

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting
Wednesday, August 16, 2023**

1. Call to Order

Board of Directors meeting called to order by Kari Hoffman President District 5 at 6:02 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, Jon Loehndorf District 4, Kari Hoffman District 5, Brendan Freitas District 6, Naomi Hirayasu District 7, Patricia Egan District 8, and Jeff Finley District 9.

In attendance: Larry Torres Jr. General Manager

3. Approval of Agenda

Jeff Finley District 9 moved to approve the agenda for August 16, 2023. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

4. Approval of August 4, 2023 Minutes

Edits: On page 2 change to 2/3 majority to change and strike; there's no consensus in bylaw committee.

Alissa Hanshew District 3 moved to approve August 4, 2023 meeting minutes with edits. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 2, Jason Schillewaert District 1, Daniel Harris District 2. Motion carried.

5. President's Report

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

6. Vice President's Report

Jeff Finley Vice President District 9 addressed the board. Observed moment of silence for Maui residents.

Jeff Finley District 9 moved for an appeal for Maui relief be posted on HPPOA website for Maui Strong Hawaii Community Foundation. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Request committee chairman submit updated list of members and chairpersons to Shelli at associate2@hppoa.net.

7. Treasurer's Report

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

Enter discussion. Question of check register and profit and loss not matching for July for trucking and rock. June and July discrepancy on page 13. Question of what goes on June or July budget, different fiscal years. Will be looked into.

Discussed allowance of doubtful account going up; audit adjustment got booked in June from last year's audit. Question of why check number 3309 is missing. It's a possible voided check, happens on occasion.

8. GM Report

Larry Torres Jr. General Manager addressed the board. GM report attached (3).

Discussed program for seniors from Department of Labor subsidizing worker at a nonprofit, paychecks paid for by federal government through grant up to 4 years. Hired worker to help out in Activity Center through program. Discussed postage, mailing and office supplies expenditures are up, purchased extra while discount school supplies.

Enter discussion on purchase of new tires for Case Grader; received two quotes. Discussed difference in bids. Lex Brody had all tires, other had to wait to get tires.

Jon Loehndorf District 4 moved to purchase tires from Lex Brody for cost of \$5,494.45. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0, Abstain – 1 Naomi Hirayasu District 7. Motion carried.

Discussed cutting cane grass on roads.

9. Committee Reports

A. Finance Committee

Alissa Hanshew addressed the board. First meeting of fiscal year on August 2nd, elected vice chairperson and secretary. Meetings will take place on the 2nd Wednesday of month from 1-2 pm in library. Reviewed three long term contracts, 2023-2024 budget and capital improvement plan. Next meeting is September 13th, observers welcome.

B. Bylaw Committee

Alissa Hanshew addressed the board. Bylaw Committee report attached (4).

Explored ways to finish out old business and meet mission of committee. In February 2018, five bylaw amendments passed at a membership meeting. Packet of information given to board with ballots. Committee request they are sent to legal for review so they may be mailed to membership for vote. Amendments are written as passed at membership meeting. Continue to look at other bylaw proposals to be presented at future membership meetings, including the June 2023 bylaw change membership vote.

Next meeting is Wed. August 30 at 4 pm in Activity Center library.

Enter discussion. Board president forwarded to attorney. Question of whether bylaw changes should be included with financial mailing. Needs to go to attorneys first before headed to membership to vote. Possibility of League of Women Voters counting ballots.

C. Land Use Committee

Jeff Finley addressed the board. Prior discussion about land use committee dissolving. No work for the land use committee so sees no needs.

Jeff Finley District 9 moved to dissolve the land use committee. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Discussion. Could bring back if needed.

D. Human Resource Committee

Naomi Hirayasu addressed the board. Annual reviews performed by last chairperson. Next is to look at job descriptions and Code of Conduct on agenda for committee. Meetings are 4th Monday of month at 1 pm.

E. Cultural Preservation Committee

Lanell Lua addressed the board. Meeting past Saturday. Committee report attached (5). Enter discussion on RFQ approval. Board will vote on RFQ tonight. Sealed proposals due on Monday, September 18 if passed.

F. Road Safety and Pathways Committee

Mayelin Stillwell address the board. No meeting for the last two months.

