

**Hawaiian Paradise Park Owners' Association  
APPROVED Board of Director Meeting  
Wednesday, July 19, 2023**

**1. Call to Order**

Board of Director's meeting called to order by Kari Hoffman President District 5 at 6:01 pm. Take place at the HPPOA Activity Center.

**2. Roll Call**

*Board members present:* Jason Schillewaert District 1, Daniel Harris District 2, Alissa Hanshew District 3, Kari Hoffman District 5, Brendan Freitas District 6, Naomi Hirayasu District 7, Patricia Egan District 8, and Jeff Finley District 9.

**3. Approval of Agenda**

Edits: item 9e change to consider Elizabeth Bunnell and Lanell Lua, 13c correct name spelling of Hanshew.

**Naomi Hirayasu District 7 moved to approve the July 19, 2023 agenda with edits. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**4. Approve June 21 and June 25, 2023 Meeting Minutes**

Edits: 13b correct name spelling of Hanshew.

**Jeff Finley District 9 moved to approve the June 21, 2023 meeting minutes with amendments. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Patricia Egan District 8 moved to approved the June 25, 2023 meeting minutes. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**5. President's Report**

*Kari Hoffman President District 5 addressed the board. President's report attached (1).*

**6. Vice President's Report**

No report.

## 7. Treasurer's Report

*Alissa Hanshew Treasurer District 3 addressed the board. Treasurer's report attached (2).*

Enter discussion. Deposits numbers changed on report because prior reports included all income and current report is income from dues only. Allowance of doubtful of accounts will increase to \$830,000. Calculations was understated in prior year and adjusted entry has been made.

Question regarding check details. Question of Ted Hong bill, bills monthly for foreclosures.

## 8. GM Report

*Larry Torres Jr. General Manager addressed the board. Reminded board to speak into the microphone for Zoom listeners. GM report attached (3).*

Enter discussion on two zero turn mowers; one John Deere, one Bacon Universal. Bacon Universal mower within budget of CIP and in stock. Recommend to purchase.

**Kari Hoffman District 5 moved to authorize general manager to purchase zero turn mower from Bacon Universal for quoted price of \$23,560.20 tax included. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

Question on reflectors from Civil Construction, reached out and waiting for shipment. Accolades to work crew while GM was away.

## 9. Committee Reports

### *A. Finance Committee*

No report. Committee has not met and no meeting date set. Committee member names are with office administration.

### *B. By Law Committee*

*Alissa Hanshew District 3 addressed the board. Committee still discussing 421J and there is no consensus if HPP is a planned community and if fall under 421J. Last meeting canceled with the attorney due to no quorum. Next meeting is Wed. July 26th at 4 pm in library. Meetings are now twice per month.*

### *C. Nominating Committee*

No report.

### *D. Land Use Committee*

Anyone interested in serving on committee talk to Jeff Finley District 9.

Discussion surrounding original purpose of committee and question of continued need for committee. Original purpose was development and grants. No plans for 20 acre lots other than mailboxes. General understanding community does not want 20 acre lots developed commercially. Discussion on need for land use committee. Lot on 15<sup>th</sup>/16<sup>th</sup> HPPOA owns is for commercial development and the others are deed restricted. Discussion of survey conducted and community feedback.

*E. Human Resource Committee – Approve Lanell Lua or Elizabeth Bunnell to committee*

Enter discussion. Patricia Egan District 8 resigned as chair. Naomi Hirayasu District 7 is now Chair. One more committee member is needed.

Lanell Lua withdrew name for appointment.

*Elizabeth Bunnell addressed the board.* Discussed background in civil service and work for the county. Would accept HR Committee appointment.

**Naomi Hirayasu District 7 moved to appoint Elizabeth Bunnell to HR Committee. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

*F. Membership Meeting Committee*

Members on committee resigned. Committee is responsible for membership meeting agenda and meeting planning. Will post on website openings.

*G. Cultural Preservation Committee*

*Lanell Lua addressed the board.* Meeting occurred July 8. Meeting minutes attached (4).

Enter discussion. Question of putting out a Request for Bids (RFQ) or accepting one of three bids. Committee recommends local archaeologist, lowest of three bids. Not all board members have seen quotes.

Next committee meeting is 10 am 2<sup>nd</sup> Saturday of the month. RFQ needs to be put out for anything over \$15,000 according to policy. Budget for survey is \$45,000. Board already approved expenditure and there are 3 bids. RFQ will be put out per policy and bids will have to be resubmitted.

