/10/2023
Date

Upon acceptance,



HPPOA Board Secretary

1/18/2023
Date

Motions Log for Directors' Meeting

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Road paving bids

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Edward Jones

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Discussion on Road Maintenance Fees

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Adjourn to executive session to discuss Legal and personnel matters.

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