G. 50th Luau Celebration Committee

Lanell Lua addressed the board. Celebration will be Sept. 16 from 12- 4 pm. Secured bouncy house and slide. There will be food, dancers, and still looking for musicians. Request board members volunteer. Banners will be out along main roads.

10. Community Resource Report

Judi Houle addressed the board. Flyer for the 50th Luau Celebration for residents. Request to put on HPPOA website.

Upcoming events; this Saturday Little Fire Ant workshop from 9 – 11 am. Will discuss biology, methods and products to use. Food Pantry is 4th Tuesday of month give away bags of food and clothing. Last month was busiest ever. Keiki program has ended now school is back. Neighborhood Watch is 1st Saturday of month. Special topic will be fire prevention and home safety. Swap meet is 2nd Saturday of month from 7 – 11 am. 50th Celebration will be September 16th. Need volunteers for celebration. Pickleball folks would like to help with celebration, given email.

Enter discussion. Chatted with former president of Hui hana like, overgrown fire lane, will check with DLNR to see where it is.

11. Owner Input

Jennifer Myers addressed the board.

Alan Harunaga addressed the board.

Nainoa Rosehill addressed the board.

Donit Laubhan addressed the board. Written statement attached (6).

Mayelin Stillwell addressed the board.

Kathy Hollingsworth addressed the board. Written statement, "I just wanted to second Nainoa Rosehill's owner input speech. Thank you!"

Michael Schiltzer addressed the board.

12. Old Business

A. Update on Mailbox Project

Enter discussion. 4th and Kaloli site cleared of vegetation and now being mulched. Once finished it will be posted on website and residents will be able to go and pick up free mulch.

Meeting with post office, discussed outgoing mail situation. Post office will come up with a solution for outgoing mail. Will try to get Pohaku Circle converted sooner than later; 128 boxes and only 14 are residents. Post office will notify and reassign boxes to residents. There are 118 lots in Pohaku Circle and leaves 10 boxes possibly be used for residents on highway.

B. Pickleball Update

Waiaka addressed the board. Helps organize Pickleball at Activity Center. 40 members coming in and out on Mon. and Wed. from 1 – 4 pm and 7 – 9 pm. Room for more people to come during the day. Night is at its capacity. Request another day for pickleball. Looking into more seniors and kids joining. Possibility of a tournament. Pickleball members volunteering for 50th Luau celebration to set up.

13. New Business

A. Review and amend 2025/26 CIP Budget

Enter discussion on CIP budget year 2025-26 and revision. Discussed item “relocate mailbox off easements and add new ones.” Remove item on 2025-26 CIP, unnecessary because added mailboxes as another item. Discussed paving more roads with added budgeted item.

Kari Hoffman District 5 moved to remove relocate mailbox line item from 2025/26 budget CIP and add the \$400,000 to paving roads. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Enter discussion. Question of money being used for safety equipment that should be under mower. Safety equipment is more than just for mower. Purchased flares, vest and other items for emergencies.

Discussed CIP budget and revision on whether water truck should be left on budget. Current water truck is down, repairing exhaust manifold and there is a hole in the tank. Cost \$160 per hour to have outside contractor water roads. Fugitive dust agreement with DOH must be abided by. DOH assesses road when there are complaints. Must maintain dust logs.

Discussed getting water trucks from mainland, Oahu and availability. Question of possibility of welding hole in water truck. Must drain and go inside. Discussed chop saw, trailer and a small roller to priority of water truck. Both medium size dump truck and water truck is down. Question of priority of equipment, buying a new water truck, repairing old water truck, CIP budget is over and question of whether to go into reserve budget. Discussed uses of medium size dump truck that's down. Large dump truck is still in use.

Discussed good water trucks going fast once posted. Discussed speed tables vs. speed humps and priority of equipment. Question if smaller roller is priced correctly. Question of side arm mower as correct piece of equipment. Need to take care of cane grass and small trees.

Jeff Finley District 9 moved that shop equipment; asphalt chop saw, trailer and small roller be moved from 2023/24 budget to 2025/26 year budget. Brendan Freitas District 6 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Discussion on cost of side arm mower, if heavier equipment is needed, and attachments to mower.

Patricia Egan District 8 moved to put a side arm mower/mulcher on 2023/24 CIP budget for \$100,000. Daniel Harris District 2 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion

carried.

CIP budget should now be ready to be mailed in financial mailings.

