

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting Minutes
Wednesday, December 20, 2023**

1. Call to Order

Board of Directors meeting called to order by Kari Hoffman District 5 at 6:02 pm. Taken place at the HPPOA Activity Center. Meeting streamed live via Zoom.

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, Patricia Egan District 8, and Jeff Finley District 9.

Board members absent: Naomi Hirayasu District 7.

3. Approve Agenda for December 20, 2023

Brendan Freitas District 6 moved to approve the December 20, 2023 agenda. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

4. Approve November 15, 2023 Minutes

Edits: Page 2 in Finance committee report correct last sentence to review contracts more than 6 months. Page 4 under item 13a correct to fiduciary duty.

Patricia Egan District 8 moved to approve the November 15, 2023 as amended. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Kari Hoffman District 5. Motion carried.

5. President's Report

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

6. Vice President's Report

Jeff Finley Vice President addressed the board. Request Nominating Committee send current member list.

7. Treasurer's Report

Alissa Hanshew Treasurer addressed the board. Treasurer's report attached (2). Two check numbers in register are skipped because were voided out.

8. GM Report

Jon Loehndorf District 4 addressed the board in lieu of General Manager. General Manager's report attached (3).

9. Committee Reports

A. Finance Committee

Alissa Hanshew addressed the board. Met last week and continued to review balance sheets and profit and loss statement. Almost finished with reviewing contracts longer than 6 months. Recommends board review some contracts to ensure still meet needs. Next meeting is January 10th from 12:30 – 2 pm in library. Meetings on 2nd Wednesday and last Monday of month in 2024. Observers are welcome. Meetings on calendar.

B. By Law Committee

Jon Loehndorf addressed the board. Committee met and went over what committee had done, elected officers. Next meeting will be December 21 from 4 – 6 pm in library. Committee will begin meeting twice a month to have some bylaw changes for members meeting in February.

C. Nominating Committee

Bruce Derrick addressed the board. Met last week. Created flyer and sent to board for review. Flyer listed some duties of board member and information about HPPOA, rejected by board. Next step is putting together timelines. Districts 2, 3 and 4 are opening with 3 year terms.

Enter discussion. Flyer was sent to board via email. Concern over some language used in flyer that was incomplete. Sent to attorney to review and attorney suggested wording needed to be changed. Flyer listed only a few duties of board members and there are many more, reference on flyer corrected where can find the complete list of duties.

D. Human Resource Committee

No report.

E. Cultural Preservation Committee

Lanell Lua addressed the board. Cultural Preservation Committee report attached (4).

Enter discussion. Archaeological survey has begun. Committee members and board are only ones allowed to enter property. Waivers signed. Rain has keep them out last week.

Question of service opportunity. After survey is complete, may need volunteers to remove invasive plants.

F. Road Safety and Pathways Committee

Bruce Derrick addressed the board. Three members in committee. Still need to survey stop signs. Looking for more members. Contact office or Bruce.

10. Community Resource Report

Judi Houle addressed the board. December 16th was Mele Kalikimaka. Gave away 300 bags with candy, toys, pizza and visit with Santa. Yesterday was holiday food basket; busy. Gave away bags of food, produce, gifts and clothing for families. Next food pantry is January 23rd at 1 pm.

Neighbor Watch meeting is 1st Saturday of every month. Review previous months crimes. Caution during holidays.

2nd Saturday Swap Meet was busy. Class was proposed. Next gardening class will be February 16th. Rainy season and be safe. Report of major accidents and where they occurred upcoming.

11. Owner Input

Jennifer Myers addressed the board. Written statement attached (5).

Danee McFarr addressed the board. Written statement attached (6). Discussion on posting meeting minutes online sooner.

Lanell Lua addressed the board.

Connie Ramirez addressed the board. Request to use the library for local Girl Scout Troop free of charge.

Jon Loehndorf District 4 moved to allow Girls Scout Troop of HPP use of the Activity Center library free of charge on a scheduled basis. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

12. Unfinished Business

A. Update on Mailbox Project

Ben of Hokori Construction addressed the board. Engineer have finished the plans on 14th, 16th and 4th avenue and plans submitted to county. 6th avenue plans will be finished in the week and submitted. Uncertainty of county timeline for reviewing plans.

– *USPS Service Agreements for two sites*

Enter discussion. Service agreements from USPS for 4th and Kaloli and 6th and Makuu sites. Difference between agreements is number of boxes; 1,823 boxes at Makuu site and 2,067 boxes at Kaloli site.

