

**Hawaiian Paradise Park Owners Association  
Policies and Procedures Committee  
Minutes  
Dec 9, 2025 1pm**

- 1) Call to Order at 1:03pm
- 2) Roll Call
  - Teresa Bayne, D2/Sec - Present
  - Kari Hoffman, D5/Treas - Absent
  - Debbie Skaggs - Present
  - Keith Redman - Present
- 3) Approve Agenda - Date of minutes to be approved changed to 11/11/25. Add Finance and Internal controls as old business viii. Motion to approve by Debbie, second by Keith, unanimously approved
- 4) Approve Minutes of 11/11/25 meeting - motion to approve by Debbie, second by Keith, unanimously approved
- 5) Old Business
  - a) Presentations by members of work on existing policies
    - i) Land Use - discussion only, will be worked on at the next meeting.
    - ii) Herbicide - All changes requested at the last meeting incorporated, no additional changes. Motion to recommend to BOD by Keith, second by Debbie, unanimously approved.
    - iii) Investment - all requested changes have been incorporated. No additional changes. Motion to recommend to BOD by Debbie, second by Keith, unanimously approved.
    - iv) Receiving and Disbursing Donations - Added to agenda by unanimous vote. All changes requested at the last meeting incorporated, no additional changes. Motion to recommend to BOD by Debbie, second by Keith, unanimously approved.
    - v) Procurement - Need to input bylaw reference before submission to the BOD. Remove word SOLELY in 4.A.1. Motion by Keith to recommend to BOD, second by Debbie, unanimously approved.
    - vi) Communication Guidelines - All changes requested at the last meeting incorporated. Additional changes noted. Teresa will make revisions and present as version 3 at the next meeting.
    - vii) Internal Controls - tabled until next meeting without objection.
    - viii) Financials to Members - tabled until next meeting without objection.

6) New Business

- a) Choose and begin writing next policy

7) Announcements

Next P&P Cmte meeting January 6, 2026 1pm

8) Adjournment