

**Approved Minutes
HPPOA Board of Directors Meeting
March 19, 2014**

Call to Order:

The meeting was called to order at 6:00 pm by acting President, June Conant.

Roll Call:

Board of Directors: June Conant, Vice President (acting President), District 6; Terry Michels, Secretary, District 3; Joan Galante, Treasurer, District 4; Bill Newman, District 8; Verne Presnall, District 7; Bruce Derrick, District 2; Judy Sumter, District 5; and Francis Ganon, District 1 was absent.

Scott Reiling, General Manager, and Gina Stephens, Recording Secretary also present.

Guests Present: Mayelin Stillwell, John Seastrom, Leilani Bronson-Crelly, Beth Everson, Deborah Hillman, Allen Dale Watson, and Elizabeth Weatherford.

Approval of Agenda:

In the new conduct policy all personnel issues are to be presented to the immediate supervisor (in this case, Scott Reiling, General Manager) first before being presented to the Board of Directors. Bill Newman had requested adding a personnel matter to the agenda for the Executive Session without first running the matter by the General Manager. Bill Newman reported Scott Reiling was a witness to the incident in question which happened after the Membership meeting of 2/13/14. **Bill Newman moved to have an Executive Session after the board meeting tonight. Bruce Derrick seconded the motion. The motion passed with a vote of 4 for (Terry Michels, Bill Newman, Bruce Derrick, and Judy Sumter) and 2 against (Verne Presnall and Joan Galante).** The Executive Session was added to the agenda. **Joan Galante made a motion to approve the agenda as amended. Terry Michels seconded and the motion was unanimously approved.**

District 9 vacancy: Larry Brennan moved out of state leaving a vacancy in District 9. There were 2 applicants: Dale Watson and Leilani Bronson-Crelley (who withdrew herself from the running at this time). New District 9 seat will be occupied by Dale Watson from this point on, until the end of June 2014. It is noted that Dale is also running for 1 year as District 2 representative. Dale was sworn into office as District 9 representative.

Election of President and Vice President: The bond states that if an officer position lapses for 3 months (90 days), there must be an election. Judy Sumter nominated June Conant for the President position. Bruce Derrick seconded. June Conant was elected president by a vote of 5 for (Terry Michels, Joan Galante, Verne Presnall, Judy Sumter and Dale Watson) and 2 against (Bill Newman and Bruce Derrick). Joan Galante nominated Verne Presnall for Vice President (vacated by June Conant becoming president). Dale Watson seconded. Verne Presnall was elected by unanimous approval.

President's Report: June Conant asked that this be removed from the agenda because she does not have anything to report at this time.

Approval of Minutes:

Regarding the Board of Directors Meeting minutes of February 19, 2014, a correction was made of a spelling error on page 2. **June Conant moved to approve the minutes as amended and Verne Presnall seconded the motion. The minutes were approved as amended.** Regarding the Special Meeting minutes of January 24, 2014, page 2 was missing in the Board packets so the board will need to approve those minutes at the next board meeting.

Owner Input:

Beth Everson and Debra Hellman, owners of property located at 15770 Paradise & Alakai (next to the shipman path), brought their concerns and request for an appeal to the decision on the "No Parking" signs. Mayelin Stillwell asked the board when will Beth and Debra get a resolution? The reply was that it will be added to the next month's meeting agenda. June Conant stated that all of the directors should go down to the area to observe the situation. Shipman posted "No Trespassing" signs and put boulders on the side of the road. A "No Trespassing" sign does allow foot traffic, just not vehicles.

