

Hawaiian Paradise Park Owners' Association

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NOTICE OF MEETING OF THE BOARD OF DIRECTORS

November 17, 2002

Notice is hereby given that there will be a meeting of the Hawaiian Paradise Park Owners' Association Board of Directors on Sunday, November 17, 2002 at 3:00 PM in the Library of the Activity Center on Maku'u Street in Hawaiian Paradise Park Subdivision, Kea'au, HI.

AGENDA

- I Call to order
- II Roll Call
- III Owner Input
- IV Minutes from October 20, 2002
- V General Manager's Report
- VI Treasurer's Report
- VII Committee Reports
 - A. Legal & Government
 - B. Road Advisory
 - C. Activity Center
 - D. Policies and Procedures
 - E. Newsletter
- VIII Unfinished Business
 - A. Resolution on Road Fees imposed on businesses (need a motion)
 - B. Define goals of the "Master Plan Committee" (first in a series of discussions on forming a "group" of individuals to address Master Plan issues)
- IX New Business
 - A. Development of policy on Special Use Permits (initial discussion for the purposes of introduction and brainstorming)
 - B. Security Issues (discussion on the break-ins at the office and activity center and whether or not something more needs to be done to secure the facilities)
- X Next Meeting (December 15th)
- XII Adjournment

Hawaiian Paradise Park Owner Association Approved Minutes of the Board of Directors Meeting of November 17, 2002

Call to Order: The meeting was called to order at 3:00 p.m. by Vice-president Vurich.

Board Members present: John Vurich, Vice-president; Don Tinker, Secretary; Wayne Graber, Treasurer; Floyd Lundquist, Alexa Von Alemann, Jesse Crawford, and Gerard Silva.

Members Absent: Robert Daley, and Dan Payne. Suzanne Mayhew, General Manager (GM) was ill.

Other Members Present (and those who arrived later): Marlene Lundquist, Walter Bell, Darrell Crisp, Helene Hale, Ron Phillips, Jeanne Beddow, Maureen Mapp, Vivian Whitney, Bill Carlson, and Pauline Brault.

Owner Input:

Walt Bell reported the Malamalama School is doing well this year. There are several details to be finalized on the two half scholarships the school gives to the Association, information will be available in the newsletter. The schools Board believes giving the association scholarship to residents or tenants is a bad idea, they believed it should be for lot owners only, because they give other scholarships to residents and tenants.

Helene Hale, of the State Legislature was present to thank the people for winning the election, she wanted to insure everyone that she will represent all the people and their concerns, you may call her at the State Capital at 974-4000. She will be chairing a new committee on International Relations.

Ron Phillips questioned how the increase in road fees is to be used. He was advised the plan is to pave all the roads. When the Board checked into getting a loan they found the interest too high, and it would take as long to pay back the loan, as it would to pave the roads.

Marlene Lundquist distributed "Suggested Questions to be Answered," requesting guidelines or procedures, or policies in regards to the Road Advisory Committee, the Board, and the General Manager.

Darrell Crisp recommended that the Board examine the procedure on how the GM should be managed and how to evaluate her performance. To also have the Policies and Procedures Committee define in detail the GM's responsibilities. Vice-president Vurich explained there was a Board meeting in which goals and objectives were set for the GM and the Board will be following up on it.

Vivian Whitney presented a letter explaining the approval of their Special Permit and pictures showing the current condition of 33rd street.

Minutes of October 20, 2002 - After a change to the collection report to "returned" instead of responses **Wayne Graber moved to approve the minutes of October 20, 2002 as amended, Jesse Crawford seconded. The vote carried unanimously.**

Minutes of November 9, 2002 - Wayne Graber moved to approve the minutes of November 9, 2002 as written, Jesse Crawford seconded. The vote carried unanimously.

General Manager's Report: (Briefly see Addendum #1 for full report.)
Defining the Organization's Structure - Still needs to be completed.

Special Use Permit - The Planning Commission approved the Whitney/Mango Trust Special Use Permit for five years with no conditions imposed. The Planning Commission Chair believed that any conditions should be worked out between the Association and Whitney/Mango Trust.

Director Crawford suggested consulting our attorney due to the fact that the Board approved the Permit based upon the conditions the Board wanted imposed. We will ask attorney Hong for clarification.

Treasurer's Report - Treasurer Graber reported the audit is complete with no exceptions. The audit report is in the office for anyone to review. The audit cost \$6000 plus tax, the tax return was an additional \$600 plus tax. We are planning to change to an accrual basis. The tax return was prepared on an accrual basis by the auditor. Treasurer Graber has asked for a depreciation schedule on our equipment. Director Lundquist suggested that any road fees collected after April 1 be put under past due road fees.

Committee Reports:

Legal & Government - Vice-president Vurich reported our Grant application for paving the fire roads was denied, as they were targeting fuel reduction projects.

A suggestion to have matching funds by lot owners had previously been made. If the lot owners pay for half of the cost, we can do more paving.

Gerard Silva moved to adopt all County traffic codes for HPP, Jesse Crawford seconded. Director Silva explained that by doing this and sending notice to the County, it will allow the County to enforce speed limits on our paved roads. A letter should be sent by President Payne to the County, with a copy to Councilman Safarik. **The motion carried unanimously.**

Road Advisory - Director Lundquist reported the committee met and the following recommendation were made: that all bills should go to a committee before being paid; to suspend the five (5) times commercial road fee; the next road improvements will be aprons for all roads; that policies defining the Road Advisory Committee's responsibilities be implemented; to open the second telephone line in the office with the answering machine picking up the third call. (See Addendum #2 for full report.)

