

Hawaiian Paradise Park Owners' Association

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NOTICE OF MEETING OF THE BOARD OF DIRECTORS

May 18, 2003

Notice is hereby given that there will be a meeting of the Hawaiian Paradise Park Owners' Association Board of Directors on Sunday, May 18, 2003 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 March 16, 2003 (no quorum for 4/20 mtg.)
- V President's Report
- VI Treasurer's Report
- VII General Manager's Report
- VIII Special Reports
 - A. Newsletter
 - B. Malamalama School
 - C. Neighborhood Watch
- IX Unfinished Business
 - A. Finalize Corporate Policy with Separate *Suggested Guidelines for Lot Owners*
- X New Business
 - A. Holding Yards
 - B. Road Surfacing
 - C. In-House Work
- XI Next Board of Directors Meeting – June 15th
- XII Executive Session
- XIII Adjournment



**Hawaiian Paradise Park Owner Association
Minutes of the Board of Directors Meeting
of May 18, 2003**

Call to Order: The meeting was called to order at 3:03 p.m. by President Dan Payne.

Board Members present: Dan Payne; President, Don Tinker; Secretary, Wayne Graber; Treasurer, Paul Silva, Jesse Crawford and Gerard Silva. Suzanne Mayhew, General Manager (GM) was also present.

Board Members Absent: John Vurich and Robert Daley were absent.

Other Members Present: Larry Pirtle arrived later to report on Neighborhood Watch.

Owner Input: None

Minutes of March 16, 2003 and April 9, 2003 Special meeting:

Wayne Graber moved to approve the minutes of March 16, 2003 and April 9, 2003 as written, Don Tinker seconded. The motion carried unanimously.

President's Report: President Payne had nothing to report at this time.

Treasurer's Report: Treasurer Graber distributed and reviewed the financial reports. We are looking into competitive quotes for our audits. We now create reports that the auditors had to do in the past.

The audit report suggested to move funds to another bank so they will be protected. Accounts are Federal insured up to \$100,000. We are looking at other banks now.

General Manager's Report: (Briefly see Addendum #1 for full report.)

She will be getting updated appraisals on the equipment. She will also get estimates for repairs.

The house relocation took longer than expected but went very well.

The Activity Center needs several repairs, the bathroom fixtures, the roll-up and mesh doors, the catchment tank, and the roof perlines. She will be getting bids for the repairs.

She is attending several community meetings about several different subjects that may affect HPP.

She met with Councilman Safarik on several issues, including enforcement of traffic laws in HPP and removal of abandoned vehicles by the County. She is still working on the 8 x 10 map with all the streets listed that the County has requested.

She will start clearing the shoulders along Paradise Drive prior to re-paving as it will be less costly that clearing after the paving. The sides of all the roads need to be cleared for safety reasons.

She is preparing cost estimates for secured holding yards for both abandoned vehicles and green waste from the shoulder clearing.

She received the sample of road-stabilizing product and literature, if we find it feasible, we still will need a cost study comparison against using asphalt.

Many road areas in HPP are bare of material and need to be improved, she requested approval of the Board to purchase material for the trouble spots. Jesse Crawford moved to authorize the GM to purchase road materials subject to her judgment, Wayne Graber seconded, the motion carried unanimously.

With so much road related work that needs to be done, shoulder clearing, signage, grading, mowing, filling potholes, dead animals, road blockages, cave-ins, and other emergencies, she is looking into the cost of hiring a full-time employee.

Special Reports:

Newsletter - The GM reported the newsletter went out on time, and some early results from the survey indicate they are in favor of special assessments for paving.

Malamalama School - Walt Bell absent, no report.

Neighborhood Watch - Larry Pirtle, Chair reported they have about 38 members who have NW signs on their cars and observe when possible. They do not have enough people to patrol HPP. Fifteen members are very active.

Meetings are the third Thursday each month, and there is a rally on the first Saturday of each month. They distribute flyers regarding drug houses, how to be a good neighbor, and how to protect your property.

They had been operating with Grant money received two years ago and now the funds are depleted. They need \$400 for more NW signs, and \$300 for a recruitment party. The Community Policing Officer (CPO) will attend and give a talk urging members to join in to help their community.

