

Hawaiian Paradise Park Owners Association

Policy Number 1.1 Mailing Dates for Notices

Relevant Statutes, Ordinances or Association Governing Documents: HRS 414D-107, HRS 421J-3.5, 421J-9, HPPOA Bylaws (Aug 25) Art XI Sec 2

Purpose:

The purpose of this policy is to establish clear and consistent procedures for determining the dates by which official notices of meetings, elections, and other Association business must be mailed to members, in compliance with the Association's governing documents and applicable law.

Note: Notifications for this policy are in the form of USPS or email. Additional notifications may include postings to the HPPOA Website and/or HPPOA Facebook page.

Details:

- 1) Notice of General Membership meetings shall be provided to all Members at least 14 but no more than 60 days prior to the meeting date. The following dates/days were selected to fall within the 14-60 day parameters, considering USPS and Association holiday and weekend closures.
 - a) Notice for the General Membership meeting in February shall be included with the Annual Billing Notice and be mailed or emailed no later than January 31 each year.
 - b) Notice for the General Membership meeting in June shall be mailed or emailed no earlier than the first Friday in May but no later than the second Friday in June each year.
 - c) Notice for the General Membership meeting in October shall be mailed or emailed no earlier than the Tuesday following Labor Day but no later than the second Friday in October each year.
- 2) Notice of Road Assessment increases shall be mailed or emailed no later than December 1 of each year.

Responsibilities:

- 1) The **Secretary** of the Association, or their designee, is responsible for ensuring timely preparation and mailing of all notices.
- 2) The **Board of Directors** is responsible for approving the Mailing Dates for other Notices when required.

Review

This policy shall be reviewed Annually for any improvements or updates to HRS 414D-107, HRS 421J-3.5, HRS 421-9, or the Association bylaws.

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Adopted Date: 11/19/25
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Amended Date:

Review Date: