

**Hawaiian Paradise Park Owners' Association
APPROVED Special Board of Director Meeting
Monday, February 27, 2023**

1. Call to Order

Special Board of Directors meeting called to order by Kari Hoffman President District 5 at 6:04 pm.
Taken place at the HPPOA Activity Center.

2. Roll Call

Board Members Present: Jason Schillewaert District 1, Lanell Lua District 2, 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.

Board members absent: Patricia Egan District 3.

3. Approval of agenda

Edits to agenda: Add; 6. Edward Jones CD Maturity 7. Garage door bids 8. Approval of GM job description 9. Employee handbook.

Jim Marquez District 8 moved to approve the February 26th meeting agenda as amended. Detlev Scheider District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

4. Discussion and approval of renewal of insurance policies – general liabilities, auto, umbrella, E&O, Disability

Enter discussion on insurance policies renewal. Coverage for all buildings and land HPPOA owns. Commercial general liability, umbrella covers acts of terrorism and all others typically covered. \$1 million limited liability each occurrence, \$2 million aggregate, \$5 million umbrella. Exposure to owner personal information is minimal.

Enter discussion and questions about insurance policies and liabilities. Renew policies as is and then ask insurance company about increased coverage. Question if roads are insured and/or insurable and what that would cover. Inquiry will be made.

Kari Hoffman District 5 moved to approve quotes by Philadelphia Insurance Company with premium amounts of \$5,555 and \$45,214 for a total of \$50,769. Jeff Finley District 9 seconded the motion. Vote: Yes – 8. No – 0. Unanimous. Motion carried.

5. Discussion and approval of addendum from the contract with Dirk Von Guenther

Enter discussion. Original contract stated not to exceed \$25,000 without board approval and addendum to contract states not to exceed \$50,000. Invoice is for \$26,837 plus excise tax. A \$5,000 check was paid in advance and a check for \$20,000 was sent.

Enter discussion on details of charges. Charges for drive time, drafting contract. Charge for mileage is at hourly rate and not IRS mileage. Charge paralegal time to go to bakery and get donuts. Charges are refutable. Not willing to pay for travel but at IRS rate. Hours need to be credited to meeting that still needs to take place. \$2,043.75 total in questionable expenses.

Enter discussion on deliverables and how it went from \$25,000 to \$50,000. Discuss contract and what is supposed to be delivered. Copy file took 8 hours of extra time. Expectation of meeting to receive deliverables.

Kari Hoffman District 5 moved to dispute 7.25 hours of time and paralegal time for .5 hours for total of \$2,043.75. Sign addendum for total not to exceed \$30,000. Detlev Scheider District 6 seconded the motion. Vote: Yes – 7 , No – 1, Jason Schillewaert District 1. Motion carried.

6. Edward Jones CD Maturity

Enter discussion on CDs that are come maturity. Rate of return is 4.5 % and CDs will pay interest when maturity reach. 6 month CD at 4.9 % and 1 year at 5.15 %. Two other CDs mature in September.

Enter discussion on rolling over original \$104,000 into 6 month or 1 year CD. Matures tomorrow, interest will go into bank and original rolled over. Next CD maturity date end of March. CDs mature every 3 months. 1 year maturity date would be March 2024.

Jon Loehndorf District 4 moved to rollover \$104,000 into 1 year CD maturing March 2024 with 5.15% interest. Jim Marquez District 8 seconded the motion. Vote: Yes – 8, No -0. Unanimous. Motion carried.

7. Garage doors bids

Enter discussion on garage door repair bids. Received two estimates Kobayashi \$18,454.44 and Gab's \$14,706.54. Both would install. Comparable in markets.

Jim Marquez District 8 moved to accept Gab's estimate #7972 in the amount of \$14,706.54. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

8. GM Description

Enter discussion on job description. Latest December 15 revision. All board members have reviewed.

Jon Loehndorf District 4 moved to accept the December 15 revision general manager job description. Lanell Lua District 2 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

9. Employee Handbook

Discussion if job description should be in manual. Manual is policy and job descriptions are not. Possible to add descriptions. Handbook may still need revision. Item tabled for next meeting.

10. Next Board Meeting is March 15, 2023

11. Next General Membership is June 25, 2023

12. Adjournment

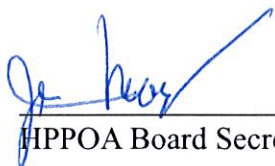
Jon Loehndorf District 4 moved to adjourn to Executive Session. Jim Marquez District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 6:58 pm.

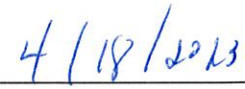
I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.


Al-Qawi Lebarre, Recording Secretary


Date

Upon acceptance,


HPPOA Board Secretary


Date

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Motions Log
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