

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting
Wednesday, June 19, 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; room was rearranged to adjust for better sound quality.

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, and Patricia Egan District 8, Jeff Finley District 9 .

Board members absent: Daniel Harris District 2 and Naomi Hirayasu District 7.

3. Approve the Agenda

Jon Loehndorf District 4 moved to approve the June 19, 2024 board meeting agenda. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

4. Approval of May 15, 2024 Minutes and June 3, 2024 Minutes

Jon Loehndorf District 4 moved to approve the May 15, 2024 board of director meeting minutes. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Alissa Hanshew District 3 moved to approve the June 3, 2024 Special board of director meeting minutes. Jeff Finley District 9 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Daniel Harris District 2 entered the meeting at 6:05 pm.

Naomi Hirayasi District 7 entered the meeting at 6:06 pm.

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. Approximately \$3.2 million brought in, out of \$3.8 million billed. Collected considerable amount from prior years. Letters being sent out to those about to get lien and that have liens. Discrepancy on report page 3 item was reconciled earlier.

8. GM Report

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

Enter discussion. Question about engine for backhoe. Looking for certified mechanic to install. Question of cost of hammer. Charge was for the hammer hoses; hammer is under warranty.

Question of repair for roller. Doing servicing on roller. Question whether water used has salt and causes corrosion. County water is used.

9. Committee Reports

A. Finance Committee

Alissa Hanshew Treasurer addressed the board. Last report as the Finance Committee Treasurer. Committee has completed its work for fiscal year. Thanked Committee members and General Manager. Further discussion in meeting within topic of CIP and budget.

B. ByLaw Committee

Jon Loehndorf Chair addressed the board. Currently working on Article 10: Committees. Posted on website bylaw changes to be considered at June 30 membership meeting. Located at hppoa.net under membership meeting tab, bylaws changes. Request to please review before meeting. Next bylaw committee meeting is July 10, 2024 at 4 pm in library.

C. Human Resource Committee

No report.

D. Cultural Preservation Committee

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

E. Road Safety and Pathways Committee

No report.

10. Community Resource Report

Judi Houle addressed the board. Disaster Preparedness exercise occurred on May 18. Volunteers practiced skills, need more volunteers for CERT and amateur radio operators.

June 15 was Albizia workshop. After class, went to 20 acre parcel with Albizia, treated it with non-hazardous treatment called Milestone. Next class is gardening on edible and native plants. Keiki are welcome to attend. Class is July 20 from 9 am to 11:30 am.

Playground built and maintained by volunteers. Two swings are broken. One new swing has been donated and the other is repairable. Request consideration of monies for repairs. Bench table in playground caught fire and a new table is needed.

Next Food Pantry is July 23rd. Volunteers needed for physical work. Volunteers start about 11 am. Pick up begins at 12:30 pm until food runs out around 2 pm.

Submitted photographs for the Conch. Hurricane season has began June 1 – November 30. Be prepared with 14 day supply of food, water and medicine.

Question of estimate for cost of swing. Swing has been donated. Bucket seat needs to be replaced. GM has equipment and tools for repairs, will cost nothing. Discussed playground repairs. New bench table donated to playground. Question of shaded area on playground. Discussed budget for playground. Question of security.

11. Owner Input

Jennifer Myers addressed the board.

12. Unfinished Business

A. Update on Mailbox

Lights are up on 4th and Kaloli and 6th and Makuu mailbox sites. USPS installed another row of mailboxes. Only two maintenance persons on whole island to install and maintain mailboxes. Being installed slower than anticipated but work getting done.

Uncertainty of start of service for mailboxes. Board and volunteers to help with distribution as not to overburden office staff. Plan of distribution coming from USPS to be shared with rest of community. Distribution of keys lead by district 8 and will take place in the office.

B. Review and discuss owners request for speed humps on Ala Heiau

Request for speed hump for dead end side of Ala Heiau. Board voted to change speed table on north side of Ala Heiau/ Beach Road end to 7x7x7 and 5 inches depth and two speed humps on dead end Ala Heiau side. Owner request third speed hump within 2/10th of mile from Makuu corner to dead end. No additional cost from change of two speed tables to one speed table and two speed humps. Height of

speed table is doubled from original plan. Discussion and questions on speed table specifications and ability to slow people down to 15 mph. Question to install third speed hump.

Discussion on speed table, speed hump and cost. Ala Heiau speed limit on dead end side is 15 mph. Question if speed limit is different on other side of road. Question if plans of speed humps were discussed with emergency services. Emergency response would like to know about speed humps installed.

Jon Loehndorf District 4 moved to disapprove a third speed hump on Ala Heiau. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 1 Jeff Finley District 9, Abstain – 1 Naomi Hirayasu District 7. Motion carried.

C. Approve Proposed 2024/2025 Budget and CIP

Budget revised based on prior discussion within special meeting. Finance Committee in last meeting discussed budget and approved revisions.

Jon Loehndorf District 4 moved to approve the 2024/2025 budget as presented. Alissa Hanshew District 3 seconded the motion. Yes – 8, No – 0, Abstain – 1 Daniel Harris District 2. Motion carried.