They sponsor litter pick-up, the next one is scheduled for October 18th. They are having a Keiki ID which is put on by the CPO on June 14th at the Activity Center. They are also sponsoring a "Trunk or Treat" on October 31st at the Activity Center, people will be asked to decorate their car trunks, (costumes are optional) and children can go from car to car to get treats. He asked that the Board have a car there and provide drinks for the kids. They will also need generators for lights and lights to see by. They will need auxiliary lighting, and drop cords. They are still working out the details. Wayne Graber moved to provide \$700 for Neighborhood Watch, Paul Silva seconded, the motion carried unanimously.

Unfinished Business:

Finalize Corporate Policy - Tabled. President Payne asked the GM to prepare a draft of the Corporate Policies and a Suggested Guidelines for Lot Owners.

Bulletin Boards at Mailboxes - The GM is looking for volunteers.

Interest - Interest is being corrected on individual accounts as they pay their past due balances.

Special Use Permit - The Planning Commission meeting on the pending SUP was postponed to June 20, 2003. We need to create a policy for businesses. We will also ask the County for a one month notice on future applications.

Ali Kai Paving Proposal - Lot owners have offered to pave their street and not pay road fees until the equal amount for the paving is reached. As not all road fees are for paving, a counter proposal was issued that their fees be reduced by 38%, they have not responded as of yet.

Watamul Deed Restrictions - Still pending.

Financial Improvement District - Councilman Safarik advised Director Silva and President Payne that this takes a huge effort because HPP is so big, the result would be to get County funding but would cause our property taxes to be increased to repay the money. Walter Moe has advised us that getting this status will give us government standing in obtaining Grants. Councilman Safarik also advised this would need to be approved by a vote of the entire HPPOA membership.

New Business:

In-House Work - Wayne Graber moved to accept the GM's recommendation to hiring a Road Manager at her discretion, Jesse Crawford seconded, the motion carried unanimously.

Hilo Samoan Church - The Hilo Samoan Church is ready to build, their Special Use Permit was issued some time ago. We have requested they pave and name HPPOA on their liability insurance.

The meeting recessed at 5:03 p.m. For an Executive Session.

The meeting resumed at 5:12 p.m.

Adjournment - The meeting adjourned 5:12 p.m.

MOTIONS LOG

Wayne Graber moved to approve the minutes of March 16, 2003 and April 9, 2003 as written, Don Tinker seconded. The motion carried unanimously.

Jesse Crawford moved to authorize the GM to purchase road materials subject to her judgment, Wayne Graber seconded, the motion carried unanimously.

Wayne Graber moved to provide \$700 for Neighborhood Watch, Paul Silva seconded, the motion carried unanimously.

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Submitted by:

Lori Miner, Recording Secretary

Don Tinker, Corporate Secretary

ADDENDUM # 1

Association General Manager's Report to the Board April and May 2003

Submitted by Suzanne Mayhew

ONGOING ISSUES / PROJECTS

Equipment Update

I met with Ruth from Allied Machinery to set up the repair estimate, if any, and appraisal. They will look at the grader, the roller, and the John Deere tractor. The grader and roller have been used little to none since Allied's last appraisal in 1999, so probably will not need repairs, just an updated appraisal. I had Dave (Excavation Tech) put new batteries in them so they would start. He also aired up the tires so the equipment could be thoroughly evaluated. The John Deere tractor however, was used by ProLawn & Landscape and is no longer working. It does not start, and is missing attachments that it once had. ProLawn & Landscape offered no information when I asked about the John Deere's recent history. I will receive an estimate on repairs and let you know.

The mechanic will also look at the bucket on the loader and let me know if they think it can be fixed with a weld and some parts or it needs to be replaced. When I receive this (third) recommendation for the bucket, I will present my findings to the board for final consideration.

House Relocation on 19th

On April 8th, a house was relocated from its original location on 19th between Paradise and Kaloli to its new location on the same road, but closer to Kaloli. The house relocation itself went very well, considering what a task it was. It took longer than expected, about 11 hours total. I had the contractor name HPP and every lot owner in the move's path as additionally insured, and thankfully it didn't need to be called upon.

Activity Center

The Activity Center's new paint job looks great. Dennis is not quite finished, but already it looks like a new place. It once was a new place, built by volunteers, but now it is beginning to show its age in some other areas besides paint. The fixtures in the bathrooms are deteriorating. The roll-up doors are beginning to rust through the paint, and the wire mesh doors are beginning to sag in the middle making it almost impossible for a small to average sized person to open or close. The catchment tank has rusted all the way through so that water is now leaking down the outside. As Director Tinker has pointed out, some of the roof perlin's are rusted beyond repair. Also, the drinking fountain is hooked up to the catchment instead of the County water tank. I have deemed it "out of order" until the lines are switched. I will shop around for the best repair deals, and will accept donations as well

Community Meetings

I continue to attend a variety of community meetings with topics ranging from re-development of Puna, to where to place the new Puna Police station, to the ICE problem in Kea'au. I think it is important that we stay in touch with the community, since HPP makes up about half of it.