Committee Reports:

- 1. Community Action:** Terry Michels reported on the 2/9/14 meeting and Judy Sumter reported on the meeting on 3/6/14 with Larry Brown from the County Planning Department. Mr. Brown covered a lot of areas including sewers, water and safety issues, etc. The next meeting is scheduled for 3/20/14 in the library.
- 2. Parks:** Verne Presnall discussed the different styles of playground equipment offered by Play Corp. He visited 3 playgrounds/parks at Mountain View (cost \$219,000.00), Panewa Zoo, and Issac Hale. The equipment at Leilani Estates is for preschool age children. Astro-turf is the ideal base for the equipment but budget is a factor. Only \$15,000.00 for playground with par-courts (small exercise stations) equipment that could be set up on the walking & bike trail being developed by the HPOA Paths Committee.
- 3. Paths:** John Seastrom reported that the survey of the HPP Lot parcel between 16th & 17th is finished. This Saturday at 9 o'clock the committee will be doing a walk-through of the area to determine next steps. The Bicycle Safety class was a success and Councilman Greggor Ilagan attended and gave his support and suggested contacting the operators union for volunteer help with the path. A D9 and driver were volunteered to clear a perimeter path.
- 4. Nominating:** Leilani Bronson-Crelly passed out minutes of the March 10th meeting noting the special meeting that was held on March 7th. The Districts for the election are as follows: District 2 & 9-Non contested, District 5-2 nominations, District 7-2 nominations District 8-5 nominations. Board needs to approve the sample ballot for elections (samples were passed out at the General Membership Meeting on February 23, 2014 to all in attendance). **Joan Galante moved to approve the sample ballot as presented at the General Membership meeting of 2/23/14. Verne Presnall seconded the motion. The motion was approved** by a vote of 5 for (June Conant, Terry Michels, Judy Sumter, Dale Watson, and Joan Galante) and 2

abstained (Bill Newman and Bruce Derrick). June Conant reported the committee still needs an unbiased group to count the ballots. **Joan Galante moved to use the League of Women Voters, if available, and Verne Presnall seconded the motion. The motion passed unanimously.**

5. **Road Traffic Safety:** Mayelin Stillwell discussed encroachment issues, expressing owners need to be responsible for the removal of encroachments to save the association monies. She stressed that signs need to be installed according to county specifications. She also explored real estate/land use attorneys. She will continue to contact other attorneys and report back to the board. The Humane society can pick up dead animals in the park.
6. **Road Testing:** Bruce Derrick reported they are ready to test 3 roads in the park and the test roads will be split into 1/2 mile segments with the different materials to be tested. May be able to start as early as next week.
- 7.

Treasurer's Finance and Committee Report

Joan Galante gave a detailed report and spoke about delinquent accounts, and doing an extra billing.

Bank Balances as of February 28, 2014-

Savings, Checking, Investment & Bond Reserves- \$4,296,647.51

Bond Construction (available for Paving) - \$1,544,084.12

\$5,840,731.63

General Manager's Report and Road Supervisor's Report:

Scott Reilling gave an update on clearing and grubbing, current road conditions, and speed enforcement signs. All of the mailboxes are encroachments. The plan is for 5 one acre parcels to have mailboxes with a pullover area.

The office has begun to use Frank Huff Agency for accounts 6 months delinquent. They are also recovering back road maintenance fees with \$12,400.00 recovered last month.

Scott gave a report on the burglary. An employee was instrumental in recovering the plasma cutter. **Bill Newman moved to award a \$100 finder's fee for the plasma cutter.**

Verne Presnall seconded it. The motion was unanimously approved.

Motions Log:

June Conant and Judy Sumter agreed to review and update the motions log.

Old Business:

1. **Clearing and Grubbing Update:** Scott gave a power point presentation on areas in the park with encroachments that need clearing and grubbing.
2. **Radio Repeater System update:** This issue was put "on hold".
3. **Discuss cost of Engineer for Test Road Program:** **Bruce Derrick moved to allocate \$3,016 to Evan Pfaff for his participation in the road Testing Program. Bill Newman seconded the motion. The motion passed with unanimous approval.**
4. **Burglary Update and Award:** already covered under the General Manager's report.

