

Hawaiian Paradise Park Owners Association  
Approved Board of Directors Meeting Minutes  
Wednesday, December 18, 2024

Notice is hereby given that there will be a Board of Director meeting of the Hawaiian Paradise Park Owners Association at 6:00pm on Wednesday, December 18, 2024, in the HPPOA Activity Center at 15-1570 Maku'u Drive in the Hawaiian Paradise Park Subdivision, Kea'au, Hawaii. This agenda is provided as a guideline and is not binding unless/until it is formally adopted by the Board of Directors (Robert's Rules of Order Newly Revised 13th Edition p. 353 Agenda Provided in Advance).

AGENDA

1. Call to Order on December 18 at 6:00pm by President Karin Hoffman District 5
2. Introduction of Board of Directors present: District 1- Jason Schillewaert, District 2 - Darice Unick, District 3- Alissa Hanshew, District 5- Karin Hoffman, District 6-Lanell Lua, District 7 Naomi Hirayasu, District 8, Teresa Bayne. District 9- Jeff Finley  
Absent: District 4- Melina Rajaei

3. Approve agenda for December 18, 2024 HPPOA Board of Directors Meeting  
Motion by Teresa Bayne District 8 to approve the agenda for December 18, 2024. Motion seconded by Alissa Hanshew District 3  
Vote: Yes-8 No-0 Motion carried.

4. Approval of October 16, 2024 minutes.  
Motion by Jeff Finley District 9 to approve the minutes as amended. Motion seconded by Lanell Lua District 6  
Vote: Yes-7 No-0 Abstain-1, Alissa Hanshew District 3 Motion carried.

Approval of November 20, 2024 minutes  
Motion by Teresa Bayne to approve the minutes as amended. Motion seconded by Jeff Finley district 9  
Vote: Yes -6 No-0 Abstain- 2, Jason Schillewaert District 1 & Alissa Hanshew District 3  
Motion carried.

5. President's Report  
Karin Hoffman District 5 read the attached report.

6. Vice President Report  
Report given by Jeff Finley District 9.  
All the committees should send in their minutes and updated membership lists to Shelli in the office.

## 7. Treasurers Report

Teresa Bayne District 8 read attached Treasurers report

Karin Hoffman mentioned the First Hawaiian Bank accounts are closed except one credit card remains open and that card will be closed soon. Karin Hoffman will ask Larry Torres about inventory of tools to be done at the beginning of this year.

## 8. GM's Report-Written

General Manager report read by Karin Hoffman District 5. Currently working with Bank of Hawaii to allow the online bill payment for the website. Preparing invoices for annual road fees.

## 9. Committee Reports

### a. Finance Committee report given by Teresa Bayne District 8

On November 25, 2024 the finance committee reviewed the financial reports, there were no issues or concerns. No finance committee meeting in December. No contracts were reviewed. There are two meetings in January 2025. The meeting on January 13, 2025 will be a budget workshop, no other business will be conducted. The meeting will be for 90 minutes scheduled for 12:30pm in the library. On January 27, 2024 at 12:30pm in the library there will be a regular meeting conducted. This meeting is open to the public. The public can see how the finance committee works.

### b. Bylaws Committee

The Bylaws Committee report was given by Ray Holybee that the last Bylaw Committee meeting was cancelled. The next scheduled meeting is on January 8, 2024.

### c. Nominating Committee

Nominating Committee report given by Debbie Skaggs. On November 22, 2024 a meeting to discuss how to plan on advertising new Board of Directors applications. Created a flyer to advertise openings on the Board of Directors positions.

Motion by Teresa Bayne District 8 to approve the flyer with corrections for the recruitment of new board members as printed. Seconded by Naomi Hirayasu District 7

Votes: Yes-8 No-0 Motion carried.

Motion by Teresa Bayne District 8 to approve the purchase of 4 banners and the street signs within a \$1000 budget and any other materials. Seconded by Lanell Lua District 6

Vote: Yes-8 No-0 Motion carried.

### d. Cultural Preservation Committee

Report read by Lanell Lua District 6 about the Archaeological study final report with recommendations from CPC to HPPOA Board. All of the committee voted to ratify the amended recommendation previously approved by email vote. That information was

compiled and presented at the meeting, with no changes, and presented at the Board for December 18, 2024 meeting.

