

**Hawaiian Paradise Park Owners Association
Policies and Procedures Committee
Minutes
Oct 14, 2025 1pm**

- 1) Call to Order at 1:02 by Teresa Bayne
- 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 Kari, second by Keith, unanimous
- 4) Approve Minutes of 9/25/25 meeting - motion to approve by Keith, second by Debbie, unanimous
- 5) Old Business
 - a) Decide on format and set priorities - Teresa likes format to have a number, Debbie likes footer to have version number and date, Keith had questions regarding format in version 1, which had already been changed in version 2 based on email discussion, wants regulatory requirement or something up near topic, by purpose. Kari suggests a “state statute” section to address his questions. Everyone agrees to have it at the beginning of policy, discussion and consensus reached.
 - b) Discussion on “Record Date” policy (414D-107) - discussed formatting changes, discussion of changes made, appropriate punctuation, which statutes apply and make sure to include them. Teresa changed b and c to include the 14 day window when she was typing this up (version 2). Long discussion over how to specify dates, and issues with dates chosen. Keith wants it to include WHY certain dates were chosen. Teresa will incorporate all changes into version 3.
 - c) Discussion on Good Standing/District elections policy - Teresa distributed version 1. Discussion as to why the policy is necessary, no formal policy exists and there has been confusion. Long discussion fleshing out language, reasoning for each suggestion.
- 6) New Business
 - a) Discussion on updating current policies - Teresa mentions items on our website that have not been updated for years. Suggests we look at each list 1 each meeting. Debbie and Keith want a list of old versus new so they can be sent to committee for feedback and updating. Teresa will create the list, committee thinks good idea to update everything for relevance. Committee guidelines (Debbie).

- b) Numbering resolutions - there is no policy that states resolutions need a number, there needs to be, because it is required by state law to keep adopted resolutions in a separate file in the office. Bylaws and state law require committees be formed by resolution, not motions. Put on agenda for next meeting.

- 7) Announcements
Next P&P Cmte meeting Oct 28, 2025 1pm

- 8) Adjournment - motion to adjourn by Kari, second by Keith, unanimous