

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

1. Call to Order

Board of Directors meeting called to order by Kari Hoffman District 5 at 6:00 pm. Taken place at the HPPOA Activity Center. Meeting live streamed via Zoom.

2. Roll Call

Board members present: Jason Schillewaert District 1, Alissa Hanshew District 3, Kari Hoffman District 5, Darice Unick District 6, Naomi Hirayasu District 7, and Jeff Finley District 9.

Board members absent: Daniel Harris District 2, Jon Loehndorf District 4, and Patricia Egan District 8.

3. Approve Agenda

Edits; add: New Business: C – New sound system for activity center. Question of cost of sound system being budgeted and on which line item, add New Business D – Application for Kapuna lunch at activity center.

Alissa Hanshew District 3 moved to approve the April 17, 2024 board meeting agenda with edits. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

4. Approve March 20, 2024 Meeting Minutes

Jeff Finley District 9 moved to approve the March 20, 2024 Board of Director meeting minutes. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 6, 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. Working on administrative matters with committees and task are coming up from committees.

7. Treasurer's Report

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

Enter discussion. At time of report not all transfers had been booked for March, now all booked and total is \$13,500.

8. GM Report

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

Enter discussion. GM spoke with contractor and there is concern as speed tables should be uniform. Residents are asking for different speed tables on Ala Heiau. Speed tables need to be same dimensions. Question of motor for backhoe. Motor for backhoe is sitting and waiting for time and date to install. Question of specific roads that were graded. GM will need to get back with specifics.

9. Committee Reports

A. Finance Committee

Alissa Hanshew addressed the board. Next meeting is April 29 at 12:30 pm in library. Almost done with draft budget for will work on having available for next board meeting. Next month meeting not scheduled yet. Updates on calendar. Observers are welcome.

B. By Law Committee

Alissa Hanshew addressed the board. Done with Article 8 and making progress on others. There is a working list of articles to present at membership meeting to process forward.

C. Nominating Committee

Jeanette Baysa addressed the board. Nominating Committee report as written:

"Aloha Board of Directors,

I am Jeanette Baysa, Acting Chair of the Nominating Committee.

The committee has approved the ballots submitted by the GM. District 2 ballots were printed on Monday of this week, and District 3 ballots were printed on Tuesday. The ballots for District 4 needed to be changed due to a withdrawal of one of the candidates. The amended ballot was approved and printing began on Wednesday and are completed. Assembly of the ballot mailings (folding, stuffing, and sealing of the envelopes) will be completed by the office without the need for volunteers this time. Mailing of the ballots will be completed prior to the deadline of April 30.

Last Sunday we held the first Meet the Board Candidates event of which 3 of the 6 candidates attended. One absence was known beforehand and that district candidate is running unopposed.

Today, we had the 2nd Meet the Board Candidates event just prior to this Board meeting.

Ballots are mailed to a third party, (League of Women Voters) and will be counted on June 5, here in

the Activity Center, from 9 am – 1 pm

Next steps:

Complete folding/stuffing envelopes/sealing envelopes with ballots

Select ballot count observers

Determine and announce new Board Members

Swear in new Board Members at the June 30th membership meeting

The next meeting of the NC is May 15 to debrief

Respectfully, The NC (Jeanette, Patti Szot, Debbie Skaggs, Jennifer Meyers, Kristen Peters”

D. Human Resource Committee

No report.

E. Cultural Preservation Committee

Kathy Hollingsworth addressed the board. Past Saturday was meeting. Discussed the 31 acre parcel and awaiting for the entire report of archaeological survey. Final survey delayed until end of May.

F. Road Safety and Pathways Committee

No report.

10. Community Resource Report

Judi Houle addressed the board. HPP Neighborhood Watch, Emergency Radio Team and CERT are planning for disaster preparedness exercise on May 18. Trained, purchased supplies and assigned responsibilities.

Saturday is native plant class. Register on Eventbrite to get a free plant. Next month's class is Little Fire Ants. Classes are 9 am to 11 am in pavilion.

April 23 is next food pantry from 1 pm to 3 pm. Give away food, fresh produce and clothing. Provided food for 650 people last month.

Neighborhood Watch has been mapping junkyard. Information is shared with Environmental Management, Police Department, and Planning departments. Information shared with the board and GM. Total of 23 junkyards so far. A junkyard is over 5 derelict vehicles on property. List is growing.

Also working on mapping and specifics of major traffic accidents in HPP and along highway. Occurred last year. Last year there were 22 major traffic accident along highway. Major traffic accidents are defined as resulting in injury or over \$2,000 in damages. Within HPP there were 20 major traffic accidents. Can see the concentration of crashes, dates and times. Accidents are caused by speeding and not following traffic signs. Speed humps slow cars down.

