

**Hawaiian Paradise Park Owners' Association  
APPROVED Board of Directors Meeting Minutes  
Wednesday, May 15, 2024**

**1. Call to Order**

Board of Directors Executive Session called to order by Kari Hoffman District 5 at 6:04 pm. Taken place at the HPPOA Activity Center.

**2. Roll Call**

*Board members present:* Jason Schillewaert District 1, Alissa Hanshew District 3, Jon Loehndorf District 4, Kari Hoffman District 5, Darice Unick District 6, Naomi Hirayasu District 7, and Patricia Egan District 8.

*Board members absent:* Daniel Harris District 2 and Jeff Finley District 9.

**3. Approve Agenda for May 15, 2024**

**Jon Loehndorf District 4 moved to approve the May 15, 2024 meeting agenda. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.**

*Jeff Finley District 9 entered the meeting at 6:06 pm.*

**4. Approval of April 17, 2024 Meeting Minutes**

**Patricia Egan District 8 moved to approve the April 17, 2024 meeting minutes. Darice Unick District 6 seconded the motion. Vote: Yes – 4, No – 1, Jason Schillewaert, Abstain – 3, Alissa Hanshew District 3, Jon Loehndorf District 4, Patricia Egan District 8. Motion carried.**

**5. President's Report**

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

Question if office staff Bonnie is leaving. Bonnie has left but training new employee.

**6. Vice President's Report**

No report.

**7. Treasurer's Report**

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

Enter discussion and questions. Question of how much of eight million can be liquidated. \$3.5 million

is for next year budget.

## **8. GM Report**

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

Alerted from Post Office public has to be at least 6 ft away for privacy when mail is delivered.

Enter question and discussion regarding procedure of rocking road. Roller stopped which is why rock has stopped. Made contact to get a rental roller. There was a website glitch that was fixed. Glitch where road request were not received. It is now fixed. Further discussion.

## **9. Committee Reports**

### *A. Treasurer's Report*

*Alissa Hanshew Treasurer addressed the board.* Proposed budget drafted given to board for review. Budget is based on estimated road fees taken in and not the amount billed. Committee recommend raising deposit \$150 dollars for Activity Center for hosting large events. Current deposit amount is \$250 with \$200 refundable if left clean. Some large parties left facility trashed and staff to clean. Recommend rates are raised to \$300 – \$350 and amount kept by HPP raised to \$50 – 100. Next committee meeting is next Wednesday at 10 am in library. Last meeting of fiscal year is June 17 12:30 pm to 2 pm. Observers welcome.

### *B. By-Law Committee*

*Jon Loehndorf addressed the board.* Committee working through bylaws with a few ready for the June membership meeting. Currently on Article 10 on committee scope and authorities. Received red line version from lawyer of bylaws. Bylaw changes to be presented at membership meeting will be available on the conch and posted on website. Next meeting May 22, 2024 at 4 pm in library.

Enter discussion and questions regarding process. Reviewing what has been already redlined by the lawyer. Process goes from the Bylaw Committee, to a vote at the general membership meeting, then to the board, and then to the attorney. Attorney has already gone through the bylaws and redlined them. Committee is reviewing red line version and comparing to what has been voted on in general membership. Working on incorporating redline version within changes.

Discussion regarding if board needs to approve of what changes bylaw committee brings to membership meeting. Comment Article 10 committee decisions are subject to board approval. Further discussion of process.

### *C. Nominating Committee*

*Patricia Szot addressed the board.* Ballots mailed off before deadline. Challenges but finished work. Thanked Larry. Recommend for next committee have budget allocated, language of banner, and candidates attend at least one board meeting.

Question of how much banner cost for budgeting purpose.

#### *D. Human Resource Committee*

No report.

#### *E. Cultural Preservation Committee Report*

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

#### *F. Road and Safety Pathway Committee*

No report.

### **10. Community Resource Report**

*Judi Houle addressed the board.* Neighborhood Watch, CERT and Radio team will have disaster preparedness exercises on Saturday. Radio station set up at 11 am and break down by 6 pm. Communications, medical units, staff support and maps. Search and rescue team sent out in the community.

Fire ant class on Saturday. Flyer up on website and signs up on main road. Next month workshop is Albizia trees. Included in the workshop is class will go out and treat trees on one acre parcel. Permission forms are signed.

4<sup>th</sup> Tuesday of the month is the food pantry. Volunteers are welcome. Last month 655 people served with free bags of food.