Motion by Alissa Hanshew District 3 to send the Archaeological study report to SHPO, State Historical Preservation Office. Seconded by Teresa Bayne District 8

Vote: Yes-8 No-0 Motion carried.

The Board will schedule a special meeting with Matt about the archeological sites for persons having any questions in January 2025.

e) Human Resource Committee

No report given.

f) Mail Parks Beautification Committee

Report read by Jeanette Baysa, see attached report.

At 4th & Kaloli and 6th & Maku'u monthly work parties are happening. Needing more volunteers on 4th and Kaloli for work parties. The committee received cash donations with a variety of plants, cinder and mulch. A special thanks goes to a community member who is donating his time and tractor to help spread gravel and cleaning up areas. His work is very much appreciated. The committee meets the 2nd and 4th Mondays in the library at the HPPOA Activity Center at 11am and via zoom. The next meeting is on December 23, 2024 at 11am.

10. Community Resource Report

Judy Houle was not present for a report. Karin Hoffman District 5 mentioned that there was an event that gave 270 bags that served 600 families. There will be no classes in December. For January and February 2025 there will be 2 classes on plants and trees. Neighborhood Watch meets the first Saturday of each month at 9am in the HPPOA Activity Center.

11. Owner Input ( limited to 3 minutes each) Please submit your question/statement in writing If you wish them to be included in the minutes.

Jennifer Meyers discussed about the flyer made by the nominating committee. She explained about the asterisk being the reference to the map on the back of the flyer. She thanked everyone who volunteered for the Mail Park Beautification committee.

12. Unfinished Business

a) Presentation by Edward Jones regarding Simple IRA plan for HPPOA Edward Jones representative gave a presentation to the Board on a Simple IRA plan for the employees of Hawaiian Paradise Park Owners Association. The Simple IRA is a Federally recognized plan. It is offered by the representative that spoke to the board and other institutions, including brokerages. This plan offers the employees a face to face interaction and ask questions in regards to their personal finances, and investment choices, and comfort with their personal plan. There is a dollar for dollar match up to 3% by the employer when they decide to contribute into the IRA account. This helps with HPP reduce payroll taxes and their personal tax situation. There is a proposed plan currently on the books that is called Life Saves that Edward Jones supports. Edward Jones is waiting for the law to come into effect.

Anyone with 2 or more employees is going to be required to offer a retirement plan. This is designed for smaller businesses with up to 50 employees. It could offer tax incentives. It could be a benefit for Hawaiian Paradise Park Owners Association employees for providing a match. The representative will meet with the employees and offer personal service for their financial needs. The cost of the plan would be up to the employer and the fees would be paid by the employees. There would be no cost to the Association. The cost for the employee fee is \$5 per month or pay \$75 fee annually up to \$6000 in account value, it would be commissioned base. Once the plan is in place the employee has to work 2 years to be eligible to start the IRA.

The board discussed after the presentation about other investment companies to consider such as Merrill Lynch and Charles Schwab. Considering to have those 2 companies speak at next Board meeting.

12. b) Update on Mailbox Project The board had a meeting with the new Keaau Post Master this month. The post office is in process of building the new routes for delivery to Hawaiian Paradise Park. Once the routes have been created, the routes will be put up for bid on USPS.com. The process will take a month. Once the route has been awarded, the keys will be given to HPPOA and they will start to issue the keys for the route. Service will start within 30 days of the route being awarded.

The boxes on 14th and Kaloli are scheduled to be installed in January, once that is completed 16th and Maku'u will be installed. The parcel lockers will be needed to be installed at both 4th and Kaloli and 6th and Maku'u. The final phase of the project is the beautification of the sites. The sites need to be ready for use when USPS gives us the keys. There is a need for more volunteers to clean the sites with weeding, planting, spread cinders and trim trees. The more volunteers working the faster the work is done. We are working at the 4<sup>th</sup> & Kaloli site every Monday, Wednesday, and Friday from 4pm til pau. Also the 2nd and 4th Saturdays of the month from 7-11am. The next work party is on December 28 at 7am-11am. For phase 3 it is getting more help to clean the site for those using the mailboxes. There will be no charge to owners for a box, we're asking for more volunteers to help beautify the sites.

