

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

**1. Call to Order**

Board of Directors meeting called to order by Kari Hoffman President District 5 at 6:02 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, Richard Solie District 7, Jim Marquez – Secretary District 8, Jeff Finley District 9.

*Board members absent:* Patricia Egan District 3, Detlev Scheider District 6.

**3. Approval of Agenda**

**Jeff Finley District 9 moved to approve the March 15, 2023 agenda. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**4. Approval of Minutes**

Edits to February 15<sup>th</sup> minutes: On page 3 of 8, 2<sup>nd</sup> paragraph, change number of mailboxes from 88,000 to 8,800.

**Jon Loehndorf District 4 moved to approve the February 15, 2023 meeting minutes as amended. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

Edits to February 27<sup>th</sup> minutes: On page 2, motion item number 5 change paralegal time to .5 hours instead of 1.5 hours.

**Jon Loehndorf District 4 moved to approve the February 27, 2023 meeting minutes as amended. Richard Solie District 7 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**5. President's Report**

*Kari Hoffman President District 5 addressed the board. President's report attached.*

**6. Vice President's Report**

*Jeff Finley Vice President District 9 addressed the board. Solutions for mass mailings being worked on. Anywhere from 7,500 to 8,800 people to mail, three times a year. One company does entire process and it's expensive. Currently, relying on volunteers to work for 2-3 weeks to get mailings out. Folding and inserting machines are expensive for lease and service. Looking at local company for bids. Must*

be able to be serviced.

## **7. Treasurer's Report**

*Jon Loehndorf District 4 addressed the board.* Treasurer's report attached.

Enter discussion and question on check register. Two credit cards on statement are flow threw accounts; are no longer active. Cut the check for Civil Construction and has not been issued. Whip Tech is for Bonnie's accounting services as an independent contractor.

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

*Jon Loehndorf Interim General Manager District 4 addressed the board.* General manager's report attached.

## **9. Committee Reports**

### *A) Finance Committee*

*Jon Loehndorf District 4 addressed the board.* Met one week ago Friday. Going over budget process finding areas will be under or over. Preparing for the budget for next fiscal year and to have it to the board by the 1<sup>st</sup> of May. Next meeting is March 24 at 11am.

### *B) By Law Committee*

*Alissa Hanshew addressed the board.* Have not met since membership meeting. Weds., March 29 at 4pm in Library.

### *C) Nominating Committee*

*Jim Marquez District 8 addressed the board.* Committee members are Anne Bunker, Lanell Lua, Bruce Derrick, George Richman, Jeanette Baysa, and Debbie Skaggs. Met March 8 at 10am. Still not many nominations. Expectation is that toward deadline more will come in. Decided a meet and greet for nominations would be an opportunity for candidates. Date not decided. Next meeting is March 24.

### *D) Land Use Committee*

*Jim Marquez District 8 addressed the board.* Committee met March 14 at noon. Discussed possible mailbox location and arrangements.

On 1.14 acres of 20 acre site, arrangement of 10 kiosk; 2 rows of 5 back-to-back cubicle box units (CBUs); would be 2,304 mailboxes, 432 parcel boxes and 360 cubicle box units; two locations would supply 4,600 mailboxes. One location fronting 4<sup>th</sup> avenue off Kaloli. Two locations would provide for half of HPP.

Explained another possibility of CBUs in single row aligned on avenues with set back approximately 20ft off highway. 5 CBUs on each frontage of each 20 acre lot owned.

Enter discussion and questions on arrangement of mailboxes in single or double rows. Same number of boxes but difference is use of two or four sites. Discussed whether HPPOA has authority over two other sites. Discussed issue of having two or four sites and amount of traffic that would be caused by either. Driving lane for mail carriers and no one else. Discussion of which side of street mailboxes will flank. 2300 mailboxes in each location. Single row still has issue of traffic pulling on and off and 20 ft set setback may be more difficult to develop. Discussed impact of high traffic with two sites versus four. Liaison stated post office is concerned about safety and preferred block options off the street.

*E) Human Resource Committee*

Patricia Egan has been working on revising Employee handbook and job description for Financial Operations Administrator.

*F) Membership Meeting Committee*

Committee had meeting last month; well attended and no meeting since.

*G) Cultural Preservation Committee*

*Lanell Lua District 2 addressed the board.* Met March 11 at 10 am. Meets on 2<sup>nd</sup> Saturday. Attended by Brian Ogawa, Kathy Hollingsworth, Lanell Lua, Mike Schlizer, with Sarah Kay on phone. Two new members were added. Discussed plans and actions to place items on website so folks can see what committee is doing. Discussed invasive plants. Next Meeting April 8<sup>th</sup> 10am.

*H) Road Safety and Pathway Committee*

No report.

**10. Community Resource Report**

*Judi Houle addressed the board.* Free and open to the public; Neighborhood Watch meeting First Saturday of the month 9am with residents and police. There was a house burned down on 23<sup>rd</sup> and Makuu, squatter house, now has derelict vehicles and trash, new owners mortgage company now responsible for clean up of property.

5 major accidents in HPP; major accident is over \$2000 in damages and/or injuries. Accidents all on paved roads. Speeding and blind corners are major cause. Suggested speed humps or zig zag line pattern to alert there is a stop sign.

Swap meet was a hit. Nominating committee was there encouraging residents to run for the board.