Enter discussion. Question if junkyards are doing automotive. Junkyards are not permitted; HPP not zoned industrial. Police are concerned about stolen vehicles, chop shops and squatters.

11. Owner Input

Each person has maximum of 3 minutes to speak. Speak into microphone so those on Zoom can hear.

Patricia Szot addressed the board.

Kathy Hollingsworth addressed the board.

Richard Kuval addressed the board. Written statement submitted April 17, 2024, "As speed table/hump coordinator for Ala Heiau dead end Makuu, I am handing in the completed HPPOA SPEED HUMP PACKET. Included are 23 owners for additional speed humps/tables and 0 against. Three owners/renters are not accounted for. The speed hump facts section (page 3) of the packet typically two or three speed humps are needed to effectively reduce speeds. We are pleased that the original paving proposal include one speed devise to slow speeds as our current gravel road has one old style. Base on the facts on page 3, we would formally like to ask HPP to pay for a second devise and we as neighbors will pay for the third.

Regarding speeding traffic main roads Rte 130 to ocean. Stop signs every mile would be a disaster. Feel major accidents would happen as motorist ignore stop signs on main roads potentially. Elongated speed humps or speed tables may help with Ala Heiau dead end as a test. Years ago police issued tickets, maybe a possibility? If we ask?"

12. Unfinished Business

A. Update on Mailbox

Aerolocks have been received. Installers are getting site prepared and looking to start installation next week. Installers will start on 6th and Makuu.

Upper two sites require archaeological study for permits to be issued. Signed contract for study. Short walk through study and should be quick to do in order to get permits. Service agreements have been signed for upper two sites. Aerolocks have been ordered for upper two sites. Hope is to have upper two sites completed in next two months and bottom two sites completed.

Enter discussion. Question if have all boxes for lower two sites. Some boxes being stored in yard and rest of boxes are stored in Hilo. Waiting to ship boxes for upper two sites until have room in yard. Coordinating with shipping and installation.

B. HPPOA Policy review – Purchasing and Bid Requirements

Revision of policy based upon discussion last meeting. Enter discussion on further amendments. Discussed possible amendment of General manager amount can spend unauthorized and authorized. Operating budget is distinguished from capital improvement spending. Operating budget under \$25,000

will not need to seek board approval.

Discussed bids for contracts needs to be sealed and in executive session. Quotes and contracts need to be separated in purchasing; goods vs. services separated. Discussed services such stripping, paving, and tree removal requiring sealed bids. Anything over \$25,000 place on HPPOA website. Further revisions will be made and emailed before next board meeting.

C. Update on Archaeological Study

Final report anticipated by end of May. GM in contact with company. April 30th deadline hoped for but they have other projects. They have not gotten paid in full until final report. Discussed penalty for contractors that do not finish within deadline.

D. Continued Discussion on Calcium Chloride test on 8

Rainy season is almost over and dust will begin. Discussed process by which residents can get calcium chloride on road. Discussed possibility of application requiring signatures of neighbors to receive treatment. Application approved on case by case basis. Discussed vacant lots and vacate homes and how they would be notified.

Question of how treatment affects lots. Possibility of neighbor saying no when treatment is needed for health reasons. Discussed organic farms in neighborhood and how it might affect their livelihood. Owner has responsibility to ask neighbors if they are ok with treatment that might affect them. Not responsibility of GM to ask each neighbor. Discussed asking at least five immediate neighbors. Discussed option of neighbor to opt out.

Takes 6 weeks to get pallet of ice melt. Application helps to determine who is interested before purchasing. Discussed application and opt out form. No operation budget set aside. Possibility of cost sharing. Discussed how to determine priority of applications; first come first serve and availability. Discussed need for objective process for determination. Question to prioritize medical condition but HIPPA regulations cannot ask about medical issues. Discussed possible lottery. GM will work on application and policies that could work and bring back to board. Question of how far back from the road without permission.

E. Conch update

District 6 taken up the task to do a Conch newsletter. Ideal to have it out a couple of weeks June meeting. Contents could be road stuff from GM and events taking place in community from Judi. Working with KP. Patricia Ruppert is resident wanting to be apart of the Conch.

