

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting Minutes
Wednesday, March 20, 2024**

1. Call to Order

Board of Directors meeting called to order by Kari Hoffman District 5 at 6:03 pm. Taken place at the HPPOA Activity Center.

2. Roll Call

Board members present: Alissa Hanshew District 3, Jon Loehndorf District 4, Kari Hoffman District 5, Naomi Hirayasu District 7, Patricia Egan District 8, and Jeff Finley District 9.

Board members absent: Jason Schillewaert District 1 and Daniel Harris District 2.

3. Approve March 21, 2024 Agenda

Add: 12A. Service Agreement for USPS. Oath of office taken in 13a after candidate voted in.

Jon Loehndorf District 4 moved to approve the March 21, 2024 agenda as updated. Jeff Finley District 9 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

4. Approval of February 21, 2024 Minutes

Edits: 5e in order to qualify for the non-profit rate. Pg. 7 b. 4th line down, remove the line due to no need.

Jason Schillewaert District 1 enters meeting at 6:09 pm.

Jeff Finley District 9 move to approve the February 21, 2024 meeting minutes as amended. Vote: Yes – 6, No – 0, Abstain – 1 Naomi Hirayasu District 7. Motion carried.

Enter discussion. Checked to see if closed caption on for those on Zoom. Checked to see if those in audience could hear. All board members were served court documents by Alan.

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).

Question of reason for monthly bill from Ted Hong. Ted Hong Esq. handles foreclosures. No interest showing in the month of February because bank records had not been completed before reports were generated. Balance sheet available for board members.

8. GM Report

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

Question of meaning of non-paved roads serviced in GM report. Instead of saying graded rocky road, not all roads were graded. Training for employees before using grader equipment to ensure done correctly. Discussion on maintenance of roads.

9. Committee Reports

A. Finance Committee

Alissa Hanshew Treasurer addressed the board. Committee is half way through drafting budget for next fiscal year. Reasonable projection for income. Some line items will need to be revisited for cost expectation. Meetings for review of financial statements. Will have suggestion of renaming some line items for better reflection of types of transactions included. Next meeting is March 25th from 12:30 to 2 pm in Library. Committee meets 2nd Wednesdays of month to work on budget and last Mondays of month to review financial statements. Observers welcome.

B. By Law Committee

Jon Loehndorf Committee Chair addressed the board. Readable formats for elections. Will have 7 additional items up for vote at membership meeting. Will not bring up anything does not need to be changed again. Meetings are 2nd and 4th Wednesday of the month in library 4 – 6 pm. Observers welcome.

C. Nominating Committee

Bruce Derrick addressed the board. No candidate for 6. District 2 and 3 run unopposed on ballots. District 4 has four candidates. Will have sample ballots. Coordinating to get ballots printed and mailed out on time. On track for Meet the Candidates next month. Will keep informed.

D. Road Safety and Pathways

No report.

E. Human Resource Committee

No report.

F. Cultural Preservation Committee

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

10. Committee Resource Report

Judi Houle addressed the board. Last Swap Meet CERT and radio watch preparing for an exercise to be conducted in May. Thanks Larry for his wealth of knowledge. Continue preparing by practicing skills and protocols. Exercise will be 12 – 4 pm on Saturday, May 18.

Neighborhood Watch meets first Saturday of the month. Current project is to locate junkyards. Located 21 so far. Junkyard is five or more derelict vehicles. Police and Environmental Department asked to put together list. Junkyards are illegal, not proper zone.

Food Pantry is Tuesday, March 26 at 1 pm. Last month provided food for over 500 families including meals and clothing. Participating in the Kaukau for Keiki with schools, will need volunteers.

Next class is on native plants, plant identification, endangered plants, and what to do. Experts will be there. Cultural Preservation Committee invited. Free native plants. Class is April 20 at 9 am in Activity Center. Preregistration.

Question of meaning of junkyard. Any more than 3 or more non working vehicle is considered a junkyard. Prioritizing 5 or more cars. Contact Neighborhood Watch to report junkyards.

11. Owner Input

Richard Cuvall addressed the board.

Lanell Lua addressed the board.

12. Unfinished Business*A. Update on Mailbox Projects*

Permits for 4th and 6th have been closed out. County signed off on sites. Waiting on permits for 14th and 16th.

Enter discussion. Aerolocks ordered 7 weeks ago not in yet. Locks are on individual boxes but the aero locks that lock the whole box are on order. Locks are unique to each post office and are not ordered until service agreement signed.

Received two lighting bids and will open in executive session.

Discussion on service agreements for upper two sites, reviewed. Corrected name from HPP to HPPOA. Agreements are identical to lower two sites. Checked on box count to make sure they fit on site. Two parcel lockers on each strip on one site. Other site has fewer parcel lockers but mailbox size may be bigger. Aero locks will ordered after agreement signed.

Jon Loehndorf District 4 moved to approve USPS mode of delivery agreements for 16th and Makuu and 14th and Kaloli sites. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

B. HPPOA Policy review – Purchasing/ bid requirements

Enter discussion. Last month draft on procurement policy. District 9 simplified policy. Board has two version. Changes are upping the amount GM can purchase. Proposed; Approve up to \$2,500 or less. Anything more than \$2,500 needs approval by board unless in the CIP budget. Less than \$10,000 no competitive process. Over \$10,000 seek at least 3 bids. Anything over \$50,000 public solicitation for bids.