Question of cost of change of locks. Email from USPS explained that owner is responsible for lock replacement. If owner loses keys or sells property and wants locks replaced, process is owners will go to Keeaau post office to submit request for lock change, pay and receive keys from post office. Process not outlined within agreement. Request that addendum be added. Attorney sent agreements for review. Initial keys, HPPOA will distribute from office and at no charge.

Enter discussion of service agreement approval without addendum. If not approved tonight then will have to wait until next meeting.

Patricia Egan District 8 moved to approve service agreements from USPS on two lower sites provided approval of attorney and added addendum with lock replacements. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

B. Conflict of Interest Policy

Enter discussion. Board previewed updated conflict of interest policy.

Jon Loehndorf District 4 moved to adopt Conflict of Interest Policy as presented. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Request to place on website so committees can have access.

C. Update on Archaeological Study

Lanell Lua addressed the board. Information stated in Cultural Committee report. Question of using Zoom for members not available to attend in person. Decision is up to the committee. Question if committee can have ASM contract. Copies of report will be given.

D. Review and Approval of RFPs for Paving projects in 2024

Enter discussion. Question of whether or not to have aprons for driveways. *Ben from Hokori Construction addressed the board on issue.* Not necessary for residential driveways but good for main roads. Use is to protect end of the road. Only necessary for steep driveway to protect edge of road. Discussion on aprons and purpose.

Two different RFPs; one with apron and one without. Question of widening Ala Heiau to 11ft instead of 10ft wide. Discussion on widening. Consensus on 10ft from center line no aprons; other than aprons for mailbox sites. Further discussion on aprons. Nothing in RFQ about painting speed tables and adding signs.

Jon Loehndorf District 4 moved to accept RFP proposal for paving Ala Heiau, Beach dead end and 6th street at 10ft from center line, no aprons with addition of speed table signage and painting. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Bids will be due Friday, February 2. May need special meeting to open bids. RFQ for striping

reviewed. Deadline will be February 2nd.

Jon Loehndorf District 4 moved to accept RFQ template for striping Shower, Kaloli, Paradise and Makuu. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

13. New Business

A. Review of all funds collected in 2023 and Approval of amount to move from Road account to Non-Road account

Enter discussion on spreadsheet with income received. 5 percent able to move from road to non road account is based on what is collected and not what is billed. End of billing cycle is time to transfer.

5 percent on what was collected for billing cycle of 2023 is \$166,187.25. Discussion on roof on activity center needing repair, will take several years to collect. Idea is that 5 percent would go toward roof. Estimates on roof were \$350,000 – \$450,000 from a year ago.

Brendan Freitas District 6 moved to set aside 5 percent into non-roads account. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Question of if the 5 percent only has to go toward the roof. Roof is in the CIP budget in a few years.

B. Audit results

Enter discussion. Audit results were discussed in President's report. Discussed looking into transferring money into other financial institutions for FDIC insurance coverage for discussion in January meeting. Find institutions with local office.

14. Announcements

Next Board meeting is January 17, 2024 at 6 pm.

Next General Membership meeting is February 25, 2024 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 – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 7:36 pm.

Attachments:

President's report (1) pg. 9.

Treasurer's report (2) pg. 10.

GM report (3) pg. 11.

Cultural Preservation Committee report (4) pg. 12.

Jennifer Myers written statement (5) pg. 13.

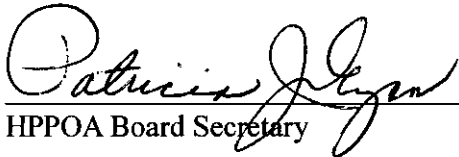
Danee McFarr written statement (6) pg. 14.

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

2/5/2024
Date

Upon acceptance,


HPPOA Board Secretary

2-5-24
Date

**HPPOA Board of Directors Meeting
Motions Log
Wednesday, December 20, 2023**

Brendan Freitas District 6 moved to approve the December 20, 2023 agenda. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Patricia Egan District 8 moved to approve the November 15, 2023 as amended. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Kari Hoffman District 5. Motion carried.

Jon Loehndorf District 4 moved to allow Girls Scout Troop of HPP use of the Activity Center library free of charge on a scheduled basis. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Patricia Egan District 8 moved to approve service agreements from USPS on two lower sites provided approval of attorney and added addendum with lock replacements. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Jon Loehndorf District 4 moved to adopt Conflict of Interest Policy as presented. Brendan Freitas District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Jon Loehndorf District 4 moved to accept RFP proposal for paving Ala Heiau, Beach dead end and 6th street at 10ft from center line, no aprons with addition of speed table signage and painting. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Jon Loehndorf District 4 moved to accept RFQ template for striping Shower, Kaloli, Paradise and Makuu. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Brendan Freitas District 6 moved to set aside 5 percent into non-roads account. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

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