

**Hawaiian Paradise Park Owners' Association
APPROVED Board of Directors Meeting
Wednesday, September 18, 2024**

1. Call to Order

Board of Directors meeting called to order by Kari Hoffman District 5 at 6:10 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, Darice Unick District 2, Alissa Hanshew District 3, Kari Hoffman District 5, Lanell Lua District 6, Naomi Hirayasu District 7, and Jeff Finley District 9.

Board member(s) absent: Melina Rajaei District 4.

In attendance: Larry Torres General Manager.

3. Approve Agenda

Alissa Hanshew District 3 moved to approve the September 18, 2024 agenda. Jeff Finley District 9 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Naomi Hirayasu District 7. Motion carried.

4. Approval of August 21, 2024 Minutes

Edits: Page 3 item e, change “a” to “at”; page 2 item b, change “section” to “Article”, page 3 item d change “were” to “where”; page 4 add District 4 abstain within vote; page 1 item 3 correct date; page 4 correct spelling discretionary; page 4 within motion change “concrete” to “asphalt.”

Alissa Hanshew District 3 moved to approve the August 21, 2024 meeting minutes as amended. Lua District 6 seconded the motion. Vote: Yes – 6, No – 0, Abstain – 1 Jeff Finley District 9. Motion carried.

5. President's Report

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

Question of timeline for Loeffler to finished project. Weather has been factor in completion. Working on getting done by sixth of the month. Contractor has not yet been paid.

6. Vice President's Report

Jeff Finley Vice President addressed the board. Issue from last meeting on question of Road and Safety

Committee, reached out to Chairman Bruce Derrick. There are three members and looking for more. Chairman has been unwell. Committee has surveyed many roads. Recommend give 60 days and then reconsider if committee is still active.

7. Treasurer's Report

Alissa Hanshaw Secretary addressed the board in lieu of Treasurer. Treasurer's report attached (2).

Enter discussion and question of who prepares report. Office prepares and President reviews. Question if striping cost on spreadsheet was paid to Loeffler. Discussed. Question of which equipment is being rented; the big roller. Question of office capability to do Treasurer's report. Office does booking but Treasurer must check and prepare report. Question within check detail if payment was for water truck. Payment was for GM credit card bill.

8. GM Report

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

Enter discussion. Two request for speed humps, one at bottom of Makuu and the other near Malamalama Waldorf School. Discussed accident at bottom of Makuu.

Melissa Haskins President and Board of Director from Malamalama addressed the board. Issue of traffic around school, speeding and accidents. Discussed recent accident. Request board consider school and place speed humps on Makuu with more signage. Question of what would be the best solution. Best solution is speed humps and more signs. Example of hump in front of HAAS school.

GM working on putting up more signs especially on 26th. Discussion and questions on what can be done around school zone. Question if speed hump should be placed on main drive of Makuu. Question of placing stop signs. School zone and blind hill on Makuu and 26th, cannot see traffic. Consideration of 4-way stop but it is a blind hill. People coming up Makuu drive have a blind hill and possibility of accidents. GM will look into a few solutions and propose to board and placed on next month's agenda for discussion.

Discussion on traffic solutions at bottom of Makuu. Question of speed humps. Question on putting four way stop on 1st and Makuu. Discussed rumble strip. Rumble strip is noisy. GM will look into solutions and discuss next meeting.

Question of how many request have come in for calcium chloride treatment. Approximately 20 or so request. No need to reorder yet; it takes 6 – 8 weeks for shipment to come in. Still have stock. Using five bags per frontage.

9. Committee Report

A. Finance Committee

Debbie Skaggs addressed the board. Held first meeting on August 26th. Vice Chair and Secretary were

elected. Agreed meetings will be on 4th Monday of the month at 12:30 pm. Treasurer resigned from the board. There will be a new Treasurer from the board. Next meeting is September 23rd at 12:30 pm in library.

B. Bylaw Committee

Ray Holybee addressed the board. Working to get a list of Articles to present to membership to consider. Double checking definitions to make sure align. There are five members. Meeting twice a month Wednesdays at 4 pm.

C. Cultural Preservation Committee

Lanell Lua addressed the board. Meeting held August 10th. Keoni Alvarez on agenda but did not come. Discussed study. Waiting on board to finish review of archaeological study draft.

D. Human Resource Committee

Naomi Hirayasu addressed the board. Discussed work on cleaning up Code of Conduct policy. Later on agenda for discussion.

E. Mailbox Beautification Committee

Patty Szot addressed the board. Discussed mapped out Kaloli mailbox site. Two drawings given to board for review. Maps distance, list plants recommended by nursery. Trying to pick native plants. Volunteer form, announcement form, and waiver of liability needs to be approved by board. October 19th is first volunteer day. Request forms be reviewed and placed on website. Suggestion of signs to be placed at mailbox park. Planted green ti leaves at boundaries of each park. Worked with President to edit forms. Waiver form was used by Cultural Preservation Committee.

