

**Hawaiian Paradise Park Owners Association  
Policies and Procedures Committee  
Minutes  
Feb 24, 2026 1pm**

- 1) Call to Order @1:09 pm by Teresa Bayne
- 2) Roll Call
  - Teresa Bayne - Present
  - Kari Hoffman, D5/Treas - Present
  - Debbie Skaggs - Present
  - Keith Redman - Present
  - Patty Egan - Arrived Late
  - Molly Suarez, D/4 - Absent
- 3) Approve Agenda - Motion by Debbie to approve agenda as amended (added NEW BUSINESS 7b Ballot counting) Second by Keith, unanimously approved
- 4) Welcome New Members - Molly Suarez, Patty Egan
- 5) Approve Minutes of 1/6/26 meeting - Motion by Kari to approve as presented, second by Debbie, unanimously approved
- 6) Old Business
  - a) Committee procedures - Number 5.1 Committee Guidelines, discussion and suggestions each section, Board SHALL appoint liaison to all committees, liaison or Vice President will set up initial committee meeting soon after formation and will provide committee with copy of guideline and either bylaws or forming resolution with goals and timelines, no contact information beyond member names to go on the website, what committee reports are supposed to consist of, when prior BOD approval is needed for committee actions (public events, media, elected representatives), {Patty Egan arrived during this discussion}, committee recommendations submitted on approved and request they be added to the agenda (form will need to be modified to work for all committees), committee reports should be limited to 3 minutes. Debbie will incorporate changes and present at the next meeting. Teresa will send a digital version to Debbie (MS Word)
  - b) Financials to Members - Tabled, Teresa to re-send digital file to Keith (done on March 3, 2026)
- 7) New Business
  - a) Policy 4.5 Property Tax Exemption - Discussion started, will discuss at future meeting

- b) Ballot counting procedure (added) - Debbie wants a policy created. Will work on since she already started.
  
- 8) Announcements
  - Need to approve several (committee procedures, finish auditing & internal controls) at next meeting, will work on Ballot Counting first and then property tax exemption
  - Next P&P Cmte meeting March 10, 2026 at 1pm
  
- 9) Adjournment - motion by Keith, second by Patt, unanimously approved

A handwritten signature in blue ink, appearing to read "Theresa Page", with a long horizontal flourish extending to the right.