**Patricia Egan District 8 moved to have general manager prepare RFQ for an archaeological inventory survey for the 31 acre lot. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

*H. Road Safety and Pathways Committee*

No report.

## Community Resource report – Judi Houle

*Kari Hoffman District 5 addressed the board.* Keiki summer food program Tuesdays continues. Children get a bag and a box per week per kid all summer. 1<sup>st</sup> Saturday is Neighborhood Watch at 9 am, 2<sup>nd</sup> Saturday is Swap Meet and 3<sup>rd</sup> Saturday is a class.

### 11. Owners Input

*Nicole Craig addressed the board.* Statement attached (5).

*Cynthia Totty Hefy addressed the board.*

*Elizabeth Bunnell addressed the board.*

*Debbie Skaggs addressed the board.* Statement attached (6).

### 12. Old Business

#### *A. Update on Mailbox Project*

*Kari Hoffman District 5 addressed the board.* Post office is providing mailboxes. Every lot owner is assigned a box; physical address will be mailing address. Boxes will be in sequence. Vacant lots boxes will be blocked off until someone builds on lot and box assigned. Box will stay with the property. Post office has not and will not approve additional boxes on roads due to safety issues. People can donate to road fund if they'd like. Money spent on mailboxes would only save .6 of a year in paving roads and would not pave one mile. The association paves 1 mile per year.

Enter discussion. Mailboxes are a one time cost. Board saving since 2018 for mailboxes. After gaining sufficient funds reached out to post office. HPP is paying for installation, mailboxes are free from post office. Cost to place mailboxes on roadway more. Bike lanes and walking lanes not possible with mailboxes. Discussion on board being allowed to use 5 percent of road fees for mailboxes. Question of what deed says.

### 13. New Business

#### *A. Review applicants for District 4 director and vote*

Candidates are to address the board and state their experiences and why they should be chosen.

*Fred Baer addressed the board.* Worked in retail and management. Worked in public sector in Minnesota. Trying to work within framework to make most happy.

*Jon Loehndorf addressed the board.* For last 8 months appointed as director, was treasurer and interim general manager.

*Lanell Lua addressed the board.* Appointed to board for last 6 months. Can help board think in different ways.

*Melissa Wilken addressed the board.* Lives in District 4, did not run during election. Wants to help out in community. Has more time to dedicate to board.

Votes for appointee written by hand and tabulated by President.

**Jon Loehndorf** voted in as **District 4 Board of Director**. Stated oath of office.

Enter discussion. Question of appointee being from another district. Board appointee can be from any district.

*B. Approve 11<sup>th</sup> Edition of Robert's Rule of Order to be used during the 2023-24 Fiscal Year*

Enter discussion. Question of why not the latest edition. Board does not have latest edition and does have 11<sup>th</sup> edition.

**Alissa Hanshew District 3** moved to approve the 11th edition Robert's Rule of Order for use during the 2023-24 fiscal year. **Jeff Finley District 9** seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

*C. Approval of signers on the First Hawaiian Bank checking accounts for Roads and Non-Roads as Larry Torres, Karin Hoffman, Jeffrey Finley, Patricia Egan and Alissa Hanshew*

Four bank accounts at First Hawaiian Bank; 2 checking – roads and non roads, and 2 savings – roads.

**Kari Hoffman District 5** moved to approve Larry Torres, Karin Hoffman, Jeffrey Finley, Patricia Egan, and Alissa Hanshew as signers on the First Hawaiian checking accounts. **Brendan Freitas District 6** seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

*D. Approval of signers on First Hawaiian Bank Savings accounts for Roads and Bond Account as Larry Torres, Karin Hoffman and Jeffrey Finley*

**Kari Hoffman District 5** moved to approve Larry Torres, Karin Hoffman and Jeffrey Finley as signers on the First Hawaiian Bank savings accounts. **Patricia Egan District 8** seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

*E. Approval of signers on the US Bank restricted accounts 3601, 3602, 3603 and 3604 for Bond payment as Larry Torres, Karin Hoffman, and Jeffrey Finley*

**Kari Hoffman District 5** moved to approve Larry Torres, Karin Hoffman and Jeffrey Finley as signers on US Bank restricted accounts 3601, 3602, 3603 and 3604 for bond payment. Patricia

**Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

*F. Approval of signers on the Umpqua Bank Restricted Accounts 8886 and 3386 for Bond payments as Larry Torres, Karin Hoffman, and Jeffrey Finley*

**Kari Hoffman District 5 moved to approve Larry Torres, Karin Hoffman, and Jeffrey Finley as signers on Umpqua Bank Restricted accounts 8886 and 3386 for bond payments. Brendan Freitas District 6 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

#### **14. Review and approve quotes for General Liability Insurance Policy**

Quotes for general liability policy unavailable. Liability insurance coverage needs to be renewed. Insurance company has not given quote yet. May need special meeting to approve policy.