Finance Committee revisited CIP after special meeting. Water truck and side arm mower/mulcher moved to 2024/2025. Not printed on draft CIP. Budget left over from last year rolled over to 2024/2025 budget. Road expenses increases with rollover for last year, would need to dip into savings \$367,427. Lights and mailboxes are not included because come from separate funds.

Jon Loehndorf District 4 moved to approve CIP as presented and approve dipping into savings by \$367,427 for 2024/2025 CIP road expenses. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

D. Update on Archaeological Study

Draft report given to board. It is 256 pages. Printed one copy since it is a draft. Recommendation from Cultural Preservation Committee is included. Discussed how board can get draft copy.

E. Review and Approve forms and information for Calcium Chloride treatments

Request form for spraying of Calcium Chloride treatment, on back of form details what treatment is and application.

Jeff Finley District 9 moved to adopt form for spraying of calcium chloride. Jason Schillewaert District 1 seconded the motion.

Enter discussion. Approval is for frontage of property. Prior discussion of including across street neighbor approval and signature. Add neighbor approve, disapprove with signature block or vacant.

Motion rescinded.

Alissa Hanshew District 3 moved to approve form for spraying of calcium chloride adding name of across the street neighbor, their signature, whether they approve or disapprove, and vacant lot. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0, Abstain – 1 Jon Loehndorf District 4. Motion carried.

F. Conch Update

Darice Unick addressed the board. The Conch is finished but needs one correction. Will be on website in couple of days. Team is Patty Szot and Kathrine Patton. Photos by Judi Houle.

G. Update on Sound System

District 1 had sound professional look at sound set up. Suggested no have mic stands. Suggested reverse set up, speakers are at the back. Suggested purchasing ADA compliant hearing assistance. Purchased set of 10 and should have for next general membership meeting. Can be cleaned after use.

13. New Business

A. Discuss and Review Proposal from Bank of Hawaii

Account analysis based on different features on bank account and charges. Used road account to do analysis. Discussed various bank charges and possibly savings compared to current bank. Finance charges would be lower, if any. Used only road account in analysis. Non-road account has large balance and less activity, need analysis for charges. Night drop available at no cost. Function to have access but not to move money. Current account only has one person can log on. Discussed savings account interest rates.

Discussed merchant/credit card proposal, two different plans. First proposal bank automatic surcharge of three percent directly to customer. Discussed credit/debit card charges from bank. Minimum processing charge for credit card. Current credit card machines won't work for Bank of Hawaii.

Second proposal for credit card without surcharge. Office manually adds three percent charge to credit card. Other proposal Bank of Hawaii will add charge on themselves.

Question of online integration. Credit card processor does not integrate with Quickbooks. Discussed possibility of online payments. Need to be able to match payment with TMK. More difficult to reconcile with online payment. Online payment creates convenience for owner but more time for office staff.

Customer service is better at Bank of Hawaii. Customer service needs improvement at First Hawaiian Bank.

Alissa Hanshew District 3 moved to move regular banking to Bank of Hawaii effective July 1, 2024 for checking and saving, non-road and road accounts. Naomi Hirayasu District 7 seconded

the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

Alissa Hanshew District 3 moved to move merchant services to Bank of Hawaii using the interchange and assessments version so HPPOA can have control of surcharge, and explore possibility of online payments set up. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 1 Jason Schillewaert District 1. Motion carried.

Enter discussion. Signers needed for Bank of Hawaii account.

Kari Hoffman District 5 moved for Larry Torres and Kari Hoffman be two signers on new bank account until new board votes on signers in July 2024. Jon Loehndorf District 4 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

B. Mailbox Beautification Group

Question if painting old mailboxes could be apart of project. It needs to be figure out if they can be painted from USPS. Question of how volunteers will be recruited. Sign up sheet at membership meeting on June 30. Question of putting together roles and responsibility of committee. Group would discuss and put together. Committee would be a membership committee not a board committee.

Daniel Harris District 2 moved to approved the formation of a membership committee for Mailbox Beautification. Patricia Egan District 8 seconded the motion.

Further discussion. Expressed board cannot form a membership committee. Must be voted on by membership at general membership meeting. Discussed committee would come up with plan and bring to the board for approval for implementation. Question of cost and possible funding from board. Committee would be volunteers and donations.

Motion rescinded.

Jon Loehndorf District 4 moved the board endorse the creation of a membership committee for Mailbox Beautification. Patricia Egan District 8 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried.

C. Agenda for Membership Meeting

Posted on website for members to give agenda item. No input from members. Office put together agenda. Add under New Business A. Mailbox Beautification Committee. Add D. Conch request, letters to editor.

14. Announcements

Next board meeting is June 30, 2024 after membership meeting. Officers will be selected.

Next board regular meeting is July 17, 2024 at 6 pm.

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

15. Adjourn to Executive Session

Jon Loehndorf District 4 moved to adjourn to Executive Session. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 9, No – 0. Unanimous. Motion carried. Meeting adjourned at 8:03 pm.

President's report attached (1) pg. 11.

Treasurer's report attached (2) pg. 12.

GM report attached (3) pg. 13.

Cultural Preservation Committee report attached (4) pg. 14.

Mailbox Beautification written statement (5) pg. 15.

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
Al-Qawi Lebarre, Recording Secretary

8/21/2024
Date

Upon acceptance,

Alissa Hansen
HPPOA Board Secretary

8/21/2024
Date

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