

**Hawaiian Paradise Park Owners' Association  
APPROVED Board of Director Meeting Minutes  
Wednesday, February 15, 2023**

**1. Call to Order**

Board of Directors meeting called to order by Kari Hoffman President District 5 at 6:05pm. Taken place at the HPPOA Activity Center Library.

**2. Roll Call**

*Board Members Present:* Jason Schillewaert District 1, Lanell Lua District 2, Patricia Egan District 3, Jon Loehndorf – Interim General Manager District 4, Kari Hoffman – President District 5, Detlev Scheider District 6, Richard Solie District 7, Jim Marquez – Secretary District 8, Jeff Finley District 9.

**3. Approval of Agenda**

**Jon Loehndorf District 4 moved to approve the Wednesday, February 15, 2023 meeting agenda as written. Jim Marquez District 8 seconded the motion. Vote: Yes – 8, No – 0, Abstain – 1, Patricia Egan District 3. Motion carried.**

**4. Approval of Minutes**

**Detlev Scheider District 6 moved to approve the January 18, 2023 meeting minutes. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 2, Patricia Egan District 3 and Jeff Finley District 9. Motion carried.**

**5. President's report**

*President's report attached.* Presented by President Kari Hoffman.

**6. Vice President's Report**

*No report.*

**7. Treasurer's Report**

*Treasurer's report attached.* Presented by President Kari Hoffman.

Total assets are \$18,232,589.02. On liabilities, booked deferred road fees for maintenance. 1/12 of road fees are booked each month; differed road fees are larger because of this.

Profit and loss statement: income for month is \$326,000 which includes the accrual of the deferred road fees. Lots of payments coming in, and almost \$5,000 came in from non-road income through rental of activity center. Expenses are high. Month of January profits were \$155,724.

Entered discussion regarding profit and loss statement. Year-to-date \$739,760 net income and need the amount to be near 1.2 million at end of fiscal year to meet all of the capital improvement expenses. In line to achieve that goal. Value of land owned by HPPOA is valued at cost and not depreciated or appreciated.

## **8. General Manager's Report**

*General Manager's report attached.* Presented by Jon Loehndorf District 4 – Interim General Manager.

Enter questions and discussion. Signs are being replaced due to age and accidents. Regarding Pohaku drive paving, Civil Construction in talks with county on contra flow and bus traffic in the morning. Street name signs are not being replaced yet. In CIP (capital improvement plan), there is budget approval for purchase of new backhoe.

Enter discussion if should repair backhoe and/or purchase another. Backhoe is used to remove and bury dead animals and patch roads with hot mix. Backhoe is used often in maintenance. GM will look into cost of new and used backhoe.

## **9. Committee Reports**

### *A. Finance committee*

Presented by Jon Loehndorf District 4. There has not been a meeting and will schedule.

### *B. Nominating committee*

Presented by Kari Hoffman District 5.

Nominating Committee has met twice since last BOD meeting. There are 7 banners around HPP, a table at the swap meet and working on drafting a 15 second Na Olelo PSA trying to get information out.

Next meeting this Friday. Some applications turned in.

### *C. By-law committee*

Presented by Jon Loehndorf District 4. Committee has met twice since last BOD meeting. Continue to work on Article 8 Sections 4 & 5 on nominations and elections. Beginning to look at Article 10 section 1 on committees.

Next meeting Wed. February 22<sup>nd</sup> 4pm in Library.

### *D. Land use committee*

Presented by Kari Hoffman District 5. Committee met on Feb. 14. In attendance was Kathy Hollingsworth, Jim Marquez, and Jeff Finley by phone. Reviewed mailbox site plan cubicle project. They moved to approve the mailbox area of 40,000 sq ft and edited the site plan to widen the back

aisles and include a turning area; forwarded to BOD for tonight's meeting.

HPP road dust problem within a report, report was reviewed and discussion tabled for March meeting. Land use committee chair attended meeting on January 26 with County Public Works.

