

Hawaiian Paradise Park Owners' Association
APPROVED—Board of Directors' Meeting
Meeting Minutes
Wednesday, November 18, 2020

1. Call to Order

Board of Directors' meeting called to order by Craig Crelly (District 6) at 6:06 p.m. Taken place at the HPPOA Activity Center. Social distancing and mask protocols were upheld.

2. Roll Call

Present: Tanya Seaver – District 2; Benjamin Foster – District 3; Kenneth D. Helgren – District 4; Craig Crelly – District 6; Corky Schoonmaker – District 7; Leonard Warden – District 8; Jeffrey Finley – District 9. Quorum established.

Not present: Larry Kawaauhau – District 1, Emma Hoglund – District 5.

3. Approve Agenda

Kenneth Helgren (District 4) moved to approve Wednesday, November 18 meeting agenda. Corky Schoonmaker (District 7) seconded the motion.

Discussion on adding owner input onto the agenda and when is the most appropriate time that owners' should make comments. Discussion that owners should contact their district representative should they have any questions or concerns.

Tanya Seaver (District 2) moved to amend agenda to add owner input. Ben Foster (District 3) seconded the motion. Vote: Yes – 5, No – 2. Kenneth Helgren (District 4) and Craig Crelly (District 6) voted in opposition. Motion carried.

Corky Schoonmaker (District 7) moved to add owner input under 9b. Leonard Warden (District 8) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Wifi access and laptops for the directors will be discussed under New Business 2. Website.

Leonard Warden (District 8) moved to approve agenda as amended. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

4. Approve past minutes of October 21, 2020 and November 1, 2020

Kenneth Helgren (District 4) moved to approve October 21, 2020 Board of Director meeting minutes. Craig Crelly (District 6) seconded the motion.

Corrections: Correct spelling of brakes and shop within General Manager report.

Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Kenneth Helgren (District 4) moved to approve November 1, 2020 Board of Director meeting minutes. Leonard Warden (District 8) seconded the motion.

Seaver is correct spelling of board member last name.

Vote: Yes – 7, No – 0. Unanimous. Motion carried.

5. Presidents' Report

President is not present.

6. Treasurers' Report

Treasurer Leonard Warden addresses the board:

“As of October 31, 2020, Checking, Savings, Investments and Bond Reserve balance is \$8,108,429.81.

Accounts Receivable: \$2,195,749.76.

On 10/31/2019 Accounts Receivable was \$2,177,116.20.

This month the office has collected approximately \$87,701.21.

Allowance for Doubtful Accounts balance is \$641,776.55.

Property transfers completed this month 63.”

The bond reserve is \$922,476.52 as of October 31.

7. GM's Report – Don Morris

General Manager Don Morris addresses the board:

“Surveying for 17th Avenue between Makuu and Paradise is scheduled for some time after Thanksgiving. I will send request for proposals out after that so the contractors can actually see what they are looking at.

The county has installed concrete Jersey Barrier on the back side of the gate on Railroad Makuu dead end and put a new chain and lock on the gate. Hopefully this will slow down the illegal traffic for a while.

I have ordered 2-way yellow pavement markers for the center main roads. We will schedule the road crew to install them when they arrive.

The banners for the Board of Directors upcoming election have been changed to reflect the current districts open for this election. Who would the Board like to appoint to hang the banners?

The attorney is in the process of sending out the first round of demand letters for members that are seriously past due on their road maintenance fees.

Equipment: The hammer for the backhoe is in the shop being rebuilt. All other equipment is running fine at the time.

Mowing: The road crew mowed 102 miles of roadway with the sidearm and 84 miles of roadway with the zero turn.

Grading: widen, rip, graded and compacted 11.5 miles of road way.

Weedwack: All main entrances and Shower mailboxes. Makuu mailboxes and Kaloli. Entrances were sprayed.

Road Watering: 38.5 miles of road was watered.

Rubbish Pickup: 1 ton of rubbish.

Dead Animals: 1 cat and 1 cow.

Safety Report: No accidents or injuries for the past 74 months."

Meeting is interrupted.