### **11. Owner Input**

*David Mel addressed the board.*

*Jennifer Myers addressed the board.*

*Lanell Lua addressed the board.*

**Alissa Hanshew District 3 moved to support the Cultural Preservation Committee in sharing and educating the community about the preservation area through a website and Instagram account. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

### **12. Unfinished Business**

#### *A. Update on Mailbox Update*

Enter discussion. Delays with installation. USPS had difficulties with equipment. Equipment is now available. Mailboxes moved hopefully Monday for installation, starting at 4<sup>th</sup> and Kaloli.

Archaeological walk-through completed and sent to DLNR which should get permits issued for 14<sup>th</sup> and 16<sup>th</sup> sites. Contractor looking to start back on sites next week. More fill and asphalts needed for sites.

Aerolocks for upper sites have been received. Uncertainty of how long to install all boxes. Estimated install 10 per day, may take up to 21 days per site.

Contract issued for lighting. Lighting for sites ordered. Contractor will install once received.

6<sup>th</sup> and Makuu site is completed and nice. Asked contractor for cost to put in 10 ft by 20 ft ingresses for other two sites at 4<sup>th</sup> and 16<sup>th</sup>. Quote for \$2600, contractor can do 16<sup>th</sup> when he paves it. Site at 4<sup>th</sup> and Kaloli would be additional \$600 due to cost of moving equipment.

Question if board should accept addendum to contract for ingresses for other two sites. Question of budget for ingresses. 16<sup>th</sup> aprons quote is \$2,751.83 with tax for both 20ft by 20 ft driveways. 4<sup>th</sup> and Kaloli aprons additional \$600 for total of \$3,380.10 including tax. 16<sup>th</sup> avenue aprons cost less because contract will already be pouring at the site. 14<sup>th</sup> avenue has already been approved for aprons when it gets paved. Aprons are from the road to 20 feet into the site. Contractor is already pouring on sites so timely decision is needed.

Question if funds are there in line item. Request to move discussion when discussing next years budget.

Met with Postmaster about key disbursement, working on process to get everyone keys. More meetings are needed because so much is going on.

### *B. HPPOA Policy Review – Purchasing / Bid requirement*

Enter discussion. No additional corrections or comments on most recent changes emailed out. Purchases over \$25,000 under one umbrella. Policy modernizes procurement policy. Question if under \$25,000 can ask only one person to do it. Policy is that competitive proposals are not required under \$25,000. Could hypothetically only ask one person for bid under \$25,000.

**Jon Loehndorf District 4 moved to adopt HPPOA Procurement Policy. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 1 Jason Schillewaert District 1. Motion carried.**

### *C. Review Layout for Speed Humps on Ala Heiau*

Enter discussion on speed hump/table size. No layout to go over. Discussed size difference between speed tables, speed hump and speed bumps and which is best for Ala Heiau. Discussed speed humps/tables in Hilo and around schools as ideal, around 6 inches high. Discussed various speed tables within town. Contractor is resurveying Ala Heiau because pins were removed. Prep work has not started. GM will do research for speed humps sizes and bring back to board. Agenda item can be added to special meeting.

Question of issue with speed bump on 28<sup>th</sup> and Kaloli. Speed bumps are designed for parking lots and not needed for roads. Cost difference for speed humps or speed bumps need to be considered. Board

has already approved to have one hump on each side of Ala Heiau. Residents are willing to pay for an additional hump including signage.

#### *D. Update on Archaeological Study*

Enter discussion. Summary report from ASM received. Official report by the end of the month. Board will review report. Official report when received will be emailed out. Expected to be completed on or before May 24. Further discussion at next board meeting.

#### *E. Review and Approve Forms and Information for Calcium Chloride Treatments*

Enter discussion. Request forms drafted for board to review. Forms can be uploaded to website. Up to board on what guidelines and criteria for spraying of calcium chloride. For instance, request 5 or 3 neighbors permission to spray.

Question if it is in next year's budget. Item was added to next year's budget. Enter discussion on if need neighbor permission and surrounding properties. Issue of finding neighbor and if renters need to be asked. Organic farming standards state calcium chloride is not organic and has to have at least 50 feet buffer. Takes time to establish organic certification.

Discussed how many feet are needed as a buffer. Discussed conditions when permission from neighbor is needed. Discussed only needing permission from neighbor directly across. No permission needed for vacant lot. No budget for every road so need criteria.

