

**Hawaiian Paradise Park Owners Association
Policies and Procedures Committee
Minutes
Oct 28, 2025 1pm**

- 1) Call to Order - Meeting called to order at 1:00pm 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 by Keith to approve agenda, second by Kari, unanimous
- 4) Approve Minutes of 10/14/25 meeting - Motion to approve minutes by Kari, Second by Debbie, unanimous
- 5) Old Business
 - a) Discussion on Good Standing/District elections policy - No further changes to be made, ready for submission to BOD
 - b) Numbering and Posting Resolutions policy - Minor changes to include that voting record must be included and that Resolutions be housed at HPPOA office, with these changes can submit to BOD
 - c) Discussion on updating current policies - Many policies need updating, or put into the new standardized format. Existing policies will be worked on by committee members so the work is spread out. Discussion on which need work, and everyone took something. Teresa will work on Land Use and Herbicide, Debbie will do Committee Guidelines, Procurement, and Internal Controls, Kari will work on Investment, and Keith will do Financial Records/Documents to Members. Everyone will try to have something for the next meeting. Email to the committee, Teresa will bring printed copies of everything.
- 6) New Business
 - a) Choose and begin writing next policy - We will be working on updating old stuff before tackling anything new (unless you count Herbicide as new because there doesn't seem to be a written policy anywhere)
- 7) Adjournment - motion to adjourn at 3:00 by Debbie, second by Keith, unanimous