New Business:

- 1. Encroachment at F & Beach Road:** Scott Reilling gave a power point presentation on this encroachment. **Dale Watson moved to grant the variance for the homeowner (so the homeowner could keep his wall) and Judy Sumter seconded the motion. The motion passed with unanimous approval.**
- 2. Control over Directors Responding to Owner input at BOD Meetings and Membership Meetings:** Robert's Rules of Order makes no provision for participation by members of the Board at Membership Meetings. Regarding raising the owner input from 3 to 5 minutes at meetings, it must be voted on at each and every meeting ahead of time. The only way to make it permanent is to amend the Bylaws.
- 3. Assessment of Burden Fees for Increased Traffic-non residential activity:** June Conant and Joan Galante presented a fee schedule for road maintenance assessments for business activities that add traffic burden. These include: schools (under and over 20 attendees), churches (under and over 50 attendees), businesses (large and small), commercial farms (large and small) and Hauling/trucking companies. The Bylaws allow for this. **Joan moved to approve the fees on Non-Residential Activities that increase burden on traffic as outlined. Terry Michels seconded the motion. The motion passed with unanimous approval.**

The next Board of Directors Meeting is scheduled for April 16, 2014 at 6:00pm and the General Membership Meeting is scheduled for June 15, 2014 at 3:00pm.

The meeting adjourned at 8:55 pm.

Respectfully submitted and approved:

Terry Michels, Secretary

Date

Transcribed by Gina Stephens

Date

Approved Motions Log for Board of Directors Meeting of 3-19-14

- **Bill Newman moved to have an Executive Session immediately following this board meeting. Bruce Derrick seconded and the motion was approved.**
- **Joan Galante moved to approve the agenda as amended. Terry Michels seconded. The motion was approved.**
- **Verne Presnall moved to approve the minutes as amended. Joan Galante seconded. The motion was approved.**

- **Joan Galante moved to approve the sample ballot as presented at the February 23, 2014 General Membership meeting. Verne Presnall seconded. The motion was approved.**
- **Judy Sumter moved to use the League of Women voters, if available to count ballots. Verne Presnall seconded. The motion was approved.**
- **Bill Newman moved to approve a \$100 finder's fee for the plasma cutter. Verne Presnall seconded. The motion was unanimously approved.**
- **Dale Watson moved to grant the variance to the homeowner (@ F& Beach Road) and Judy Sumter seconded the motion. The motion passed with unanimous approval.**
- **Joan Galante moved to approve the fees on non-residential activities that increase burden on traffic and Terry Michels seconded the motion. The motion passed with unanimous approval.**

According to the bylaws we have the option to charge additional fees for those lots that have Special Permits. I will be putting together a plan and introduce it to the BOD over the next month. My preliminary thoughts are to break down the new billing into 3 categories each depend by road usage.

1 Trucking and hauling firms. (ie. Water Works)

These businesses go out in the morning and come back say once a day.

2 Lots with Businesses (ie. Joy's store)

These businesses increase traffic due to vehicle traffic stopping in to purchase something.

3 Schools and Churches

These lots cause a lot of traffic. In the case of Schools the traffic is drop off and pick up. This is heavy traffic twice a day, and lets not forget school busses.

Churches have a lot of traffic at least once a week and should be in this category as well.

This is a preliminary report to see if the BOD wants me to continue down this path, I don't have a report that shows how many of each type of special permit have been issued. Therefore, at this point the percentage to be paid by each class of billing is only a suggestion. I will work on what will be an approximate total increase in revenue.

This chart show a "Classification of Use" rather than counting vehicles

2012 Road Fees		\$ 262.00				New Fee
1	Trucking	40%	\$ 104.80	additional per year		\$ 366.80
2	Businesses	60%	\$ 157.20	additional per year		\$ 419.20
2	Schools & Churches	80%	\$ 209.60	additional per year		\$ 471.60

The reason for using a percentage of the Road Fee is that it will increase with each years billing. Remember, we can enact this program at any point in the year and prorate the account.