Question of effectiveness for keeping water cost down. Test patch is still visibly wet. Second avenue before Makuu has patch of calcium chloride applied for three years and it is working.

Question and discussion surrounding average lot easement and size. Question of how far house is setback for permission and/or request for calcium chloride. Question of using simple form first and seeing response from residents. Discussed developed lot neighbor across the street need signature.

Question of cost to do test patch frontage. Used 8 bags for cost of \$371. Plus cost of two men for 15 minutes to spray. Mixed with water. Applied on road freshly compacted. Used hand wand sprayer with controlled flow to apply. Test patch was freshly rocked, applied entire property frontage, across entire road.

**Jeff Finley District 9 moved to approve simple form with signature needed from neighbor directly across for calcium chloride road treatment. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

Question if Realtors would be informed of spray so those possibly organic farming could know. Discussed how people will be able to know or opt out of spraying. Opt out form on website. Question if information will be given about calcium chloride. Yes. Question if owners will be notified about chemicals being sprayed. Will only be sprayed if someone request to be done. GM will create log for organic farmers, opt out list for calcium chloride. Inquiries go to the office.

### *F. Conch Update*

*Darice Unick District 6 addressed the board.* Collecting information, looking for articles and photos from community events to put into the Conch. Letters to the editor guidelines created and will be sent to board to review. History or fun happening send to district 6. Working on having it done by the membership meeting.

### *G. Update on Sound System*

Craig from Pacific Sound installed original sound system. Different uses require different systems. Discussed speaker placement possible solve problem. Speaker in each corner, possible cost \$500 per speaker. Possible \$4,000 for all speakers; total \$6 – 7,000 if updated the mixers. \$4,000 without updated mixers. May not need new mixers. Need walk-through. Wireless mic for audience. \$500 per microphone each. Grand total 6-7k to upgrade system. Scheduled walk through to determine. Cost is only for speakers. Installation and wires will be additional but should not be much.

## **13. New Business**

### *A. Discuss and Review Proposed 2024-25 Budget and CIP*

**Alissa Hanshew District 3 moved to have a Special Meeting on Monday, June 3, 2024 at 6 pm for budget, speed hump, and driveways. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

Discussed Monday, June 3 at 6 pm Special meeting, board to look over beforehand. GM was involved in creating numbers for budget. Bond payment was not included in the operating budget. Bond payment added to bottom so math balanced. Required to have at least one year's worth of operating budget in reserve for bond payment.

### *B. Review and Approve 2024 Audit Proposal*

Enter discussion on engagement letter from Carbonaro CPA. Performed audit last year. Page 3 typo that should be dated 2024. Requested a three year engagement to get through bond period. Board can decide after bond is paid off to continue with annual audits. Annual audits are a requirement of the bond.

**Jeff Finley District 9 moved to approve the Carbonaro CPAs and Management Group audit engagement letter dated April 23, 2024. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

### *C. Select Observers for Ballot Count on June 5*

Enter discussion. Two observers needed to observe count. Observers need to be approved. Lanell Lua, Todd Singleton, Patricia Szot and Larry Torres volunteer. Observers are to observe so many feet away and not allowed to talk.

**Kari Hoffman District 5 moved to approve Lanell Lua, Todd Singleton, Patricia Szot and Larry**

**Torres as observers of the June 5, 2024 ballot count. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

## **14. Announcements**

Next Board meeting is June 3, 2024 at 6 pm.

Next regular board meeting is June 19, 2024 at 6 pm.

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

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

**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 8:28 pm.

### **Attachments:**

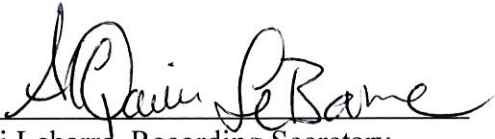
President's report attached (1) page 10

Treasurer's report attached (2) page 11.

GM report attached (3) page 12.

Cultural Preservation Committee report attached (4) page 13.

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

7/17/2024

Date

Upon acceptance,



HPPOA Board Secretary

7-11-24

Date



**HPPOA Board of Directors Meeting  
Motions Log  
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**Jeff Finley District 9 moved to approve the Carbonaro CPAs and Management Group audit engagement letter dated April 23, 2024. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**Kari Hoffman District 5 moved to approve Lanell Lua, Todd Singleton, Patricia Szot and Larry Torres as observers of the June 5, 2024 ballot count. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.**

**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.**

