

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting Minutes
Wednesday, February 21, 2024**

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 is being live streamed 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, Patricia Egan District 8 and Jeff Finley District 9.

Board members absent: Naomi Hirayasu District 7.

3. Approval of Agenda

Edits: Add – 7a. 990 Tax Return, 12a. Guest Speaker Brittany Zimmerman, 13a. Intersection at Ala Heiau. Paving contract winner discussed in President's report.

Alissa Hanshew District 3 moved to approve the February 21, 2024 meeting agenda as amended. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

4. Approval of January 17 and February 5, 2024 Meeting Minutes

Edits: Page 3 change “lockers” to “CBUs.”

Jon Loehndorf District 4 moved to approve the January 17, 2024 meeting minutes with edits. Jeff Finley District 9 seconded the motion. Vote: Yes – 6, No – 0, Abstain – 1 Patricia Egan District 8. Motion carried.

Naomi Hirayasu District 7 entered meeting at 6:08 pm.

Jon Loehndorf District 4 moved to approve the February 5, 2024 meeting minutes as written. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, 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

Jeff Finley Vice President addressed the board. Reviewed past committee minutes that were thorough.

Encourages committees to send meeting minutes to associate2@hppo.net. New members please send list into office.

7. Treasurer's Report

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

Enter discussion. More folks paying that were in arrears.

A. 990 Tax Return

Enter discussion. Final draft version of tax return from Carbonaros CPAs. President looked over extensively. Figures are from the audit report. Figures are from 2022 so prior GM is listed. Add Jon Loehndorf District 4 to list of officers on page 7. Independent contractors listed are only for those paid more than \$100,000.

Jon Loehndorf District 4 moved to accept 990 tax return for 2022 prepared by Carbonaros CPA with edits. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

8. GM report

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

Enter discussion on emergency phone line. Question on how much phone contract would cost. Discussed possible offers. Question of who will be handling emergency phone; rotating to employees. Discussed GM not taking all calls. Police department has been handling emergencies. Discussed what type of emergencies would warrant after hour calls, clarity needed. Possible abuse of after hour call.

Jon Loehndorf District 4 moved to authorize GM to look into cell phone contract. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Question on GM report changing term from graded to serviced and difference. Question of filling potholes by hand. Jack hammer has warranty so getting replaced. Question on criteria for chain dropping or grading road. Question of one lane road being widened and which roads get graded. Call the office to request to widen.

9. Committee Report

A. Finance Committee

Alissa Hanshew addressed the board. Committee meeting twice a month. Started on draft of budget for next fiscal year, reasonable projections for income, and road expenses. Next meeting is Monday February 26 at 12:30 – 2 pm in library. Meetings are second Wednesday of month when budget is worked on and the last Monday of month when financial statements and long term contracts are reviewed. Observers are welcome.

B. By Law Committee

Jon Loehndorf addressed the board. Committee meets on 2nd and 4th Wednesday of month. Put together articles for general membership meeting next weekend. Articles 1 - 4, and 11 Section 3 will be brought forth. Sent changes to board and placed on website with agenda for general membership meeting.

C. Nominating Committee

Bruce Derrick addressed the board. Received two nominations so far both for district 4. Meet the Candidate schedule for Sunday, April 14 from 3 – 5 pm and again on Wednesday, April 17 from 5 – 6 pm in the Activity Center. Meets the 3rd Wednesday from 3 – 4 pm.

D. Human Resource Committee

Naomi Hirayasu addressed the board. Committee meets on the last Wednesdays of the month at 1 pm in library. One more member is needed.

E. Cultural Preservation Committee

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

F. Road and Pathway Committee

Bruce Derrick addressed the board. More members are needed. Sign up at members meeting.

10. Committee Resource Report

Judi Houle addressed the board. Neighborhood Watch 1st Saturday of every month at 9 am. Last meeting was Animal Control came and gave a lot of information. Information from the meeting will be put on website example, leash laws and barking dogs. Working on mapping the junkyards. There is vehicle disposal assistant program through the county where can dispose of up to two vehicles per year for free. No major traffic accidents this month.

Swap meet hosted Nominating Committee. Neighborhood Watch donated Narcan that is located with AED for possible overdose. Neighborhood Watch and CERT preparing for preparedness exercise, working with GM coming up in May.

Garden class was last month; gave away free plants. Next class will be Saturday, March 16 on Rat Lung Disease for anyone living on catchment or eats from the garden. Albizia workshop will be in June. Permission form for board to sign to allow for in field team to do demonstration on Albizia on 20 acre parcel. Working GM and President to make sure have permission.