Alissa Hanshew District 3 moved to approve use of upcoming Volunteer Day Information Sheet and post on website. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Question and discussion if waiver was reviewed by attorney and insurance. Will send to James.

Alissa Hanshew District 3 moved to approve waiver for mailbox beautification project pending legal review. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

F. Road Safety and Pathways Committee

No report.

10. Community Resource Report

Judi Houle addressed the board. August 11th was free micro-chipping and licensing event. 150 dogs

and cats micro-chipped and licensed. Animal control and veterinarians attended event. Requested they come back.

Food Pantry is forth Tuesday from 1 pm to 3 pm of every month; provides food, clothing, and referrals to services. There is home delivery service for those without a car or who are disabled. Last month provided food for 690 people food, highest for the year. September 24 is next pantry. Donations of canned goods or fresh produce and volunteers are appreciated.

Neighborhood Watch is sponsoring Halloween in Paradise event is Saturday, October 26, 2024 from 5 – 7 pm. Packed 550 bags. Need volunteers to help decorate. Decorating will start around 1 pm for those who want to volunteer. Dress up in customs. Give away toys, candy, and pizza for every family.

Playground Park is being updated. Looking for tables. Will work with GM to get table within budget.

Upcoming Saturday is the Native planting. A Specialist on native plants comes to help identify plants, pest and how to care for them. Registered will get one free plant.

Last month there were 80 major traffic accident. Major causes are speeding and distracted drivers.

11. Owner Input (limited to 3 minutes each) Please submit your questions/statements in writing to be included in minutes

Jennifer Myers addressed the board.

Patricia Egan addressed the board. Written statement attached (4).

Kalami Aiapo addressed the board.

Kathy Hollingsworth addressed the board.

Kale Gumapac addressed the board.

12. Unfinished Business

A. Update on Mailbox Project

Enter discussion on update mailbox project. Posting on social media about cave. The cave has not been desecrated and is sealed off. HPP has been working with the family. The family asked to keep the information quiet.

Enter discussion regarding meeting with Post Office. Contract for service for lower two sites have been submitted and waiting for approval. Contracts usually take 6 weeks and was submitted 2 weeks ago. Working to get service to lower two sites as soon as possible. As soon as approved will be able to distribute keys and provide service date. Boxes for upper two sites in process of being shipped over. Once boxes are in, additional crew will fly over to install. No longer case that all sites will need to be completed before service begins. Now when lower two sites complete then they will be serviced. Next

couple of weeks 14th and 16th sites will be worked on.

Discussion and questions on how keys will be distributed. Once contract is approved then HPP gets the keys. There will be a 30 day notice given before service begins. GM and office working on a plan for distribution. Information on owners is on the computer in the office. Discussed if a committee will help distribute or if office will. Question if need change of address form, needed if mail is to be forwarded. Discussed location and size of boxes for 16th.

B. Discussion and Update on Archaeological Study

All board members had a chance to look at draft study. Archaeologist wanted board to approve draft before completion as final survey. Question if board is agreeing to recommendations or taking action. Motion would be to approve draft and not approving recommendations. Motion is approving that this is final report and can be published. Cultural Preservation Committee will try to move forward recommendations.

Lanell Lua District 6 moved to accept draft archaeological survey and authorize as the final survey study. Naomi Hirayasum District 7 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Question on calcium chloride distribution.

C. Discussion and Approval of Code of Conduct Policy

Enter discussion on Code of Conduct policy revised by Human Resource Committee. Question on clarity of Section 2.

Jeff Finley District 9 moved proposed 2024 Code of Conduct policy be sent for legal review. Lanell Lua District 6 seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

13. New Business

A. Review District 8 BOD applicants (2 min each as to why they are the best person) and Vote

Each candidate will have two minutes to speak on qualifications, frequency of board meetings and if attend in person or via Zoom, involvement in any committees, and involvement in HPP up to this point.

Teresa Bayne addressed the board. Experience in bookkeeping at fire station, ambulance and community college. Understands bookkeeping.

Jon Loehndorf addressed the board. Prior appointed board member, attends most meetings, retired air force, and was interim general manager. Prior member of finance and bylaw committees.

Andrea Reynolds applicant but not present at meeting.

Sandee Maeda addressed the board. Active member, attends most meetings, Cultural Preservation Committee member and has prior board member experience.

Questions posed to each candidate. Board vote by written ballot.

Teresa Bayne won secret written ballot for District 8. Stated oath of office.

B. Election of Treasurer

Discussed role of Treasurer.

Naomi Hirayasu District 7 nominated Teresa Bayne District 8 as Treasurer. Jason Schillewaert District 1 seconded the motion. Vote: Yes – 7, No – 0, Abstain – 1 Teresa Bayne District 8. Motion carried.

District 8 stated oath of Treasurer.

C. Discussion and Approval of a 5K Run through HPP

Jean Auth from Malamalama Waldorf School addressed the board. Board handed proposed route. Looking for permission and way to go about using the roads for a 5K run.