Invited to Keeau Elementary Schools Family Fun Fair, had booth with police officers. Majority of children in the park attend Keaau schools.

Little Fire Ant workshop this Saturday 9am, free with Big Island Invasive Species Committee able to answer questions. Bring unidentified bugs in ziplock bag to identify.

Food Pantry is 4<sup>th</sup> Tuesday of every month. Always looking for volunteers, most volunteers are seniors. Gave away free bags of food, produce and clothes to 500 people. Next will partner with Ilio Rescue to give away free dog food.

Police are looking for missing senior in HPP, William Bishop. Ashley Kiekiewicz has town hall meeting March 23 from 5 to 7 pm at Pahoa Community Center.

## **11. Owner Input**

*Alissa Hanshew addressed the board.*

*Athena Zacharapolous addressed the board.*

*Paul addressed the board.*

## **12. Old Business**

### *A) Approval of Employee Handbook*

Not yet finished.

### *B) Update report on Forensic Analysis*

*Kari Hoffman District 5 addressed the board.* Meeting for March 18<sup>th</sup> canceled by Dirk Von Guenther. Will provide a report, excel spreadsheet, and analysis.

### *C) Update on the Mailbox Project*

*Kari Hoffman District 5 addressed the board.* Brian Egan has been in touch with District Manager in Honolulu. Post office is concerned with safety of carriers. Asked there be no boxes on streets. It's a hazard and liability. If someone gets hit on easements then HPPOA is liable.

Enter discussion. Mailbox cluster/lots or single row alternate plan. Alternate plan may be more expensive because its more spread out and more to develop. Still has issue of pulling in and out of traffic. With Mailbox cluster plan, there would be an entrance and exit.

Discussion if four different spots would help alleviate traffic and discussion on flow traffic. Mailbox cluster plan would not have any residents across from it because lots across zoning. Alternative plan could have residents across from sites. 8,800 residents and approximately 2,200 mailboxes on each site. Discussion on size of mailboxes and if they would fit in site area and still be safe.

**Jon Loehndorf District 4 moved to send both Mailbox plans to Post Office for review after measurements of Alternate Plan is verified. Lanell Lua District 2 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**13. New Business***A) Review Backhoe Quotes*

Jon Loehndorf District 4 addressed the board. Presented two different backhoes. One picture was nice but when examined it was out of shape.

Another quote for backhoe in Kona, examined and looks great. Quoted at \$71,727.72 plus \$750 shipping fee from Kona. Most others were priced around \$90-100K and off island with no way to inspect and cost more for shipping.

Current back hoe engine replacement has been ordered. HPPOA needs two backhoes because lots of work such as picked up trash on side of road, pick up signs, bury animals, moving material, etc.

**Richard Solie District 7 moved to accept the \$71,727.72 quote from Hawthorne Cat. Jim Marquez District 8 seconded the motion. Vote: Yes – 5, No – 2, Jason Schillewaert District 1 and Lanell Lua District 2. Motion carried.**

*B) Discussion on chairs for the library*

*Jeff Finley District 9 addressed the board.* Discussed issue of new chairs in library so that committee, board and other meetings are more comfortable. Current chairs are uncomfortable. Quote from Office Max with chair on sale for \$179 and would need 10. Asked they be purchase or have finance committee consider for next years budget.

Enter discussion on chairs. Sundays the library is used as daycare for church. Children use the room and may be on chairs.

**Jim Marquez District 8 moved to table discussion on library chairs until next meeting. Lanell Lua District 2 seconded the motion. Vote – 6 , No – 1, Jeff Finley District 9. Motion carried.**

*C) Discussion on purchase of used pickup for GM/HPPOA business*

*Jon Loehndorf District 4 addressed the board.* Discussed issue and possible purchase of light weight truck for HPPOA general manager. Vehicle strictly HPPOA business by GM and would stay on HPPOA after hours. Prevents wear and tear on personal vehicle.

Enter discussion on purchase of vehicle. No money currently in budget. Brought it up for board to look into it. Research to come up with a budget.

**14. Announcements**

Detlev Scheider representing District 6 resigned from position as of morning. Position is on website; interested parties can put in application for appointment until upcoming election.

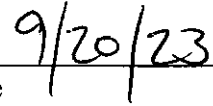
Next board meeting April 19, 2023 at 6 pm.

Next General Membership Meeting is June 25, 2023 with 3 pm check-in.

**Richard Solie District 7 moved to adjourn to Executive Session. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried. Meeting adjourned at 7:35 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

**HPPOA Board of Directors Meeting  
Motions Log  
Wednesday, March 15, 2023**

**Jeff Finley District 9 moved to approve the March 15, 2023 agenda. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve the February 15, 2023 meeting minutes as amended. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve the February 27, 2023 meeting minutes as amended. Richard Solie District 7 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to send both Mailbox plans to Post Office for review after measurements of Alternate Plan is verified. Lanell Lua District 2 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Richard Solie District 7 moved to accept the \$71,727.72 quote from Hawthorne Cat. Jim Marquez District 8 seconded the motion. Vote: Yes – 5, No – 2, Jason Schillewaert District 1 and Lanell Lua District 2. Motion carried.**

**Jim Marquez District 8 moved to table discussion on library chairs until next *meeting*. Lanell Lua District 2 seconded the motion. Vote – 6 , No – 1, Jeff Finley District 9. Motion carried.**

**Richard Solie District 7 moved to adjourn to Executive Session. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**