Enter discussion regarding site plans. Relocation of mailboxes from road because they are unsafe. Working with Post Office to discuss their requirements. Cubicles are 30in wide 18in deep and contain 8 mailboxes. There are six 20 acre sites and have the use of four. Requirements needed by Post Office have been incorporated into the site plan. 8,800 mailboxes to be place on four different 20 acre sites. County has to review site plan.

Discussion ensued regarding square footage and size of mailboxes, and if parcel boxes are needed. There will be no parcel boxes, mailboxes will be larger and can fit a medium flat rate box.

Further discussion will be had in Old Business 12b.

#### *E. Human Resources Committee*

Presented by Patricia Egan District 3. Billy Jo Heck has joined the committee. Position description for General Manager has been finalized and approved by attorney. Suggested revisions to Handbook discussed within committee and given to board members for review. Employee file storage needs to be more secure. Testing policies for drug and alcohol need to be established. Approval for changes in the Handbook is needed. Board members are encouraged to review. Special meeting may be needed to go over Handbook revisions.

Next Tuesday Zoom meeting.

#### *F. Membership meeting committee*

Next meeting is Feb. 26<sup>th</sup>. It is on HPPOA website asking for items that members want on the agenda.

#### *G. Cultural preservation committee*

Sarah Kay addressed the board.

*“Our most recent meeting took place on February 11, 2023. Four members were present. A work day was planned to piece together presentation boards showing the work done by CPC up til now. Business discussion included: how to develop perpetual stewardship of 31 Waikahekahe, a public notice re: preservation lands, where city of Keaau's boundaries, follow-up with A. Kierciwicz and PCDP map of HPP, Vol. 1 of work by the Maly's is complete, gratitude to Lanell for establishing current mtg time.*

*After all business discussion concluded a brief time was spent deciding what could be included on the boards. Time had run out for use of meeting place. 2 members agreed to meet on Mondays to 'build' the boards.*

*Next meeting is 2<sup>nd</sup> Saturday of March at 10am in the Activity Center Library.”*

Presented board displayed in back of room.

#### *H. Road Safety and Pathways Committee*

Presented by Jeff Finley District 9. Request sign-up sheet at membership meeting. Sign ups will be available for all committees except finance and nominating.

### **10. Community Resource Report**

Presented by Judi Houle. She is a resident for 33 years, volunteers her time and represent as a President for a non-profit 501C3.

Upcoming community events are a basics of tropical gardening from master gardener on Saturday 9am presented by Bill Miller.

Food pantry is the 4<sup>th</sup> Tuesday of every month. People qualify by income. Provide free food to over 500 people; provide free food and clothes including fresh food. Hope Services attended last pantry.

Neighborhood Watch Meeting is the first Saturday of every month.

Meets with community police officer. Put together a map of all major traffic accidents in the community. Same amount of accidents on highway but cluster on Makuu and Hwy 130 and Shower and Hwy 130. Major accident consist of over \$2000 in cost or someone injured. Spreadsheet on dates and times. Accidents happen all time of the day. Accidents are mainly caused by speeding. Officers have been enforcing the speed limit as much as they can.

Will let board know about the next class.

### **11. Owner Input**

*Kathy Hollingsworth addressed the board.*

*Sarah Kay addressed the board.*

### **12. Old Business**

#### *A. Approval of job description for GM, office staff and bookkeeper*

Enter discussion. GM job description has gone through legal and posted on Indeed. Updating office assistant description to include more financial background. Groundskeepers add, legal disclaimers and date.

Board members are to review before voting. Job descriptions last revised Dec. 15, 2022. Job requirements are posted online and job description board members need to review for approval. Vote tabled until all board members have reviewed.

*B. Update on Mailbox Project – discuss site locations*

Enter discussion on site master plan for mailboxes. Four 20 acre sites planned. The first two 20 acre sites will be at lower end of subdivision per request of the Post Office. Lots 12<sup>th</sup> Street and down will receive mailboxes at these two lower locations. Deed restrictions are that the lots are for parks, schools and community use. Site plan needs to be approved by county and a contractor needed.