#### **15. Review and approval of RFQ for the Concrete pads for mailbox sites**

*Larry Torres General Manager addressed the board. Board given RFQ for review and edits. Enter discussion on correction of RFQ; type of concrete, ADA specifications, etc. Post office has specification that need to be met; needs to be outlined in RFQ. Changes need to be sent to GM for revision and task taken up at emergency meeting.*

Emergency meeting Friday, July 21<sup>st</sup> at 6 pm for mailbox RFQ approval and insurance policy renewal. Policy renewal due by July 24. Board members will send edits to GM by the next day close of business.

#### **16. Appoint directors to Finance and Land Use Committees**

**Jeff Finley District 9 moved for Kari Hoffman District 5 as Finance Committee board liaison. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jason Schillewaert District 1 moved for Jeff Finley District 9 as Land use Committee chair. Kari Hoffman District 5 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

#### **17. Discussion and approval of unaudited financials to be mailed to all owners**

Enter discussion. Profit and loss statement, CIP budget, HPP budget and Presidents report to be mailed as annual financial packet. Discussion on mailing to all members options, cost approximately \$6,000, volunteers or Office Max. Discussed printing envelope options. Bylaws state financial packet has to be mailed. By laws would have to be changed to allow for emailed statements. Further discussion on mailing options.

**Jeff Finley District 9 moved that Kari Hoffman District 5 compile and produce financial mailing packet. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

#### **18. Announcements**

Next board meeting is August 16, 2023 at 6 pm.

Next General Membership Meeting is October 29, 2023 at 3 pm and check-in starts at 2 pm.

### **19. Adjourn to executive session to discuss legal and personnel**

**Jon Loehndorf District 4 moved to adjourn to executive session. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:05 pm.**

#### **Attachments:**

President's report (1) pg. 11

Treasurer's report (2) pg. 12

GM report attached (3) pg. 13

Cultural Preservation Committee meeting minutes (4) pg. 14

Nicole Craig statement (5) pg. 15

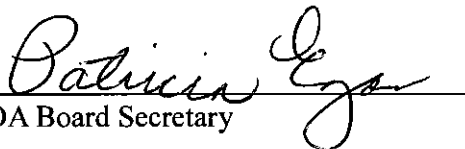
Debbie Skaggs statement (6) pg. 16

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

9/20/23  
Date

Upon acceptance,

  
HPPOA Board Secretary

9-19-23  
Date



**HPPOA Board of Director's Meeting  
Motions Log  
Wednesday, July 19, 2023**

**Naomi Hirayasu District 7 moved to approve the July 19, 2023 agenda with edits. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Jeff Finley District 9 moved to approve the June 21, 2023 meeting minutes with amendments. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Patricia Egan District 8 moved to approved the June 25, 2023 meeting minutes. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to authorize general manager to purchase zero turn mower from Bacon Universal for quoted price of \$23,560.20 tax included. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Naomi Hirayasu District 7 moved to appoint Elizabeth Bunnell to HR Committee. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Patricia Egan District 8 moved to have general manager prepare RFQ for an archaeological inventory survey for the 31 acre lot. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf voted in as District 4 Board of Director.**

**Alissa Hanshew District 3 moved to approve the 11th edition Robert's Rule of Order for use during the 2023-24 fiscal year. Jeff Finley District 9 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to approve Larry Torres, Karin Hoffman, Jeffrey Finley, Patricia Egan, and Alissa Hanshew as signers on the First Hawaiian checking accounts. Brendan Freitas District 6 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to approve Larry Torres, Karin Hoffman and Jeffrey Finley as signers on the First Hawaiian Bank savings accounts. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to approve Larry Torres, Karin Hoffman and Jeffrey Finley as signers on US Bank restricted accounts 3601, 3602, 3603 and 3604 for bond payment. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to approve Larry Torres, Karin Hoffman, and Jeffrey Finley as signers on Umpqua Bank Restricted accounts 8886 and 3386 for bond payments. Brendan Freitas District 6 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jeff Finley District 9 moved for Kari Hoffman District 5 as Finance Committee board liaison. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jason Schillewaert District 1 moved for Jeff Finley District 9 as Land use Committee chair. Kari Hoffman District 5 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jeff Finley District 9 moved that Kari Hoffman District 5 compile and produce financial mailing packet. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to adjourn to executive session. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.**