NEW ISSUES / PROJECTS

Meeting with Gary Safarik

I had a productive meeting with Gary Safarik at the end of March. I met him at his office with a list of questions and concerns that have come my way since I started this job. He spent about an hour and a half answering almost everything.

The road designation that Gerard Silva was working on is almost complete. This designation would allow the police to enforce ALL traffic laws within the Park and there is no sacrifice from us for this designation. Councilman Safarik said that Nanawale has gone through this process with much success.

We talked about the county helping us with the removal of abandoned vehicles, which may not be so far off. Nanawale has also worked with the county on this. They haul the junk cars to a central location and the county arranges for HMR (Hawaii Metal Recyclers) to tow them off at no charge to Nanawale. The "beautification" fee we all pay when we register a vehicle, which according to Councilman Safarik has just been raised from \$4 to \$12 per registration, covers it. He said he wasn't sure it could be done for HPP because HPP is private property, but don't we all pay the "beautification" fee when we register our vehicles? We also talked about things like establishing a county-sponsored after school program and getting Paradise Park on the Hele-On bus route. It is a start.

Establishing Roadway Shoulders

Establishing roadway shoulders is new but very high on my "To Do" list for several reasons. First and foremost is liability. There are very few safe places to pull off of the main roads due to drop-offs, rock outcroppings, and rough terrain. The side roads have more pull-off options because so many residents maintain their frontages, but still have some bad areas. Also at most intersections, the view is obscured by vegetation and / or rock outcroppings.

This unlevelled condition of the roadsides makes mowing extremely difficult, as well as costly and largely ineffective. Maintaining a graded shoulder will result in a big improvement to the safety and aesthetics of HPP roads, and may save us a buck, too.

I will start establishing shoulders along Paradise Drive where the paving overlay is planned. Coincidentally, 'clearing and grubbing' of roadway and shoulder area is one of the first steps in the roadway paving process. To attempt this step after paving would take quite a bit longer (and therefore cost more) and likely damage the new paving. This critical step was missed with previous paving projects in HPP resulting in the increased liability and road damage (caused by tree roots) we now have along the sides of our main roads, as well as along 28th and Beach.

Holding Yards

For upcoming work, secured holding yards will need to be established. We will need an area for abandoned vehicles if Councilman Safarik puts the "beautification fee" to work in HPP. Even if he does not come through for us, we will lower our towing expense in the long run by storing the vehicles here for the required 30 days. Another secured area will be needed to drop the green waste we will produce when we clear the shoulders. The secured areas would be best located on the 20-acre parcel that the office and Activity Center are on, set back from the road and out of view (so people don't start dumping their junk there). I am in the process of preparing a cost estimate for submittal to the Board.

Road Surfacing

I have received the sample of and literature on the road-stabilizing product made by Enviroseal. I am hoping to have a cured sample of stabilized material for the May 18th board meeting. If we determine that it will work for our needs, we will still have to examine its installed cost compared with that of AC paving of equal durability.

In the meantime, there are more and more places in the Park where there is no material to grade and the roads are rough with exposed rock. At this Sunday's board meeting, I will request the approval of the purchase of some kind of material to alleviate the jarring condition of these trouble spots, not to exceed \$5,000.

In-House Work

The need to have someone available to do all the necessary road-related work, besides grading and mowing, is becoming painfully obvious. Warren Mastenbrook's complaint about the stop sign is a prime example. When we finally got the signs in (after waiting two and a half months!), there was nobody available right then to install them. Similarly, if we have trees, appliances, or dead animals in the road, I have to call a variety of

contractors to take care of them. Some have to come in from Hilo, and often don't make it until the next day. Besides the travel charge being costly, the time delay leaves us vulnerable to liability.

For long-term projects like the establishing shoulders, using in-house work for what we can, will save us time and money. I have worked through most of the finances of hiring someone versus contracting out, but am awaiting a few more quotes on equipment rentals. So far, my estimate shows that we will either save money or break even. Even if we break even financially by hiring another FTE (full-time equivalent), we decrease our liability by having someone available to take care of road emergencies. When my projections are complete, I will present the Board with a proposal.