Food Pantry is the 4th Tuesday of every month at 1 pm. Hope Services joined at last food pantry. Next pantry is Tuesday, February 27 at 1 pm and will give away free food, fresh produce and clothes to low-income residents.

11. Owner Input

David Mallon addressed the board.

Jon Loehndorf speaking on behalf of Spencer Willis addressed the board. Spencer Willis written statement attached (5).

Raymond Holybee addressed the board.

Jeff Finley speaking on behalf of Julie Rice addressed the board. Julie Rice written statement attached (6).

12. Unfinished Business

A. Brittney Zimmerman from Yummet

Brittney Zimmerman addressed the board. Spoke last year about product. It is a carbon negative concrete made from waste products. 5 times stronger than traditional concrete. 5,000 PSI in 24 hours. Asking for a letter of interest from board, non binding.

Enter discussion and questions from board. Passed around sample concrete product. Product is made from garbage that is ground up to molecular level and glued back together. Speaking with County and Research and Development about products. It is a concrete and not asphalt. Still would have to follow traditional regulations for roads. Question on how large of a plant is needed to produce product. Plant size is dependent on how much waste needs to be processed which in talks with County. Process depolymerizes plastic so it doesn't leach microplastics. Question of how much waste is needed to produce steady product. Feed stock can be from anything; primary waste is sewage waste which is consistent. There is no plant on the island and looking to build a facility. Letter of interest would help showcase there is interest on island for product.

Jon Loehndorf District 4 moved to submit letter of support for Yummet. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

B. Update on mailbox

Enter discussion. Aero locks are unique locks that lock mailboxes, specific to each post office. Locks have been ordered and will take about a month to get in. Schedule maintenance crew when locks arrive for installation. Locks were ordered after service agreement signed and accepted.

Question on permits. State Historical Preservation Department reviewing application. 16th and Makuu concrete poured. 14th and Kaloli working on forms with pour on 28th. Under 100 yards of material can continue, cannot move forward afterward without permit. Two maintenance person will come to install.

C. Lighting

Enter discussion on lighting RFP for mailboxes. RFP created. Request board review RFP again.

Question of number of lights and lumens needed. Discussion on lighting requirements, is specific and permits needed. Discussed timeline and 30 days for completion after permit issued. Due March 15, 2024. General Manager will put out to as many businesses as possible.

Jon Loehndorf District 4 moved to accept RFP for lighting with additional line “or within 30 days of permit being issued” and deadline as Friday, March 15, 2024. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

D. HPPOA Policy Review – Purchasing / bid requirements

Enter discussion changes to corporate policy. Draft policy that uses state, federal and county policy as framework but change monetary values, updated to modern language. Deferred until March 20 meeting for board to review. District 3 will send digital version.

E. HPPOA Policy Review – Activity Center pricing for 501C3.

Enter discussion. Rates for nonprofit rental to require entity to have 501C3 in order to qualify for the rate. Question of committee fundraising and if there is a charge, \$250 deposit. Policy states board and member committees have space at no charge. Question of how funds are collected by committees. Discussed monies would have to go back to HPPOA, perhaps subaccount for non-roads. Cultural Preservation Committee would have to write up purpose for fundraiser, time commitment for activity center and be submitted to board for approval. Thought was for April or May for fundraiser.

Change heading on page 3 to Activity Center Non-Profit 501C3 rental rates.

Jon Loehndorf District 4 moved to change title on Activity Center from “Non Profit Rental Rates” to “Non Profit 501C3 Rates” and remove entries for the Swap Meet and the Church. Daniel Harris District 2 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

F. Update on Archaeological Study

Lanell Lua addressed the board. Discussed number of features on the 33 acres. Archaeologist marked all features. Hand out with marks of all feature. Land that doesn't have marks is lava flows. Mark Clark is the lead archaeologist. Report still being worked on; investigating lava flows and history for final report. Field work complete.

Prior waiver signed are now void. No one is allowed on land due to historical significance. Request to place on website.

Question of what happens with the land afterward and if it will be able to be seen. Discussion of removing invasive plants and replacing with native plants. Need for preservation for legacy. Possibility of using as educational resource. No construction on property. Uncertainty of what can be done until after report. Binder in office that gives history of area. Available for board.

G. Update and Discussion on Calcium Chloride test on 8th

Larry Torres addressed the board. Board voted in November to do test patch. Rainy for months until January. Diluted 250lbs of calcium chloride with water and sprayed. Thermal reaction when mixing. Contacted DOH prior, and inspected road after application. One month later, still holding up.