Enter discussion regarding if there should be an official liaison to the post office. Brian Engan is not a board member, is a retired post master and has been communicating with the post office with the Interim General Director. Liaison would communicate with post office about their timeline and where at with assigning boxes to addresses. Process is timely and liaison would communicate with Post Office and board.

**Jon Loehndorf District 4 moved to appoint Brian Engan as liaison to the postal service to assist board in the mailbox project. Lanell Lua District 2 seconded motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

Enter discussion on mail box site plan. Positions of site plan and location within the 20 acre sites based on County and Post office specifications for 4<sup>th</sup> and Kaloli and 6<sup>th</sup> and Makuu sites.

**Jon Loehndorf District 4 moved to approve the HPPOA 20 Acre lots mail box site plan and forward it to the post office. Patricia Egan District 3 seconded the motion. Vote: Yes – 8 , No – 1, Jason Schillewaert District 1. Motion carried.**

*C. Update on Website Project*

Minutes and reports are updated as much as possible.

**Jon Loehndorf District 4 moved to make allocation to website budget of \$500 for website maintenance, upkeep and to get proper plug in for rest of fiscal year. Jeff Finley District 9 seconded motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

*D. Update on lease amendment with Malamalama School*

No date has been set for meeting, working on getting a date that works for everyone.

**13. New Business***A. Announcement of new GM*

A general manager has not been hired.

*B. Review and approval of speed hump on 22<sup>nd</sup>*

Resident request speed hump on 22<sup>nd</sup> avenue, 780ft from stop sign Kaloli. Followed protocols. Several residents on the street signed a petition in agreement. General manager assessed area, children and speeders. Resident bought speed humps. Approximate \$500 cost for association which will be paid for

by petitioner before work is done. Association will install and paint.

Enter discussion on speed hump placement, MPH and difference between a speed hump and bump. HPPOA will install speed hump and resident pay for it.

**Jon Loehndorf District 4 moved to approve speed hump on 22<sup>nd</sup> avenue. Detlev Scheider District 6 seconded the motion. Vote Yes – 8 , No – 1, Jim Marquez District 8. Motion carried.**

*C. Review and discussion of proposal from League of Women Voters*

**Lanell Lua District 2 moved to approve the proposal from the League of Women Voters to count the election. Patricia Egan District 3 seconded the motion. Vote – 8, No – 1, Jim Marquez District 8. Motion carried.**

*D. Review quotes on mail fold/stuffing machines.*

Machine seems unfeasible and not cost effective.

*E. Review and approve New Employee Handbook*

Board members need more time to review handbook before approving. Item tabled.

*F. Discussion on needs for Members Meeting Feb. 26<sup>th</sup>*

All board members need to arrive by 2 pm to help check in. Meetings begins at 3 pm. District 3 will not be able to come. All other board members will be there.

#### **14. Announcements**

A. Next Board meeting is March 15, 2023 at 6 pm.

B. Next General Membership meeting is February 26, 2023 at 3pm. Check-in begins at 2pm.

#### **13. Adjourn**

**Richard Solie District 7 moved to go into executive session. Lanell Lua District 2 seconded the motion. Vote: Yes – 9, No – 0. Motion carried. Meeting adjourned at 8:19 pm.**

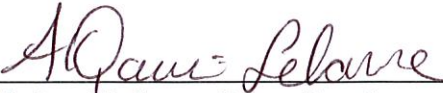
Attached:

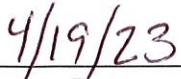
President's report

Treasurer's report.

General Manger's report.


