

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting
Wednesday, July 17, 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; room was rearranged to adjust for better sound quality.

Melina Rajaei District 4 stated and signed Oath of Office.

2. Roll Call

Board members present: Jason Schillewaert District 1, Darice Unick District 2, Alissa Hanshew District 3, Melina Rajaei District 4, Kari Hoffman District 5, Patricia Egan District 8, and Jeff Finley District 9 .

Board member(s) absent: Naomi Hirayasu District 7.

3. Approval of Agenda

Alissa Hanshew District 3 moved to approve the July 17, 2024 agenda as presented. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

4. Approval of June 19, 2024 Meeting

Edits: Double paragraph on page 6, remove one of the paragraphs. Page 7, Office put together agenda.

Alissa Hanshew District 3 moved to approve the June 19, 2023 meeting minutes as amended. Patricia Egan District 8 seconded the motion. Vote: Yes – 6, No – 0, Abstain – 1 Melina Rajaei District 4. 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. Send new committee member names and any minutes to office.

7. Treasurer's Report

Kari Hoffman addressed the board. No current Treasurer. Treasurer's report attached (2).
Question about check register detail on 2. Two checks for the same amount. Checks were for mailbox

lights on two different sights. Discussed net income. Question of budget, unexpected expenses. Mailboxes are still on spreadsheet and have yet to be pulled off. Slowing moving funds into Bank of Hawaii from First Hawaiian Bank.

8. GM Report

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

Question if planning on purchasing pallet of calcium chloride. Have 15 – 50 lbs bags on hand to handle request. Looking into purchase of pallet. Discussion on purchase and shipping time.

9. Committee Reports

A. Finance Committee

No report.

B. Bylaw Committee

Meeting canceled due to lack of quorum.

C. Nominating Committee

No report.

D. Human Resources Committee

Jeff Finley addressed the board. Committee working on code of conduct, almost complete. Question if lawyer needs to see it.

E. Cultural Preservation Committee

Lanell Lua addressed the board. Last meeting past Saturday. Keoni Alvarez attended meeting. Discussed preservation of the culture and importance.

F. Road Safety and Pathways Committee

No report.

10. Community Resource Report

Judi Houle addressed the board. Thanked the board for volunteering in the community. Food pantry is the 4th Tuesday of every month. Amount of families with children increased last month. Preparing to have more food for more people. July 23rd is the next Food Pantry. Last pantry provided for 680. Saturday, July 20th is free Tropical Gardening class. Participants get instructions how to grow and

improve skills. Main focus is on native plants, food crops and ornamental.

August 11th requested board to allow Animal Control to offer free microchip of animals with online registration. Help community in recovering lost pets. Looking to set up free spay and neuter clinic for pets in the future. There is a need for it.

11. Owner Input

Jennifer Myers addressed the board.

12. Unfinished Business

A. Update on Mailbox Project

Five out of six rows on 4th and Kaloli site have been installed. Last row and parcel lockers needs to be installed but almost complete. Next moving to 6th and Makuu site and install there. More mailboxes coming in and will be stored in maintenance area.

On 16th and Makuu site, came across large lava tube. DLNR came out and requested not to crush. Tube secured with large rocks to block. Given go ahead by agencies to continue project. Question if received go ahead in writing. It has been submitted in writing.

14th and Kaloli site afterward and finish there. Hope to complete both sites in two weeks. Waiting to hear about key distribution.

B. Update on Archaeological Study

District 7 has paper copy of study. Enter discussion. Question if link is in use. Archaeologist is waiting for feedback to finalize. Electronic copy will be sent to Cultural Preservation Committee. Report is large and may not be able to be opened. Can transfer onto a USB drive. To be shared with committee but not with others. Finalized copy will be made public.

C. Update on Bank of Hawaii Transition

Opened bank accounts at Bank of Hawaii. Transferred non-road and road accounts and have checks. No longer cutting checks on First Hawaiian Bank. New checks will be from new account. Cannot scan deposits into account yet, can make cash deposits but hopefully by tomorrow will be able to e-scan.

13. New Business

A. Review District 6 BOD applicants (2 min each as to why they are the best person for it) and vote

Three applicants for District 6 vacant seat.

Jon Loehndorf addressed the board. Past interim GM and past board members, held officer position. Helped move items forward.

Lanell Lua address the board. Past board member. Learned a lot and still learn, wants to represent those that are underrepresented.

Sandee Maeda addressed the board. Lived in Hawaii since 1970s. Been in HPP for 2 years. Member of Cultural Preservation Committee. Feels will be asset to board.

Board members vote by written ballot.

Tie between Lanell Lua and Jon Loehndorf. Question of how to break tie. Draw straws or re-vote. Discussion. Board re-voted by written ballot.

Lanell Lua won written secret ballot for District 6 seat. Stated oath of office.

B. Election of a Treasurer

No one nominated at membership meeting for Treasurer. Waited until this board meeting in order to select. Enter discussion. District 8 can take over as Treasurer if someone take over as Secretary. Question of what is involved as Secretary. Keep copy of minutes, record meetings, mainly record keeping.

Patricia Egan District 8 resigns as Secretary.

Patricia Egan District 8 nominated Alissa Hanshew District 3 as board Secretary. Kari Hoffman seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1, Alissa Hanshew District 3. Motion carried.

Finance Committee is one meeting per month until later in year then two per month including pre-time.