Director Lundquist would like authorization for the Road Advisory Committee to contact the contractor to get prices for the aprons. Most of the maintenance on the roads is at the corners. Treasurer Graber advised that is the GM's job. As the Board is responsible for the roads we can bypass the GM and take on the job or delegate to the GM, the consensus was to leave this to the GM.

Director Lundquist questioned why so many reflectors were put on 28th and Beach, we didn't put too many on the main roads because of cost. He also asked about the stripping by Bill Watkins, was it subcontracted by Yamada & Sons. The contract will be checked.

Activity Center - Director Tinker advised there was nothing new to report

Policies & Procedures - Director Daley was absent, no report. We will notify him that Policies & Procedures need to be implemented for the Road Advisory Committee.

Newsletter - Director Von Alemann reported the newsletter was on schedule. Walt Bell reported that due to the cost, we are using a lighter weight paper. We are looking at mailing it out at the end of December. We will either use volunteers or a mailing service for the stuffing and mailing.

Director Graber asked for reports to be e-mailed or typed and put in mailboxes in the office prior to the Board meetings so that they can be read in advance.

Unfinished Business:

Resolution of Road Fees imposed on Businesses - At the present time we charge businesses a premium on road fees. Unfortunately, there are many businesses in the Park that are not licensed or were licensed without our knowledge. Because we have no record of these businesses, they are not being charged the business premium. It is stated in the Bylaws that we can charge extra if we establish a policy. Until we establish a policy **Wayne Graber moved to eliminate the surcharge on road fees for businesses, Alexa Von Alemann seconded. The vote was 5 in favor, 0 opposed, 1 abstained (Floyd Lundquist,) the motion carried.** *John Vurich was conducting the meeting and did not vote on this issue.*

Define goals of the Master Plan Committee - The Master Plan has an area set aside for light industrial, but it may not be developed anytime soon. We need a committee to review and discuss making the Master Plan usable in the future. The light industrial area was originally near the highway but in 1997 Mayor Yamashiro requested to move it further into the subdivision. Tabled until the next meeting.

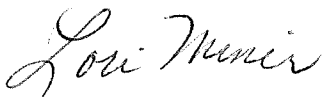
New Business:

Development of policy on Special Use Permits - This is related to the Master Plan issue, and will be discussed at the next meeting.

Security Issues - The Activity Center and the office were broken into in the past month, we need to think about how to increase security.

Adjournment - The meeting adjourned 4:10 p.m.

Submitted by:



Lori Miner, Recording Secretary



Don Tinker, Corporate Secretary

MOTIONS LOG

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ADDENDUM # 1

Association General Manager's Report to the Board

November 2002

Submitted by Suzanne Mayhew

ONGOING PROJECTS

Defining the Organization's Structure

This still lacks completion.

NEW ISSUES / PROJECTS

Special Use Permit

The Planning Commission approved the Special Use Permit for Whitney Investment Trust / Mango Trust (WIT/MT), legitimizing their facility in Paradise Park between 33rd and Hwy 130, and Paradise and Maku'u, for storage of equipment and supplies for five years with no conditions imposed. With regard to our request that they pave from their driveway to Maku'u, the Commission Chair felt that should be worked out between The Association and the lot owner (Whitney Investment Trust / Mango Trust).

In detail, Drainpipe, Plumbing, and Solar and Big Island Excavating are allowed to continue doing business as they are currently, except that when the Hwy 130 project is complete, that entrance will be closed off, and they will use 33rd exclusively. When asked by the Commission about heavy equipment on the site and on the roads, WIT/MT explained that the heavy equipment is rarely there, as it is moved from project to project. They said they have been maintaining their road surface themselves and would continue doing that. As far as our request that they plant a barrier, they have already planted fast-growing palms that will soon serve as a visual barrier around the site.

This could have gone worse, but should still serve as a wake-up call that we need to have some kind of policy in place for Special Use Permit applications. This time we are lucky - we are dealing with reasonable business people who happen also to be long-time residents of The Park, and have a reputation of being excellent neighbors and outstanding citizens. Not to seem pessimistic, but I doubt we will always be so fortunate. Besides, we cannot make a policy of making such decisions based on personalities. It's a lot to think about, considering the options range from denying every Special Use Permit application and perhaps risking never having the benefit of services close to home, to not contesting a single one, risking having all sorts of businesses pop up throughout the neighborhood. I've added this subject to the next several board meeting agendas, so we can get started.

ADDENDUM # 2

Road Advisory Committee Recommendations to the Board

The Road Advisory Committee met on November 8, 2002. Present were Floyd Lundquist, Chair; Darrell Crisp, Cindy Carroll, Marlene Lundquist, Dan Payne, President; Wayne Graber, Treasurer; and past road committee Chair, Chuck Cartwright

Absent: Don Tinker, Larry Pirtle

Darrell Crisp recommends that all bill should go to a committee to oversee before being paid.

(There is no committee on Budget and Finance)

John Vurich requested a recommendation to the Board for the \$500.00 commercial fee to be suspended. Tabled by committee.

John Vurich recommends the adoption by the Board for "Road aprons for all roads to be the next road improvement when funds are available."

Committee recommends to the Board that Policies and Procedures be implemented for the Road Advisory Committee.

(At present they are not active as requested by President Dan Payne)

Committee recommends opening up the second telephone line in the office with the answering machine picking up the third call.

THERE ARE 4 LINES IN THE OFFICE; 2 PHONE, 1 FAX,
1 INTERNET/SHOPPHONE + FAX

(residents cannot reach anyone at times)

Respectfully submitted to the Board of Hawaiian Paradise Park
Floyd Lundquist
Chair