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

  
\_\_\_\_\_  
Al-Qawi Lebarre, Recording Secretary

  
\_\_\_\_\_  
Date

Upon acceptance,

  
\_\_\_\_\_  
HPPOA Board Secretary

  
\_\_\_\_\_  
Date

**HPPOA Board of Directors  
Motions Log  
February 15, 2023**

**Jon Loehndorf District 4 moved to approve the Wednesday, February 15, 2023 meeting agenda as written. Jim Marquez District 8 seconded the motion. Vote: Yes – 8, No – 0, Abstain – 1, Patricia Egan District 3. Motion carried.**

**Detlev Scheider District 6 moved to approve the January 18, 2023 meeting minutes. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 2, Patricia Egan District 3 and Jeff Finley District 9. Motion carried.**

**Jon Loehndorf District 4 moved to appoint Brian Engan as liaison to the postal service to assist board in the mailbox project. Lanell Lua District 2 seconded motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve the HPPOA 20 Acre lots mail box site plan and forward it to the post office. Patricia Egan District 3 seconded the motion. Vote: Yes – 8 , No – 1 Jason Schillewaert District 1. Motion carried.**

**Jon Loehndorf District 4 moved to make allocation to website budget of \$500 for website maintenance, upkeep and to get proper plug in for rest of fiscal year. Jeff Finley District 9 seconded motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve speed hump on 22<sup>nd</sup> avenue. Detlev Scheider District 6 seconded the motion. Vote Yes – 8 , No – 1, Jim Marquez District 8. Motion carried.**

**Lanell Lua District 2 moved to approve the proposal from the League of Women Voters to count the election. Patricia Egan District 3 seconded the motion. Vote – 8, No – 1, Jim Marquez District 8. Motion carried.**

**Richard Solie District 7 moved to go into executive session. Lanell Lua District 2 seconded the motion. Vote: Yes – 9, No – 0. Motion carried.**



This month has been a busy time for all.

We have sent out all Annual Billing Statements and have been getting lots of payments in all ready. Even though we had Office Max fold and stuff the envelopes, it still took volunteers to come help to sort and get postage on them. Thanks to Patty and Brian Egan for your time.

We had 5 applicants for the GM position. Three of those were scheduled for interviews by the Board. The Board met on Monday and made a decision on the position and are now working through the details with the candidate. We will announce as soon as we can.

The office is working hard to process the payments received so far, but it will be a few weeks before they are caught up.

The 4<sup>th</sup> Ave paving job between Kaloli and Paradise has begun. Grading was started but has halted due to rain. Civil Construction plans to start up again after this next storm.

There have been many traffic accidents in the park this month due to speeding. Please remember that the speed limit is 35 MPH on the main roads, 25 MPH on paved cross streets and 15 MPH on our dirt roads.

Thank you everyone for your patience and support. We live in a great community that is only getting better.

***HPPOA Treasurer's Report***  
***FEBRUARY 2023***

***Bank Balances as of the end of January 2023:***

TOTAL Checking, Savings, Investments and Bond Reserve: \$7,621,340.50

TOTAL Accounts Receivables: \$6,086,969.89

This account balance represents unpaid road maintenance fees, lien fees, finance charges, legal fees, collection expenses and bounced check charges as well as a few transfer fees that have been billed but not paid. The Accounts Receivable balance at 01/2022 was \$5,685,041.54. The annual billing for this year was \$3,447,576.00. This increased in receivables of \$400,000 is 11.4% of unpaid dues.

Allowance for Doubtful Accounts balance is: \$593,119.12 (This is a contra-asset account required by Generally Accepted Accounting Principles (GAAP) that records the estimated dollar amount of receivables which may not be collectible.)

There were approximately 39 property transfers during the month of January.

**Statement Regarding Unaudited Financial Information**

The unaudited financial information set forth above is preliminary and subject to adjustments and modifications. The audited financial statements and related notes are to be included in our annual report for the year ending June 30<sup>th</sup>, 2023. Adjustments and modifications to the financial statements may be identified during the course of the audit work, which could result in significant differences from this preliminary unaudited financial information.