Kari Hoffman District 5 nominated Patricia Egan District 8 as Treasurer. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Patricia Egan District 8. Motion carried.

C. Appoint a Director to Bylaw Committee

Bylaw Committee has three board members and two community members. Jon Loehndorf was on bylaw committee before but is no longer on board. District 1 and District 3 are already on bylaw committee. District 9 volunteers and should resign from Finance Committee.

Jeff Finley District 9 nominated to Bylaw Committee and resigns from Finance Committee. Patricia Egan District 8 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Jeff Finley District 9. Motion carried.

Jeff Finley District 9 nominated Kari Hoffman District 5 to Finance Committee. Lanell Lua District 6

volunteers for Finance Committee. Question if District 6 has financial background in order to help Treasurer understand financials. District 5 denies nomination but willing to help if needed.

Lanell Lua nominated for Finance Committee. Alissa Hanshew District 3 seconded the motion. Yes – 7, No – 0, Abstain – 1 Lanell Lua District 6. Motion carried.

D. Approval of Signers for Road and Non-road Accounts

Enter discussion. Treasurer is typically signer on accounts. Treasurer has changed to District 8.

Jeff Finley District 9 moved to have Larry Torres, Kari Hoffman, Jeff Finley, Patricia Egan and Alissa Hanshew as signers on Bank of Hawaii roads and non-road checking accounts. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Jeff Finley District 9 moved to have Larry Torres, Kari Hoffman, Patricia Egan, and Alissa Hanshew as signers for First Hawaiian Bank roads and non-roads checking account. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried

Alissa Hanshew District 3 moved to have Larry Torres, Kari Hoffman, and Jeff Finley on First Hawaiian Bank road savings account. Lanell Lua District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried

Patricia Egan District 8 moved to have Larry Torres, Jeff Finley and Kari Hoffman as signers on Edward Jones account. Lanell Lua District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried

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US Bank and Umpqua Bank accounts are restricted bond accounts, once money is deposited, it is not touched but transferred by bank for bond payments. Bond gets paid off in one year.

Alissa Hanshew District 3 moved to have Larry Torres, Kari Hoffman, and Jeff Finley as signers to US Bank accounts 3601, 3602, 3603 & 3604. Lanell Lua District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried

Lanell Lua District 6 moved to have Jeff Finley, Larry Torres, and Kari Hoffman as signers on Umpqua Bank Restricted Bond account #8886 & #3386. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried

E. Approve the Roberts Rule of Order Edition to be adopted

12th edition was released in 2020. 11th edition released in 2011. Currently use 11th edition. There is no 13th edition.

Patricia Egan District 8 moved to adopt the Roberts Rule of Order 12th edition. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

F. Discussion and Approval of Waiving Charge for Activity Center usage on Sunday, August 11 from 2 – 6 pm for a Free Pet Microchipping, Registration and Pet Adoption Event by Animal Control

Enter discussion. Judi Houle will open and close Activity Center as to not have to pay employee for weekend.

Lanell Lua District 6 moved to waive fee on August 11, 2024 for Animal Control Event. Darice Unick District 2 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

G. Review General Liability Insurance Policy quotes

Enter discussion on general liability coverage for board of directors. Policy renewal takes effect July 24, 2024. Coverage for two items; director's liability coverage and employment practices liability coverage. The two coverages are identical to what had last year but \$20,264.20 is about \$1,000 less than what was paid last year. Policy protects board from being sued.

Alissa Hanshaw District 3 moved to approve Munich Re Specialty General Liability Quote for July 2024 to July 2025 for \$20,264.20. Patricia Egan District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

H. Speed Bump Maintenance Discussion

Enter discussion. Once speed bump placed on road even if owner pays, HPPOA maintains. Question if speed bump request form is up-to-date. Question if speed bump cost is attached to form. Three different speed humps, with possible forth. Surplus of rubberized speed bumps. Rubber speed bumps put holes in road. Request speed hump is standardized. Asphalt is permanent solution. Discussion on cost of speed bumps. Need to standardize with asphalt and update form. Road crew not capable of installing speed table. Need signature of neighbors and 500 feet in each direction for approval. Cost includes speed bump, signage, and paint.

Discussion. Need price to repair speed bumps. Line item for speed bump. Up to HPP to repair bumps on 29th. Need cost of asphalt. GM will look into cost and get back.

I. Discussion and approval of Unaudited Financials, CIP Budget, HPP Operating Budget and President's report to be mailed out to all all HPPOA owners

Enter discussion. Required by state to send out financials by August. Three pages sent out last year. Bylaws need to be mailed separate. Request documents also be online with ability to Zoom in on numbers.

Jeff Finley District 9 moved to prepare CIP Budget, Operating Budget, unaudited financials, and President's report to be mailed out to all HPP owners as previously formatted. Lanell Lua

District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

14. Announcement

Next board meeting is August 21, 2024 at 6 pm.

Next General Membership Meeting is October 27, 2024 at 3 pm with a 2 pm check-in.

15. Adjourn

Patricia Egan District 8 moved to adjourn to Executive Session. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 7:37 pm.

Attachments:

President's Report (1), page 11

Treasurer's Report (2), page 12

GM Report (3), page 13

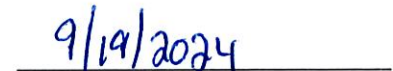
I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.


Al-Qawi Lebarre, Recording Secretary


Date

Upon acceptance,


HPPOA Board Secretary


Date

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Motions Log
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