

**Hawaiian Paradise Park Owners' Association  
APPROVED Board of Directors Meeting Minutes  
Wednesday, January 17, 2024**

**1. Call to Order**

Board of Directors meeting called to order by Kari Hoffman District 5 at 6:01 pm. Taken 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, and Jeff Finley District 9.

*Board members absent:* Patricia Egan District 8 and Naomi Hirayasu District 7.

**3. Approval of Agenda**

**Jon Loehndorf District 4 moved to approve the January 17, 2024 meeting agenda. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**4. Approval of Minutes**

**Jon Loehndorf District 4 moved to approve the December 20, 2023 meeting minutes. Daniel Harris District 2 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**5. President's Report**

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

**6. Vice President's Report**

No report.

**7. Treasurer's report**

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

Enter discussion. Question of putting road expenses on report. Questions regarding equipment repairs and water expenses.

**8. GM's report**

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

## **9. Committee Report**

### *A. Finance Committee*

*Alissa Hanshew addressed the board.* Committee now meeting twice a month on second Wednesday and last Monday at 12:30 pm in library. Next meeting is Monday, January 29. Finished with contract review, up next is drafting 2024-2025 budget. One meeting budget focused, one meeting other finance business. Project that budget process done by May.

### *B. Bylaws Committee*

*Jon Loehndorf addressed the board.* Committee is finalizing bylaw changes to present at February General Membership including section requested from previous membership meeting, article 11 section 3. Next meeting Thursday, January 25 in library 4 – 6 pm.

### *C. Nominating Committee*

*Bruce Derrick addressed the board.* Banners have been installed. If using League of Women Voters for ballot counting recommended that they be contacted now. Request modifications to applications.

Enter discussion on form modification, dates for counting of votes and cut off date for road fees to be current. Discussed deadlines for applications to ensure ballots go out on time. Jon Loehndorf District 4 will work to update forms. Suggested dates for Meet the Candidates will be confirmed with office.

### *D. Human Resource Committee*

No report.

### *E. Cultural Preservation Committee*

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

## **10. Community Resource Report**

*Kari Hoffman addressed the board.* Next Tuesday is food pantry at Activity Center. No class in January. Neighborhood Watch meeting is 1<sup>st</sup> Saturday of the month. Swap Meet is the 2<sup>nd</sup> Saturday of the month.

## **11. Owner Input**

*Jennifer Myers addressed the board.*

*Richard Povell addressed the board.*

*Lanell Lua addressed the board.*

## 12. Unfinished Business

### *A. Update on Mailbox Project*

Service agreements for lower two sites signed. Scheduling installation of boxes. Upper sites getting started next week. Concrete prices going up. Can bring in less than 100 yards of material for pads. Anticipate permits are coming in week or two. Once permits issued can install asphalt.

### *B. Parcel Lockers*

Enter discussion. No parcel lockers for the lower two sites. Post office not including parcel lockers. Parcel lockers on roads will be moved from road sites and moved to 4<sup>th</sup> and Kaloli site to be installed with new CBUs. Need to purchase parcel lockers for 6<sup>th</sup> and Makuu site. Need 10 and perhaps purchase 10 more if needed.

Three quotes from different companies. Researching shipping cost for each company. One says free shipping but uncertainty if to Hawaii. Contacted directly. One company got back with shipping cost; offering discount on shipping. Another sent quote but with no shipping or sales tax cost. Contacted company and waiting to get back. Discussed pricing and best deal recommendation from GM. Outgoing mail slots will be in available at each site.

Requested post office to install parcel lockers and waiting for reply. Parcel lockers are needed because mail can only hold one medium size parcel box.

Jon Loehndorf District 4 moved to spend not to exceed \$30,000 for 10 parcel boxes for 6<sup>th</sup> and Makuu. Jeff Finley District 9 seconded the motion.

Discussed possibility of free shipping and purchasing the 20 needed.

Motion rescinded.

**Jon Loehndorf District 4 moved to spend not to exceed \$60,000 for 20 parcel lockers cluster of 4. Brendan Freitas District 6 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

### *C. Lighting*

Enter discussion on lighting. Discussed Hokori Construction putting in lights. Enter discussion on corporate policy on purchases over \$10,000. Quote of \$3,218.50 installation per pole per light.

Discussed if need to send to bid. 4 lights per site are needed includes poles, lights, base. Create RFQ with two week turnaround. Lights need to be installed before anyone can use sites.

**Jeff Finley District 9 moved that GM prepare RFQ for installation of solar lights at 4 mailbox site locations with concrete foundations. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

*D. Posting of minutes on the website*

Issue brought up last month. All BOD minutes are on website up to October. November minutes signed tonight and will be posted online ASAP. Discussed posting draft membership meeting minutes online 30 days prior or as soon as received. October membership meeting draft can be posted.

