

**Hawaiian Paradise Park Owners Association
Policies and Procedures Committee
Approved Minutes
Sep 25, 2025 2:00pm**

- 1) Call to Order by Interim Chair Teresa Bayne at 2:00pm
- 2) Roll Call
 - Teresa Bayne, D2/Sec, present
 - Kari Hoffman, D5/Treas, present
 - Debbie Skaggs, present
 - Keith Redman, present
- 3) Approve Agenda - motion to approve by Keith, 2nd by Debbie, unanimously approved
- 4) New Business
 - a) Elect Chairperson - Teresa Bayne to serve as chair by unanimous consent
 - b) Elect Secretary - Teresa will do minutes because all other members declined and it is a requirement that minutes be maintained
 - c) Decide on format and set priorities - Teresa started discussion by discussing the current policies which do not have a standard format. Debbie asked about creating policies vs writing procedures, we might have to both. Debbie suggests that for each policy we identify do we need it? If the answer is yes, then keep it simple, and figure out the ultimate goal so it is least impactful on the least amount of people. Teresa said she thought it would be a good idea to do almost like bylaws, with chapters and sections. Discussion on "we've always done it that way" and further discussion on creating policies through necessity and that policies should support the bylaws. Long discussion of our responsibilities, and how we are going to get our work done.
 - d) Begin discussion on "Record Date" policy (414D-107) - some urgency because of mailings that we send. Teresa gave everyone copies of HRS 414D and 421J. Discussion on mailing notice requirements, long discussion and reviewing both laws and the bylaws. Need to set dates to ensure compliance with multiple provisions of the laws and bylaws. Discussion became wide ranging with numerous topics pertaining to writing policies.

Create a policy that sets date of record for providing notice to all members for general membership meetings, for feb mtg notice included in annual billing mailing no later than Jan 31. For June mtg, notice shall be mailed no later than first Friday in May, for Oct notice shall be mailed no earlier than the tuesday following Labor Day, elections must have road maintenance fees paid on or before April 1st. Committee wants policy about confidentiality statements, will work on it next meeting. Everyone asked to create a list of the policies they think we should have. Teresa to work on creating policy on notice to members for next meeting

5) Announcements

Next P&P Cmte meeting October 14, 2025 1pm . Meetings will be 2nd and 4th Tuesday of the month, from 1 to 3 pm.

6) Adjournment at 4:06pm