

## Mail Park Beautification Committee Meeting Minutes August 11, 2025

The meeting was called to order at 11:03am by Jeanette

Present: Keith Redman, Kari Hoffman, Paul Derbyshire, Katherine Patton, Jeanette Baysa

The agenda was presented for approval. Keith made a motion to approve, Katherine 2<sup>nd</sup>. Unanimous vote to approve.

The minutes from the July 17, 2025 meeting were presented for approval. Keith made a motion to approve them, Kari 2<sup>nd</sup>. Unanimous vote to approve.

The following is a summary of the discussions held, and tasks needed.

### **Parcel Locker Installation Status Update**

They also talked about the status of parcel lockers, noting that only 8 out of 20 had been installed, and the master key was still missing, preventing full use of the new lockers.

### **Community Clean-Up and Maintenance Discussion**

Keith reported removing more stickers that folks had stuck on their mailboxes, and Jeanette reported she had been picking up trash and cigarette butts, while Kari suggested adding a trash can, though others noted it would require maintenance. The discussion briefly touched on free avocados being left for redistribution.

### **Mail Forwarding Challenges Discussed**

The group discussed challenges with mail forwarding after address changes, with several members reporting difficulties. Kari shared their experiences of the online forwarding process working smoothly when addresses matched, but others faced complications including rejected online changes and multiple in-person visits to the post office. Keith mentioned he still needs to install a road sign or banner on Paradise, which he committed to doing that afternoon.

### **Mailbox and Locker Installation Update**

The group discussed the installation of mailboxes and parcel lockers, with Kari seeking confirmation from Kaya about moving forward with keys for 6<sup>th</sup> & Maku'u sites. Paul agreed to inventory the remaining mailboxes and parcel lockers in the yard, while Keith completed stenciling work at 6<sup>th</sup> & Maku'u. The team noted that entrance and exit signs ordered by Christopher were missing, and Kari asked Paul to check with Christopher about their status.

### **Street Maintenance and Community Involvement**

The group discussed maintenance and improvements for the mailparks, focusing on mulch and cinder usage. They decided to hold off on adding more mulch or cinder to the 14<sup>th</sup> & Kaloli and 16<sup>th</sup> & Maku'u sites until mailboxes are installed, as they want to motivate community involvement. Keith and Paul are managing weed eating and mowing on the sites, keeping them in good condition for now. They agreed to continue maintaining the areas as parks, with a focus on keeping trees out of the parking lots.

### **Albizia Management and Replanting Plan**

The group discussed managing Albizia trees, agreeing to cut them at the 4-foot mark and apply a few drops of poison (milestone) to the fresh cuts. Paul noted that milestone should be used sparingly due to its potency, and Keith mentioned he would bring ti plants from 6<sup>th</sup> & Maku'u to 4<sup>th</sup> & Kaloli for replanting, with Jeanette agreeing to coordinate the transfer on Saturday. The work parties were confirmed to be held monthly, with the next one on 6<sup>th</sup> & Maku'u and the final one of the month on August 30<sup>th</sup> at 4<sup>th</sup> & Kaloli, though Kari and Jeanette noted they would be unavailable for the August 30<sup>th</sup> event.

### **Community Projects and Signage Updates**

The group discussed several ongoing projects and tasks. They clarified that work parties are now held once a month at 6<sup>th</sup> & Maku'u, and at 4<sup>th</sup> & Kaloli, and Katherine will update the flyer accordingly. Kari reported that parcel lockers are installed at 4<sup>th</sup> & Kaloli but are waiting for master locks. The group discussed sending letters to residents about roadside boxes, with Kaya planning to compile a list of affected residents. Keith will put up a banner at 6<sup>th</sup> and has completed stickers for parking and egress/ingress signage. Kari updated the website with new information about key requirements. The group also discussed installing a bulletin board, with Paul offering to help drill holes using a jackhammer from the maintenance facility.

### **Bulletin Board Construction Plan**

The group discussed building a bulletin board structure, with Paul providing details on materials and construction. They agreed on using marine-grade plywood, metal poles, and corrugated metal roofing, with Jeanette offering cement and sand. The location was debated, with Keith suggesting the Mauka-Kaloli corner by the mailboxes. They decided to aim for a 4x8 foot size with a shed roof, ensuring 6'8" clearance. The group agreed to keep the initial design simple, with the possibility of adding gutters later if needed.

### **Bulletin Board Project Planning Meeting**

The committee discussed a project to build a bulletin board, with Paul estimating materials would cost around \$200-300, including a sheet of plywood and 2x4s. Keith motioned to approve up to \$300 for the project, and Kari agreed to help Paul get authorization to access the Rogue cruise area for materials. The group also addressed issues with mailboxes at the site, which Paul planned to move with help from Keith. They scheduled the next meeting for September 22<sup>nd</sup> at 11am.

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**Next steps**

- Kari: Follow up with Kaya about moving forward with keys for 6th & Maku'u.
- Kari: Continue following up with Kaya regarding free mailboxes for 14<sup>th</sup> & Kaloli.
- Kari: Confirm with Kaya about the status of the master locks order for 14<sup>th</sup> & Kaloli and 16<sup>th</sup> & Maku'u.
- Paul: Conduct an inventory of remaining mailboxes at the yard and report to Kari.
- Paul: Inventory remaining mailboxes to determine if there are enough for Pohaku Circle.
- Paul: Go to the post office in Keaau and inquire about the status of 6<sup>th</sup> & Maku'u mail delivery.
- Paul: Ask Christopher if the entrance and exit signs for the mailpark sites have arrived.
- Paul and Keith: Build the bulletin board at 4th & Kaloli mailpark with a budget of up to \$300.
- Paul: Check with Jon for permission to use roofing materials from the .
- Paul: Reorganize mailboxes at the yard on Friday, putting them on pallets and covering them.
- Paul: Organize moving the mailboxes onto pallets, potentially on Wednesday or Friday.
- Keith: Install entrance and exit signs at both 4th and 6th Avenue mailbox sites when available.
- Keith: Coordinate moving stones at 6th Avenue site with tractor help.
- Keith: Put up the mail box keys pick up banner on Paradise this afternoon.
- Keith: Get a truckload of mulch for the 14th & Kaloli site on Wednesday.
- Keith: Pick up aloe and red ti plants from Jeanette on Saturday for planting at 6<sup>th</sup> & Maku'u.
- Keith: Put out the work party sign at 6<sup>th</sup> & Maku'u.
- Keith: Put out the work party sign at 4<sup>th</sup> & Kaloli mailpark by August 23rd.
- Keith: Submit receipts for reimbursement.
- Keith: Help Paul move the mailboxes onto pallets.
- Paul and Keith: Cut down albezia trees at the back of 4th Avenue site and apply milestone poison to the stumps at the next work party.
- Paul and Keith: Check with GM about borrowing a jackhammer/rock drill for bulletin board installation.
- Kari: Send Paul a text with specific details about the mailbox inventory requirements.
- Kari: Text Ben about the previously promised mulch delivery.
- Kari: Text Ben regarding more mulch.
- Kari: Send an email regarding Paul's access to the Rogue cruise area for materials.
- Kari: Send an email to John informing him that Paul will be reaching out about the bulletin board project.
- Katherine : Update the flyer to reflect that 6th & Maku'u mailpark site work parties are now once a month.
- Katherine : Email the updated flyer to Shelly for posting on the website.
- Jeanette: Provide cement and sand for the bulletin board construction.

Jeanette made a motion to adjourn the meeting, Kari 2<sup>nd</sup>. Unanimous agreement, meeting adjourned at 12:03pm