**Jeff Finley District 9 moved that draft membership meeting minutes be posted on website when received. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

Discussed possibility of adding other information to website such as policies ie conflict of interest. Office staff getting trained to update website.

*E. Purchase of more CDs to increase FDIC coverage*

Enter discussion. Topic come up during audit. Currently 2 million dollars covered under FDIC insurance. List of CD options from different firms with rates and fees. Idea is to place money into different CD accounts to be covered under FDIC. Prepared cash flow statement to show how much can put in additional CDs without straining budget.

Discussed different companies where can purchase CDs. Currently with Edward Jones, FDIC covered and no cost for CDs. Merrill Lynch has CDs, highest is 5 percent rate, annual fee per account. Discussed pros and cons for each firm; call when maturing, taking out early. CDs maturing every month, interest automatically goes into checking account. Concern expressed that HPP is not investors, expressed not considered investing but high interest savings account.

Discussed options from American Savings, Territorial Savings Bank, First Hawaiian Bank, and CU Hawaii. Reserve money is currently at First Hawaiian Bank and not all covered by FDIC. Concern expressed that money could be used for roads. Money is the reserves and by moving it into CDs will be protected and get good interest rate. FDIC covers up to \$250,000 per account.

**Alissa Hanshew District 3 moved to move \$1 million dollars into FDIC insured CDs with Edward Jones maturing every 3 months. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 6, No – 1 Jason Schillewaert District 1. Motion carried.**

*F. Update on Archaeological Study*

*Lanell Lua addressed the board.* Thought study was complete but archaeologist still on site. Features covering most of the property. Uncertainty of when report will be complete.

**13. New Business***A. HPPOA Policy Review*

Enter discussion on policy revisions. Activity Center policy previously edited. Look at each policy by section. Enter discussion on each General policy for edits. Add to Number 3 and available on

HPPOA.net website. No other edits to general policies.

**Jon Loehndorf District 4 moved to accept general policies 1 – 6 with edit to number 3 adding “and available on HPPOA.net website.” Brendan Freitas District 6 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

Enter discussion on activity center off site use.

Jeff Finley District 9 stepped out of meeting at 7:43 pm.

**Jon Loehndorf District 4 moved to approve Activity Center policy with edit to Number 2 to add off-site use. Brendan Freitas District 6 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.**

Enter discussion on HPPOA purchases and contracts section of policy. Discussed changing requirements for purchasing items, increase value amounts due to inflation. Discussed having policy for county and state contracts and having policy for regular contracts. Discussed if 3 bids are needed for some purchases. District 4 and District 3 will work together to draft wording before next meeting.

### *B. Discussion about streetlights and/or speed tables on main roads*

Discussed need for speed tables and streetlights on main roads. Question of having lights attached to current light pole through HELCO. Investigation needed. RFQ for striping coming back February 2<sup>nd</sup> as a start to safety.

### *C. Members Meeting Agenda*

Asking office to create agenda. Members to send agenda items to office. Bylaws added to agenda. Check to see if staff available.

Discussed Puna Trail invitation.

## **14. Announcements**

Next board meeting February 21, 2024 at 6 pm.

Special session Monday, February 5, 2024 at 6 pm.

Next General Membership Meeting is February 25, 2024 at 3 pm with a 2 pm check-in.

## **15. Adjourn to Executive Session**

**Jon Loehndorf District 4 moved to adjourn to executive session. Jeff Finley District 9 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:06 pm.**

President's report attached (1) pg. 8

Treasurer's report attached (2) pg. 9

GM report attached (3) pg. 10

Cultural Preservation Committee report attached (4) pg. 11

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

3/20/2024  
Date

Upon acceptance,

  
HPPOA Board Secretary

3-20-24  
Date

**HPPOA Board of Directors Meeting  
Motions Log  
Wednesday, January 17, 2024**

**Jon Loehndorf District 4 moved to approve the January 17, 2024 meeting agenda. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve the December 20, 2023 meeting minutes. Daniel Harris District 2 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to spend not to exceed \$60,000 for 20 parcel lockers cluster of 4. Brendan Freitas District 6 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jeff Finley District 9 moved that GM prepare RFQ for installation of solar lights at 4 mailbox site locations with concrete foundations. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jeff Finley District 9 moved that draft membership meeting minutes be posted on website when received. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Alissa Hanshew District 3 moved to move \$1 million dollars into FDIC insured CDs with Edward Jones maturing every 3 months. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 6, No – 1 Jason Schillewaert District 1. Motion carried.**

**Jon Loehndorf District 4 moved to accept general policies 1 – 6 with edit to number 3 adding “and available on HPPOA.net website.” Brendan Freitas District 6 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to approve Activity Center policy with edit to Number 2 to add off-site use. Brendan Freitas District 6 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.**

**Jon Loehndorf District 4 moved to adjourn to executive session. Jeff Finley District 9 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

