

Hawaiian Paradise Park Owners' Association
APPROVED—Board of Directors' Meeting Minutes Wednesday, December 21, 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; Patricia Egan — District 3; Jon Loehndorf — District 4; Kari Hoffman/President - District 5; Jim Marquez/Secretary — District 8; Jeffrey Finley — District 9.

Board Members Sworn in and seated at 7:22 p.m.: Lanell Lua — District 2; Detlev Schneider — District 6; Richard Solie — District 7.

Members Present: (Attached)

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

Jeff Finley (District 9) moved to approve the December 21, 2022 meeting agenda. Jon Loehndorf (District 4) seconded the motion. Vote: Yes — 6. No — 0. Unanimous. Motion carried.

4. Approve November 16, 2022 Minutes

Patricia Egan (District 3) moved to approve the November 16, 2022 meeting minutes as amended by changing item 9 (e) to read: Board approval of Katherine Patton to the Human Resource Committee, and by making the same change to the vote taken immediately after. Jeff Finley (District 9) seconded the motion. Vote: Yes — 6. No — 0. Unanimous. Motion carried.

5. President Report — (Attached)

6. Vice President Report

Jeff Finley (District 9) acknowledged Board President and Treasurer for covering all the HPPOA office duties and keeping all programs going, Jeff informed meeting members that the process for posting Committee Meeting Minutes is for committees to send minutes to committee chairs who will send them to Jim Marquez (HPPOA BOD Secretary) who will send them to Barbara Lively for formatting who will send them to office staff for posting, Jeff requests the office send Committee Minutes to Board Members as well. Jeff reported he continues to work on: Mass mailings and Web site improvements.

7. Treasurer's Report

Chair Kari Hoffman (District 4) reported:

As of the end of November 2022, the Checking, Savings, Investments and Bond Reserve is \$7,726,857.06

TOTAL Accounts Receivables is \$2,674,076.60

Accounts Receivable balance is approximately \$2,341,124.01

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 41 properties transferred during the month of November.

8. General Manager's Report

Jon Loehndorf (District 4) reported:

Ripped and Scraped 13 % miles of roadway: 21 M-P, 21 MDE, 19 MDE, 21 KDE, 19 KDE, 18 KDE, 17 KDE, 16 KDE, 15 KDE, 13 MDE, 11 MDE, 11 MP, 11 PK, 11 KDE, 11 MDE, 11 MP, 11 PK Dropped and rolled 2 miles of roadway — 420

Tons Road Base used: 21 KDE

Hauling: 1.6 Tons of Rubbish .35 Tons of Scrap Metal 26 Tires/9 tires

with rims cost \$731.45

Animals — Multiple Pigs

Equipment: Water truck still being worked on hope to have it back and working at the end of December, side mower back in action and work from the ocean up, 1 h to 2 streets per day, backhoe has mechanical problems but is usable, may need to replace the engine/buy a newer one.

9. Committee Reports

- a) Finance Committee — No meeting in December

- b) Bylaws Committee — Written report attached, next meeting last Wednesday in January. Need to fill 2 vacancies, contact Jon Loehndorf in the HPPOA office if interested.
- c) Nominating Committee — Kari Hoffman (District 5) reported the first meeting will be in January, working on scheduling date and time.
- d) Land Use Committee — Jim Marqez (District 8) reported the committee had its first meeting and Council Representative Kierkiewicz attended and offered to locate funding sources to support expanding fire services, county road dedications, board development and developing HPPOA 20 acre sites. Representative Kierkiewicz also volunteered to be a Land Use Committee member. Also discussed were; water to 20 acre sites in phases, fire services expansion needed due to population growth, installation of mailboxes, evenly distributed on 4 lots, need to know USPS requirements for roof (covering boxes), isle ways, drive through.
- e) Human Resource Committee — Patricia Egan (District 3) reported the committee met on November 28, 2022, new member Katherine Patton was able to attend, going through handouts, ES&A template for updating employee handbook.
Old Business: continuing to update job descriptions to meet State and Federal requirements.
New Business: Read through all documents by next meeting date, Lane" Lua working on employee handbook, Katherine Patton working on job descriptions, next meeting: Monday after Christmas, via Zoom.
- f) Membership Committee — No report
- g) Cultural Preservation Committee — Jeff Finley (District 9) read a written report submitted by Sara Kay. (Attached).
- h) Road Safety and Pathways Committee — Jeff Finley will follow up with committee members that are still in formation stage.

10. Community Resource Report

Judi Houle reported there were 2 large holiday events in December, on December 16 HPPOA hosted the Mele Kalikimaka with Santa event with goodie bags, toys and free food, on December 20 HPPOA hosted the Holiday Food Pantry with food, goodie bags and gift cards, Mahalo to Councilmember Kierkiewicz for donating contingency funds for the events. January will return to regular food pantry distribution on the 4th Tuesday of month.

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

4 members signed in to speak. Topics included: resignation from web design team, mailboxes, county taking over HPPOA roads, HPPOA road equipment; tease vs purchase.

12. Old Business

a) Update in Forensic Analysis — Kari Hoffman (District 5) reported the analysts have input all necessary data, next step is for the team to identify areas that may need a more in depth look, analysts would like HPPOA board members on the team, at least 2 meetings.

Patricia Egan (District 3), Jeff Finley (District 9) and Jon Lohendorf (District 4) volunteered to serve on the Forensic Analyst team.

b) Update on upgrading the security cameras in the office - Kari Hoffman (District 5) reported the new system has not been installed however there are still video cameras in the office.

c) Update on mailboxes — Kari Hoffman (District 5) reported 5000 boxes have been delivered and they are working to secure them and cover/protect them from the elements, need to identify permanent installation location(s), need more information from the USPS.

The item was tabled to be discussed after meeting with USPS.

d) Update on Website upgrade — Kari Hoffman (District 5) reported there was a resignation from the team and she will be meeting with the remaining member to discuss next steps.

13. New Business

a) Review/Interview candidates for appointments of District 2,6 & 7 Directors' positions.

(6) Board of Directors candidate Consideration Forms were received and considered by the board, after introductions by candidates a written vote was taken resulting in the following appointments:

Lanell Lua — District 2

Dettev Schneider — District 6

Richard Solie — District 7

New board members were sworn in and seated at 7:22 p.m.

b) Review quotes on Canopies to cover Mailboxes - Tabled

c) Discussion and action on mass mailing proposal

Jeff Finley (District 9) reported he is waiting on a proposal from a local company for the mass mailing, Kari Hoffman (District 5) sent test documents to test systems compatibility.

14. Announcements

a) Next Board meeting January 18, 2023, 6 pm

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

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

Jeff Finley (District 9) moved to adjourn the meeting at 7:30 p.m. Jim Marquez (District 8) seconded the motion. Vote: Yes — 9. No — 0. Unanimous. Motion carried.

Att: Members Sign-in Sheets


Presidents' Report

Bylaws Committee Report

Cultural Preservation Committee 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

3/14/2023
Date

Upon acceptance,



HPPOA Board Secretary

3/20/2023
Date

Motions Log for Directors' Meeting

Wednesday, December 21, 2022

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