#### 12. c) 2024- 25 Paving

1. Review county information on speed table and speed humps. Suggestion to input stop signs at First & Maku'u streets to slow traffic and speed bumps on cross streets. No decision was made on speed tables and speed humps. Will continue discussion on this topic at next meeting.

2. Review proposal from Okayama and Associates for road engineering. The proposal is \$27,674 that will be looking at four main roads adding the cross streets between 22nd and 32nd all the way to Shower. BOD requested a new proposal for the mains only.

3. Discussion on safety for mains- Stop signs versus Speed Tables

Motion by Teresa Bayne District 8 to approve the placement of 4 speed humps on Each 1-mile paved roads, starting at the top, looking at 32nd street down to 22nd Street excluding anything that is chip sealed, which means 23,25,26 streets. Anything that has actual

asphalt and adding 4th & 16th streets where the mailbox roads are currently paved. It was suggested to readjust the motion to create a new request for proposal that the board can approve. Motion was withdrawn.

#### 4. Discussion on safety for cross streets- Speed humps on roads

Motion by Teresa Bayne District 8 to have Larry prepare an RFQ or RFP to order the installation of 4 speed bumps per mile on every asphalt paved mile between 32nd to 22nd & 4th & 16th streets. Seconded by Alissa Hanshew District 3

Vote: Yes- 7, No-0, Abstain -1 Naomi Hirayasu District 7 Motion carried.

12. d) The final update on Final Audit report was received on Monday December 16, 2024 and submitted to Umpaqua Bank, the Bond company, and they received the report. The final audit report will be put on the website on Monday December 16, 2024 for all the HPPOA owners have access to the report.

12. e) The update on Bank of Hawaii debit and credit cards. The debit card is activated and in use. Bank of Hawaii credit card has not been received. Currently have only First Hawaiian Bank credit card.

#### 13. New Business

a) Discussion regarding GET filings The board received notification from GET tax that no returns were filed since 2011. It was determined that HPPOA GET tax number was issued because of a fundraiser that was done in 2011.

Motion by Teresa Bayne District 8 to file a GET tax return for AT&T Cell Tower rent received. Seconded by Naomi Hirayasu District 7

Vote: Yes-8 No-0 Motion carried.

#### b) Discussion on Investment Policy for HPPOA

The investment policy for HPPOA was recommended from the auditors that the board should have an investment policy.

Motion by District 2 Darice Unick to approve the investment policy as presented. Motion seconded by Alissa Hanshew District 3.

Vote: Yes-7, No-0, Abstain-1 District 1 Jason Schillewaert Motion carried.

#### c). Resolution 2024-01 Approval of Recurring Monthly Payments

Motion by Teresa Bayne District 8 for the board to approve Resolution 24-01 for the recurring monthly payments that are listed in the resolution. Motion seconded by Jeff Finley District 9

Vote: Yes-8 No-0 Motion carried.

#### d) Sale of 2001 Volvo Model 710A Motor Grader no longer in use.

Motion by Darice Unick District 2 to sell the 2001 Volvo Model 710 A Motor Grader. Motion seconded by Teresa Bayne District 8

Vote:Yes-8 No-0 Motion carried.

14. Announcement:

a) Next Board meeting January 15, 2025, 6pm

b) Next General Membership Meeting is February 23. 2025, 3pm check-in starts at 2pm.

15. Adjourn to executive session.

Motion by Lanell Lua District 6 to adjourn to executive session at 8:30pm. Motion seconded by Alissa Hanshew District 3.

Vote: Yes-8 No-0 Motion carries.

Motion log for Board of Directors meeting on December 18, 2024

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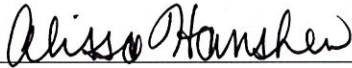
Vote: Yes-8 No-0 Motion carries.

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

  
\_\_\_\_\_  
Celeste Rojas, Recording Secretary

Date: 2/20/2025

Upon acceptance,

  
\_\_\_\_\_  
HPPOA Board Secretary Board of Directors

Date: 2/19/2025