Question of need to publish in paper. Feels there is not enough circulation in newspaper. Question of advertisement/ how to spread the word. Have not been publishing on website; can publish on website. Discussion on amounts, when need to go to board for approval, and what requires a competitive bid. Discussed different proposals. Discussed limit GM can spend; what needs approval. Question of paving and new equipment being approved by the board. Clarification on operating budget or CIP budget.

Discussed anything over \$10,000 requires a competitive bid. Question of making it anything over \$25,000 requires a competitive bid. Difficult to get three bids on trees which may be over \$10,000. Any check that is over \$1,200 requires two signatures. Board member would have to sign.

Discussion on process of sealed bids. Paving big jobs need to be sealed. At least three bids need to be sought but not received. Sealed bids keep integrity of process. Discussed dollar limit for sealed bids and RFQ. Discussed RFQ anything over \$10,000. Sealed bids at \$75,000 and up. Anything less than \$25,000 no competitive process. Budgeted or anticipated to be over \$75,000 needs to be sealed. District 3 will revise and bring back.

C. Review and approve addendum for paving contract

Enter discussion on paving addendum. Left out apron on Ala Heiau. Addendum for 14ft by 20ft, 8 ft radius paved apron on O'o and Ala Heiau for \$2,264. Speed table on addendum. Wanted speed table broken out in price but did not include in original bid. One speed table on Beach road and two for Ala Heiau. Discussed what was in original bid. Neighborhood is asking for more speed tables; question if can add more if they finance. Addendum adds \$14,087 to contract.

Jon Loehndorf District 4 moved to approve the paving contract addendum. Jeff Finley District 9 seconded the motion. Vote: Yes – 7, No – 1 Jason Schillewaert District 1. Motion carried.

D. Continued Discussion on Calcium Chloride test on 8th

Enter discussion. Test site still holding up even in all the rain. Several residents contacted contacted office to use calcium chloride; tell them holding off. Not possible to do en masse. Only for spot treatment.

Discussed cheaper cost online. \$57 for 50lb bag current price. Found cost of \$31 per bag for a pallet. Question of shipping. Used 7 bags to cover 1.5 frontage; question if 4 bags is enough. Shipping makes it more expensive. Discussion of cheaper prices and being able to cover frontages. Calcium chloride binds gravel together. Reduces potholes.

Not sure how long calcium chloride its going to hold up. Discussed effects of dust. Question of organic gardening and how it would affect them. If found cheaper then may be effective for spots.

Question of having it in budget for next year. Test spot has been holding up with all the rain and need to see how it works during dry period. Question of Finance Committee having number to work into budget; \$100,000. Need a bigger sprayer. If placed in budget can removed later.

Jon Loehndorf District 4 moved to place \$100,000 line item in budget for calcium chloride. Jason Schillewaert District 1 seconded the motion. Yes – 6, No – 0, Abstain – 2 Alissa Hanshew District 3 and Naomi Hirayasu District 7. Motion carried.

13. New Business*A. Review applicants for appointment to District 6 seat*

Three candidates applied for District 6 appointment. Each candidate is asked to come to the microphone and briefly speak.

Darice Unick addressed the board. Opportunity to get involved. Worked as an auditor for town. Volunteered on rescue squad. Would like to revive Conch. Worked at newspaper, online. Interested helping out with the workings of the neighborhood.

Patricia Szot addressed the board. Interested to see what board position is like to determine if interested in longer term. Wants to be involved.

Sandy Miyasato applied and is not in the audience for comment.

Board votes by secret paper ballot. Darice Unick voted as District 6 appointee.

Darice Unick took oath of office as District 6 board member.

B. Slate of Candidates presented to the BOD for District 2, 3, 4, and 6

List of candidates from Nominating Committee. All candidates are current on road fees. Candidates are Darice Unick for District 2, Alissa Hanshew for District 3, Andrea Johnson, Gabrielle Kenton, Malina

Rachae and Melissa Wilkin for District 4.

Jeff Finley District 9 moved to approve slate of candidates. Patricia Egan District 8 seconded the motion. Vote: Yes – 6, No – 0, Abstain – 2 Alissa Hanshew District 3, Darice Unick District 6. Motion carried.

C. Adoption of Roberts Rules of Order 12th Edition

Adopted 11th edition of Roberts Rule of Order. There is an upcoming 13th edition.

Jon Loehndorf District 4 moved to wait for the 13th edition of Robert's Rule of Order. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

D. Discussion regarding the Conch

Enter discussion. In bylaws that Conch should be produced 3 times a year. No volunteers to produce. Request volunteers for a Conch.

Darice Unick and Patricia Szot volunteer to take up production of Conch newsletter. Anyone other volunteers reach out to office.

Question of mode of delivery. Online but some don't have internet. Discussion.

14. Announcements

Next board meeting is April 17, 2024 at 6 pm.

Next General Membership Meeting is June 30, 2024 at 3 pm. Check-in starts at 2 pm.

Group of volunteers painted entire Activity Center. Removed staples, pressure washed. All on their own dime. Request to do something formally at June Membership meeting.

15. Adjourn

Alissa Hanshew District 3 moved to adjourn to Executive Session. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:14 pm.

Attachments:

President's report attached (1) page 9

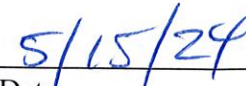
Treasurer's report attached (2) page 10.

GM report attached (3) page 11.


Cultural Preservation Committee report attached (4) page 12.

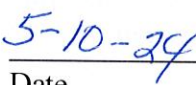
I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.


Al-Qawi Lebarre, Recording Secretary


Date

Upon acceptance,


HPPOA Board Secretary


Date

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Motions Log
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