Enter discussion and questions on possibility of 5K Run. Typically takes anywhere from 20 to 40 minutes for run to take place and as long as an hour. Question of whether there will be spotters. No road blockages. No spotters. Starting point, finished point with signs. Question of liability and safety. Participants sign waiver. Discussed concern of speeders on road and notification of race particularly on Beach Road. Anticipated 100 people participating. Possibility of traffic control and spotters especially Beach Road. Discussed taking Lemiwai Rd instead of Beach. Lemiwai is not paved, needs to be on pavement. Discussed liability, traffic control points, and safety equipment. Discussed contacting fire department. Question of proposed dates. Possible first annual run. Question of parking. Volunteers to help with traffic. Details need to be worked out.

D. Reaffirm the Conflict of Interest Policy adopted December 20, 2023 and disclosures of any conflict

Enter discussion. Required every year to reaffirm policy. Last year December 20, 2023 amended and adopted Conflict of Interest policy. No stated conflict of interest.

Jeff Finley District 9 moved to approve the Conflict of Interest policy adopted December 20, 2023. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

E. Approve signers to Bank of Hawaii Roads and Non-Roads checking accounts – Larry Torres, Kari Hoffman, Jeff Finley, Alissa Hanshew, and the Treasurer

Alissa Hanshew District 3 moved to approve Larry Torres, Kari Hoffman, Jeff Finley, Alissa Hanshew and Teresa Bayne as signers on the Bank of Hawaii roads and non-roads checking account. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

F. Approve Signers to First Hawaiian Roads Checking Account – Larry Torres, Kari Hoffman, Jeff Finley

Discussed there are outstanding items at First Hawaiian bank. Working on getting account closed. No more checks being written on account.

Alissa Hanshew District 3 moved to keep Larry Torres, Kari Hoffman, and Jeff Finley as signers on the First Hawaiian Roads checking account. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

G. Discussion and Recommendation on Ala Heiau dead-end side for paving

Enter discussion. Met with Hokori when placing center pins. Huge drop off in a section road by Makuu and cliffs. Recommendation is to keep road 3 feet off of telephone pole. Different than contract stated, so prepared a memorandum of agreement with Hokori. Question of how much rock will be needed, price per ton, to properly shift the roadway. Discussion on placing cap on cost not to exceed \$5,000. Discussed verbiage in contract.

Teresa Bayne District 8 moved to accept memorandum of agreement with modification of price not to exceed \$5,000 on item number two. Alissa Hanshew District 3 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

H. Discussion on paving one mile for FY2024 – 2025

Enter discussion. GM prepared top ten list of roads based on cost for FY2024 – 2025. Certain roads require more maintenance than others. Discussed various roads and their conditions. One variable is calls for complaints for dust, must respond to dust complaints within time frame as determined by Department of Health fugitive dust act. Other variables are how much gravel for road or regrading. Discussed cost and what it takes to maintain a road.

Further discussion. GM will send revised list to include all roads and not just top 10. Request board members send President top three choices to pave by October 10. Answers will be compiled. Discussion tabled until next board meeting.

I. Review Finance Committee's Recommendation to Revise the formula to calculate the Allowance for Doubtful Accounts amount (now known as Current Expected Credit Losses)

Enter discussion. Change in GAAP laws allows to make one time adjustment without any red flags. Discussed changes, amounts on liens, and actual. Suggestion is to make change this year. Intention is to make more accurate assessment of what is able to be collected. Average of 12 percent based on accounts receivable would be considered in Doubtful Account.

Alissa Hanshew District 3 moved to approve re – balancing of Doubtful Account formula as presented. Jeff Finley District 9 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

Entry will be made to close fiscal year books.

Alissa Hanshew District 3 moved to amend agenda. Add item J Payroll Services Agreement. Teresa Bayne District 8 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

J. Payroll Service Agreement

Enter discussion. Agreement expires at the end of the month. Cost is roughly the same. Additional charge is a flat rate charge for each new employee.

Alissa Hanshew District 3 moved to accept payroll service agreement renewal with TIH as presented. Lanell Lua District 6 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried.

14. Announcements

Next board meeting is October 16, 2024 at 6 pm.

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

15. Adjourn

Alissa Hanshew District 3 moved to adjourn to Executive Session. Naomi Hirayasu District 7 seconded the motion. Vote: Yes – 8, No – 0. Unanimous. Motion carried. Meeting adjourned at 9:20 pm.

Attachments:

President's report attached (1) pg. 12

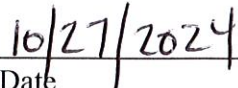
Treasurer's report attached (2). pg. 13

GM report attached (3) pg. 14

Patricia Egan written statement (4) pg. 15

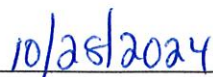
I, Al-Qawi Lebarre, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.


Al-Qawi Lebarre, Recording Secretary


Date

Upon acceptance,


HPPOA Board Secretary


Date

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Motions Log
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