Meeting is resumed after approximately 30 minutes.

8. Committee Reports (limit 3 minutes per person). All motions must be submitted in writing.

A. Finance Committee Report

Treasurer Leonard Warden (District 8) addresses the board with the Finance Committee Report:

The Finance Committee will reconvene on December 2nd at 5 p.m. Owners are welcome to come and listen. If anyone wants to sit in they must contact the office and let them know because of the limited space and seating due to Covid.

"The Finance Committee was convened this month to review the finances. The following recommendations were made for the Board of Directors to consider:

1. Instruct the general manager to provide bids and quotes for the following:
 - Reserve study is a discrepancy on most recent financial audit.
 - Capital improvements on the roof and siding on the shop.
 - Clearing land for mailboxes as first step toward mailboxes.
2. Allow the General Manager to take necessary steps to consolidate funds and eliminate the Home Street Bank account and the Road Improvement Fund account. The purpose is to streamline the accounting process.
3. Discuss increasing the annual road assessment fees by \$15.

Enter discussion on finance committee report.

The Home Street Bank account holds \$126,486.28. There is no reason for the account. The account was open before general manager and current board. Another account is the Road Improvement Fund account. The account is used for road maintenance and can be consolidated to other account. The amount is \$648,703.90. Both accounts are included in total balance. The finance committee is only recommending that the accounts be consolidated to streamline processes. It is unsure what the intentions were when accounts were open. It will be looked into what the intentions were and the motions that authorized accounts.

Another recommendation is to increase road fees by \$15.

Craig Crelly (District 6) moved to raise road fees by \$15. Kenneth Helgren (District 4) seconded the motion.

Enter discussion on whether road assessment should be increased. Discussed progress of the association. More improvements are needed. Bond debt is approximately 6.3 million to be paid off by 2027. General thought is that families are struggling during the pandemic and it would not send a good message to increase fees.

Road fee will be \$375 if increased.

Craig Crelly (District 6) moved to amend previous motion and raise road fees by \$0. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 6, No – 1. Leonard Warden (District 8) voted in opposition. Motion carried.

9. Community Resource Report

A. Judi Houle Neighborhood Watch

Judi Houle addresses the board:

Hawaiian Paradise Park Neighborhood Watch is a non-profit. One of the first projects was a food pantry. Last month, food pantry provided bags of food and meals to over 2,200 people in the community. The number of people was so high because they managed the Halloween in Paradise event. It was all drive-through with a light show, pizza, burritos, costumes, and other fun stuff. Half of those that came were keiki. Children received goody bags.

Next food pantry will be Tuesday at 1 p.m. before Thanksgiving. Meals and food are free to the community. It is a drive-through.

Christmas holiday drive through will be Saturday, December 19th at 10 a.m. Decorations and free food will be available.

Tax-deductible donations are welcomed.

Albizia and Fire ants workshops are to resume in the coming year. If any issues with Albizia or fire ants, they can find the workshops on the calendar at hppo.net.

Neighborhood Watch is reporting that crime and theft is up. She asks that neighbors connect and see if they need any help. Take a picture of any suspicious activities. Squatters are an issue. More abandon vehicles and some being lite on fire. Report abandon vehicles to the police.

She thanked the General Manager and road crew for removing dumped car parts. She thanked the board.

B. Owner Input

Owners were instructed to place their names on the sign up sheet and they will be called in order. If a response is needed, owners are instructed to place their questions in writing.

1. *Mayelin Stillwell addressed the board.*
2. *Darren Joao addressed the board.*
3. *Michael Schiszler addressed the board.*
4. *Tara Kanakaole-Lato addressed the board.*
5. *Anthony Turner addressed the board.*
6. *Bernard Halama addressed the board.*

10. New Business

A. Roads

1. Add 1 mile of paving: 12th Street, Paradise to Makuu. Already approved 1 mile for a total of 2 miles of paving for 2020

Kenneth Helgren (District 4) moved to get bid on grubbing, grading, and paving 12th street from Paradise to Makuu. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

2. Choose and approve 2 miles of paving for the year 2021

Enter discussion on whether there should be a road lottery at the next membership meeting and rational behind which roads should be paved next.