13. New Business

A. Quote for Mailbox site coverage.

Quote for mailbox insurance from Business Insurance Service. Construction insurance for installation of mailboxes when site is under construction. One policy quoted for all four sites. Broker suggested it

should be broken up into four policies. As sites are completed will be converted to general property insurance. Policy for two million dollars because mailboxes cost that much, half million for each site. Question if covers vandalism and will cover while under construction. Discussed terrorism premium. Annual premium but will not take the whole year, will be prorated for each site. Short lived insurance. Insurance for construction required by USPS in service agreement. 10 different businesses for quotes and took 3 months to get one quote.

Jeff Finley District 9 moved to authorize Markel New Business Quotation for course of construction insurance coverage for four mailbox lots for \$6,911. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

B. Discussion regarding having a lottery for half of paving year

Enter discussion on having all unpaved roads in one mile increments in lottery as random draw. Discussed paving roads as needed or in lottery. Discussed half of roads being in lottery and other half based on maintenance need and cost.

Discussed main roads are failing and needs to be prioritized. Discussed possibility of paving main roads. Discussed cost of redoing main roads. When bond is paid off more money able to be accessed. Need money kept in reserves for emergencies. Discussed waiting longer to do main roads, it is more likely will have to tear out road and cannot overlay. Need a good estimate for the roads. Discussed main road as priority.

Numerous complaints when pothole on main road. More residents use main roads than avenues. Question if GM can have contractors give assessments of main roads. GM will work on getting information.

Question of where HPPOA stands with county on taking over roads. Still have not gotten answer and looking to get a meeting.

Question and discussion of using chipseal. Discussed can be good if done correctly. Chipseal only good for 5-7 years. Possibility of chipseal as a short term alternative.

Discussion on main road timeline and being able to afford paving avenue. Main roads were resurfaced around 2000. Makuu originally paved in 1986. Discussed a lottery as a way for residents to be satisfied with road paving.

Question of going directly to Planning Department instead of Mayor.

Budget for paving is what is left over after operating budget and can be focused on avenues or main roads. More information is needed to make a determination.

Contract for painting and striping of main roads will be started when weather turns. Question of using left over reflectors and glass beads for contractor. GM will talk to contractor. Possibility of glass beads for top of roads.

C. New Sound System

Enter discussion. Need quotes for new sounds system for budget. GM will look into it.

D. Kapuna Dinner

Malama group had dinner last November. They had 35-40 in attendance. It was successful with entertainment and a meal. Request to use facility again May 3 from 9 am to 2 pm. Kapuna and public will be from 11 am to 1 pm then clean up. Request donation of facility. The non-profit group does it on a regular basis. Possibility of doing event on rotating basis. Event benefits the community. Question if group is officially a non-profit. Office will have to look up if officially a non-profit. Group has been providing lunches in several communities. Non-profit rental is \$15.

Alissa Hanshew District 3 moved to approve Malama Kapuna group to use facility to have lunch on May 3 at no charge. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

14. Announcement

Next Board meeting is May 15, 2024 at 6 pm.

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

15. Adjourn

Alissa Hanshew District 3 moved to adjourned to Executive Session. Jeff Finley District 9 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:02 pm.

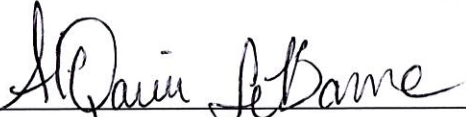
Attachments:

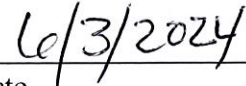
President's report attached (1) page 10.

Treasurer's report attached (2) page 11.

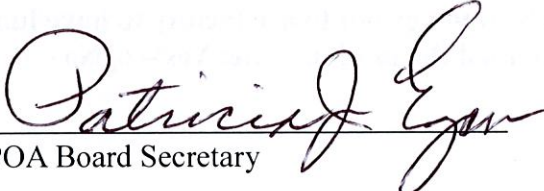
GM report attached (3) page 12.

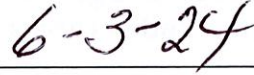
I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.


Al-Qawi Lebarre, Recording Secretary


Date

Upon acceptance,


HPPOA Board Secretary


Date

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

Jeff Finley District 9 moved to approve the March 20, 2024 Board of Director meeting minutes. Alissa Hanshew District 3 seconded. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

Jeff Finley District 9 moved to approve the March 20, 2024 Board of Director meeting minutes. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

Jeff Finley District 9 moved to authorize Markel New Business Quotation for course of construction insurance coverage for four mailbox lots for \$6,911. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

Alissa Hanshew District 3 moved to approve Malama Kapuna group to use facility to have lunch on May 3 at no charge. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

Alissa Hanshew District 3 moved to adjourned to Executive Session. Jeff Finley District 9 seconded the motion. Vote: Yes – 6, No – 0. Unanimous. Motion carried.