Enter discussion and questions. Question if any seeping; none seen although it looks moist. Question if residents can purchase and arrange to have their street sprayed. Hard to get a hold of. Caution against putting it down in raw form; can over salt. Monitoring and has not affected foliage. No intention to spray all roads, for specific spots. Used in mainland as ice melt and no damages. Mindful of organic farmers, would avoid those roads. Not cost effective to do all roads. Tool for dust mitigation for specific spots. Possibility of use in front of residents that have health problems due to dust. Further discussion on pros and cons of calcium chloride use. Considered time it takes to spray. Needs to be further looked into.

Jon Loehndorf District 4 moved to table discussion until next board meeting for more information. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

H. Members Meeting Agenda

No additional agenda items received by owners. Agenda finalized by admin and posted on website. By Laws to be voted on are listed on website.

I. Shop Roof

Enter discussion on shop roof. Bids were put out for shop roof and only received one bid. Waited looking for other bids. Requested another bid from company cause bid expired and prices went up. Voted to accept bid with acknowledgment that they only received one bid. Board approve contract for the repair of the shop building with Gilbert Kealoha.

Jon Loehndorf District 4 moved to ratify vote that was taken to repair shop roof. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

13. New Business

A. Update/discussion on holiday pay requirements in employee handbook

Enter discussion on holiday benefits. Policy in question is that employees must work the day immediately before holiday in order to qualify for holiday pay. Question if can use PTO time for the day before and qualify for holiday pay. Must be previously approved PTO. Question if sick time instead; must have doctors note.

Patricia Egan District 8 moved to change Employee Handbook page 10 to “employees must work their regularly scheduled workday immediately before and following the holiday or use previously approved PTO to be eligible for holiday pay.” Jon Loehndorf District 4 seconded the

motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

B. Discussion on regarding Resolution 24-01 securing land on 25th Ave park parcel for mailboxes from the county

Enter discussion. Spoke with Mayor stated needs a formal resolution to discuss possibilities. President put together two resolutions for discussion with mayor. Question of why add another mailbox park and concern for additional cost. Would allow for different configuration of mailboxes. Opposition expressed for another mailbox park. Post office wanted 4-6 sites. Discussed what partnership with county could possibility look like; county won't discuss anything without formal resolution.

Jon Loehndorf District 4 moved to accept resolution 24-01 RE: Working with the County of Hawaii to secure a 40ft x 200ft stretch of land from the park parcel along 25th ave. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 7, No – 1 Jason Schillewaert District 1 . Motion carried.

C. Discussion regarding Resolution 24-02 meeting with the county to discuss them taking over main roads

Patricia Egan District 8 moved to accept resolution 24-02 RE: working with the County of Hawaii to see what would be required for them to take over the main Drives in HPPOA. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Discussion. Before repaving main drives, want to look into what it would take for county to take them over so can pave to specifications. Resolutions will be submitted to mayor and schedule a meeting. Will see which board members available once scheduled.

D. Intersection at Ala Heiau

District 1 inspected road to see if pavement should be removed. Suggest pavement be removed and replaced. Water floods road and may need dry wells, needs to be lazered, suggested apron. Homeowners would like to pay for additional speed table.

Jason Schillewaert District 1 moved to have Hokori remove asphalt from Ala Heiau, lazer road to determine drainage and add a 8-10 ft apron onto Ala Heiau. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

14. Announcement

Next Board meeting is March 20, 2024 at 6 pm.

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

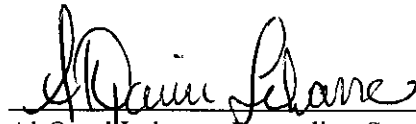
15. Adjourn

Kari Hoffman District 5 moved to adjourn to executive session. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:52 pm.

President's report attached (1) pg. 12
Treasurer's report attached (2) pg. 13
GM report attached (3) pg. 14
Cultural Preservation Committee report attached (4) pg. 15
Spencer Willis written statement attached (5) pg. 16
Julie Rice written statement attached (6) pg. 17
Nominating Committee pg. 18

I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary

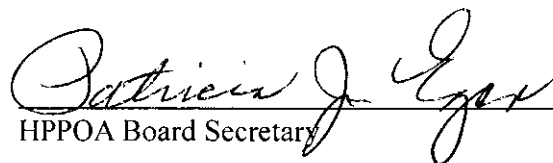
of these events to the best of my ability.



Al-Qawi Lebarre, Recording Secretary

4/17/2024
Date

Upon acceptance,



HPPOA Board Secretary

4-26-24
Date

HPPOA Board of Directors

Motions Log Wednesday, February 21, 2024

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