B. Review and approve quotes for new dump truck

Enter discussion on dump truck quotes; contacted Kamaaina, Orchid Isle and DeLuz for pricing. Orchid Isle came back with quotes. DeLuz and Kamaaina did not get back. Received three quotes. Can also look on mainland. Question of whether 4x4 needed. Outlet is needed on dump truck. Tabled until more quotes without 4x4.

C. Review and approval of RFQ for the Archaeological Study

Alissa Hanshaw District 3 moved to accept proposed request for quote for Archaeological Reconnaissance Survey of 31 acre lot. Jon Loenhdorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

D. Review and approval of RFQ for striping of main roads

Enter discussion. Easement control is a price point and should be done first before striping roads. Been working on easement control. No RFQ is presented. Striping on Makuu and Kaloli is disappearing. There have been complaints. Office has some reflectors and can put those out in meantime.

E. Review of the Activity Center fee schedule

Enter discussion. Activity Center fee schedule reviewed according to bylaws. Current schedule listed in corporate board policy. Cost of utilities have gone up and fee is nominal comparative to other facilities. Question of how much to raise fee; \$5 more across board or 25 percent increase. Facility cannot lose money but make profit.

Current price is library & bathrooms, field & bathrooms is \$10 per hour; main room & bathroom is \$25 per hour; kitchen & bathrooms is \$30 per hour; main room & kitchen/bathrooms is \$50 per hour; and main room & kitchen & library/bathrooms is \$55 per hour.

Increase prices to library & bathrooms, field & bathrooms as \$15 per hour; main room & bathroom as \$30 per hour; kitchen & bathrooms as \$40 per hour; main room & kitchen/bathrooms as \$75 per hour; and main room & kitchen & library/bathrooms as \$85 per hour.

Nonprofit rental rates are different. Current rate is \$12.50 per hour. Cost not being covered. Discussed who uses library and cost of each room. Rates apply to Neighborhood Watch, Swap Meet, and church. Seniors don't pay anything.

Increase nonprofit hourly rate to main room as \$15 per hour, main room & kitchen as \$15 per hour, library as \$10 per hour, and main room, kitchen, library & bathrooms as \$25 per hour.

Jon Loenhdorf District 4 moved to adopt Activity Center rates as discussed. Jason Schillewaert

District 1 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Enter discussion. Neighborhood Watch is a free community service. Would pay approximately \$650 per year under rates plus cost for insurance to use facility. Cost all money raised. Question of why seniors and pickleball are free but a community service is not.

Daniel Harris District 2 moved to waive fee for Neighborhood Watch from non profit retail fees and add Neighborhood Watch, Radio team, and CERT to exception list to Activity Center fees. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

F. Review proposed plan for CDL drivers

Enter discussion on training taking place. Sexual Harassment and Equal Opportunity Training took place in July, all employees covered. Discussed CDL driver training. Wrote up contract for employee for CDL training. Discussed contract edits. Discussed length of contract, what happens if terminated, and if amount should be listed in contract. Discussed giving to attorney to review.

Jason Schillewaert District 1 moved to send CDL training contract to legal for review and comment on correct verbiage. Daniel Harris District 2 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

14. Announcements

Next Board meeting is September 20, 2023 at 6 pm.

Next General membership meeting is October 29, 2023 at 3 pm. Check in starts at 2 pm.

15. Adjourn

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 8:53 pm.

President's report attached (1) pg. 11.

Treasurer's report attached (2). pg. 12.

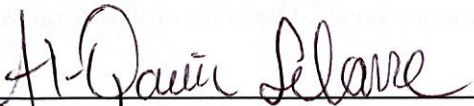
GM report attached (3) pgs. 13 – 16.

Bylaw Committee report attached (4) pgs. 14 – 17.

Cultural Preservation Committee report attached (5) pg. 18.

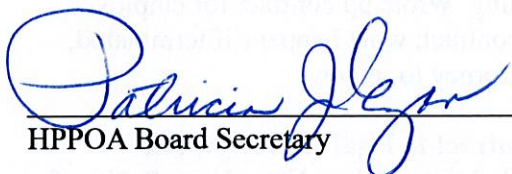
Donit Laubhan written statement attached (6) pg. 19.

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

10/18/23
Date

Upon acceptance,


HPPOA Board Secretary

10-10-23
Date

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APPROVED Motions Log
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