

**Hawaiian Paradise Park Owners Association
Human Resources Committee
Minutes
Sep 17, 2025 12:30pm**

- 1) Call to Order - Meeting called to order at 12:37 by Teresa Bayne
- 2) Roll Call
 - Teresa Bayne, D2/Sec, Chair, Present
 - Kari Hoffman, D5/Treas, Present
 - Ray Holybee, Member, Present
- 3) Approve Agenda - Motion to approve by Kari, 2nd by Ray, unanimously approved
- 4) Approve Minutes Sep 3, 2025 - Motion to approve by Ray 2nd Kari, unanimously approved
- 5) New Business - NONE NOTED
- 6) Old Business
 - a) Review and discuss Job Description for GM and potential/need for splitting job into 2 distinct positions - Picked up from last meeting, at Knowledge and Experience on administrative side position, which is GENERAL MANAGER. Eliminated degree requirement in lieu of experience in Business Finance or Accounting. Discussion on terminology. All members participated in discussion and offered suggestions. Ray points out that any place we indicate adherence to state, federal and local laws, and the bylaws, it should also include our charter. Final review of the entire document, minor changes to some language to clean up grammatical errors, be more explanatory, etc. Motion to approve all changes and submit to the BOD by Ray, 2nd by Kari, unanimous
Review of the second description, ROADS SUPERINTENDENT, that were discussed at the last meeting. Additional changes made after discussion. Teresa to make all changes and e-mail to Ray and Kari for vote this afternoon, and then submit to BOD.
- 7) Announcements
 - No meeting schedule, committee on hiatus unless BOD requests additional reviews.
- 8) Adjournment - Motion to adjourn by Ray, meeting adjourned at 1:39pm