B. Website

1. Approve to post on HPPOA website that applications are being received for the new and upcoming Nominating Committee. Due to no quorum at last membership meeting, votes will be held at next General Membership meeting February 21, 2021.

Kenneth Helgren (District 4) moved to post on website regarding the Nominating Committee. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

2. Approve to post on HPPOA website positions for 7 Board of Director whose term expire at end of June 2021.

Tanya Seaver (District 2) moved to post on website for positions of 7 Board of Directors whose term expire June 2021. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

C. HPPOA Employees

1. Add additional paid holidays to employee handbook

Corky Schoonmaker (District 7) moved to add additional paid holidays of 4 hours Christmas Eve and 4 hours New Year Eve. Kenneth Helgren (District 4) seconded the motion. Vote: Yes – 6, No – 0, Abstain – 1. Tanya Seaver (District 2) abstains.

2. Reimburse employees who conduct the Associations business on their personal cell phones to be paid for by Association funds.

Kenneth Helgren (District 4) moved to reimburse employees who conducts Association business on their personal cell phones to be paid by Association funds. Craig Crelly (District 6) seconded the motion. Motion tabled.

Discussion entered on how much would be reimbursed.

D. Announce actions from the October 21, 2020 and November 1, 2020 Executive Board Meetings

Previously announced that general manager has authority to hire and fire employees.

11. Old Business

A. Update on letter to Hawaii County regarding gates not having access to HPPOA by erecting barricades and maintaining locks on gates on Railroad.

Barricades placed and gates locked on Railroad.

B. Update on HPPOA website for information and user-friendly information for what is currently happening in the HPPOA

Leo Warden addressed the board.

Discussed what currently exist on website. He is going over changes that need to be made and asking for input from board and staff on what should be kept and website format.

Discussed wifi access and board member laptops with possibility of having meetings via Zoom. There is wifi and the router is inefficient. An upgraded router would be needed.

Discussed what it would take to reinstate the conch.

Motions Log for BOD Meeting Wednesday, November 18, 2020

Kenneth Helgren (District 4) moved to approve Wednesday, November 18 meeting agenda. Corky Schoonmaker (District 7) seconded the motion.

Tanya Seaver (District 2) moved to amend agenda to add owner input. Ben Foster (District 3) seconded the motion. Vote: Yes – 5, No – 2. Kenneth Helgren (District 4) and Craig Crelly (District 6) voted in opposition. Motion carried.

Corky Schoonmaker (District 7) moved to add owner input under 9b. Leonard Warden (District 8) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Leonard Warden (District 8) moved to approve agenda as amended. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Kenneth Helgren (District 4) moved to approve October 21, 2020 Board of Director meeting minutes. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Kenneth Helgren (District 4) moved to approve November 1, 2020 Board of Director meeting minutes. Leonard Warden (District 8) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Craig Crelly (District 6) moved to raise road fees by \$15. Kenneth Helgren (District 4) seconded the motion.

Craig Crelly (District 6) moved to amend previous motion and raise road fees by \$0. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 6, No – 1. Leonard Warden (District 8) voted in opposition. Motion carried.

Kenneth Helgren (District 4) moved to get bid on grubbing, grading, and paving 12th street from Paradise to Makuu. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Kenneth Helgren (District 4) moved to post on website regarding the Nominating Committee. Craig Crelly (District 6) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Tanya Seaver (District 2) moved to post on website for positions of 7 Board of Directors whose term expire June 2021. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 7, No – 0. Unanimous. Motion carried.

Corky Schoonmaker (District 7) moved to add additional paid holidays of 4 hours Christmas Eve and 4 hours New Year Eve. Kenneth Helgren (District 4) seconded the motion. Vote: Yes – 6, No – 0, Abstain – 1. Tanya Seaver (District 2) abstains.

Kenneth Helgren (District 4) moved to adjourn into executive session. Corky Schoonmaker (District 7) seconded the motion. Vote: Yes – 7, No – 0. Motion carried. Meeting adjourned at 8:10 p.m.