

**Hawaiian Paradise Park Owners Association
Board of Directors
Meeting of February 17, 2010
Minutes**

- I. Call to Order.** President Bob Rainie called the meeting to order at 6:00 pm.
- II. Roll Call.**
- a. Board of Directors: Bob Rainie, President; Joan Galante, Treasurer; Keone McAllister; Dale Watson, Vice President; Cheryl Jackson; June Conant; Randy Dresselhaus, Secretary . General Manager, Kaniu Kinimaka-Stocksdale, was also in attendance.
 - b. Guests: Loren Baker (Guest); Larry Bergner, Jr.; Harold M. Ching; Jack Doherty; Karen Doherty; David Fithian; Jennifer S. Ho; Dorcas Liu; Ken McGilvray; Harmony Medeiros; Bill Newman; Rod Thompson; Chuck Webb; Robin Wright; one other guest.
- III. Agenda.** The following items were added:
- a. Under Unfinished Business: General Manager Fidelity Insurance
 - b. Under New Business: Speed Bumps; Parliamentarian
- IV. Owner Input.**
- a. David Fithian introduced Loren Baker who is running for County Council.
 - b. Harmony Medeiros requested approval for extended hours at the Activity Center on June 5, 2010. General Manager, Kaniu Kinimaka-Stocksdale, indicated that this would be approved.
 - c. Ken McGilvray asked about the following: the status of several letter sent in November asking for payment of overdue road fees; mileage reimbursement on the expense report; the amount of expenses for the Thanksgiving Day dinner at the Activity Center; the status of the restroom for the shop; the status of current road fee collection; and the liability issues with the General Manager's contract.
 - d. Jack Doherty complained about the condition of his street, Ala Heiau Street. He said that 70% of the 3/8 mile long road is occupied and the potholes are numerous.
 - e. Rod Thompson expressed concern about the condition of the aprons from the main roads. He also noted that there is a bad drop off near the mailboxes on Maku'u between 2nd and 3rd, and a large piece of asphalt between 3rd and 4th that needs attention.

- f. Harold Ching asked for extended hours at the Activity Center on March 21st. The General Manager indicated that this would be approved.
- g. Chuck Webb said that there had been no mowing or trimming in three years on his street between Paradise and Kaloli. Several weeks prior there had been some work done but all the debris was left on the street. Kaniu Kinimaka-Stocksdale indicated that a truck has not yet been available to pick up the debris as the Association is lacking a large pickup truck.
- h. Bill Newman complained about the road fee bills for his two lots that have two houses. He had been told that he should only be paying one road fee per lot but he still received bills for two road fees for each lot. Kaniu Kinimaka-Stocksdale said that this is being taken care of. He also complained about the speed of drivers on his street but sees not enforcement. Kaniu Kinimaka-Stocksdale said that the County Police cannot enforce traffic laws on the private streets.
- i. An unnamed non-resident asked for extended hours of use of the Activity Center by the Hawai'i Organic Farmers Association on March 20th.
- j. Dorcas Liu asked if HPPOA had any authority to require people to clean up their yards. The board's response was that HPPOA does not have CC&Rs, and cannot require such clean up.

- V. **Minutes.** The minutes of the meeting of January 20, 2010, were reviewed. The Treasurer asked that the word "expenses" be changed to "assets" in the second paragraph dealing with the Treasurer's report.

Dale Watson moved that the minutes of January 20, 2010, be approved as amended. Cheryl Jackson seconded the motion. The motion was approved unanimously.

- VI. **Treasurer's Report.** Treasurer, Joan Galante, presented this report. She said that work will begin on transferring accounts receivable data into QuickBooks in April. However, for this to work properly, the computers in the office need to be networked, which they now are not.

In presenting her report, the Treasurer noted that she had met with the General Manager, the bookkeeper and Morgan Sky (accounts receivable associate) and she is confident that the amounts under Past Road Fees, Interest Due, Lien Fees Due are correct. All of these reflect Accounts Receivable prior to the 2010 billing.

Regarding the 2009-2010 Budget, the Treasurer is working with the General Manager to effect revisions based on income that has been less than anticipated when the original budget was prepared. The revisions have to result in an overall income to expense ratio of 110% as required by the bond.

Total Checking/Savings & Construction Funds: \$8,903,856.59

The Treasurer's Report was accepted.

VII. General Manager's Report. The General Manager began by reminding all that the three most recent General Manager Reports will be on the website.

Dale Watson presented the paving contract update. He said that, as the project to resurface the main roads and repair the aprons has progressed, it has become apparent that the cost will be higher than anticipated due to an increase in the amount of asphalt required. Among the changes are the need to extend several of the aprons to a hill crest to avoid maintenance problems. Also, many radii that were planned to require less asphalt are actually going to require rebuilding. Dale noted that the review to estimate how each radius would need to be treated was done by the association.

There was a discussion of the Association's policy regarding speed bumps/humps. Among the points made were that installing these might result in unintended consequences such as changes in the way that rain water washes over a road. Also, it was noted that, when a traffic light is put in at Shower Drive and Highway 130, it is expected that the cross roads that intersect with Shower are going to have increased traffic, and speed is a concern.

Bob Rainie moved to authorize the General Manager to put in speed bumps or humps as needed for safety. Dale Watson seconded the motion. The motion was approved with June Conant voting in opposition and Joan Galante abstaining.

The bids for the shop restroom were reviewed. There was a discussion of the type of shower required, which is a deluge shower to be used in instances of chemical contamination. For this there is no need for a shower stall, nor is there a need for the water to be heated. Installation of a shower stall and a water heater were included in the original bid. Another issue to be considered is the source for the water to be used for the shower and eye wash area. The General Manager will review the bids and discuss with the proposed contractors and others how to proceed further during the coming month.

VIII. President's Report. Bob Rainie announced that, effective February 25, 2010, Ted Hong has resigned as the Association's Counsel. There is a list being assembled of possible replacements who will be able to help the Association deal effectively with attachments and liens. Bob also noted that the Recording Secretary has resigned, effective with completion of the minutes of the March 2010 meeting. The General Manager will be placing an advertisement in the news paper. Bob discussed work that the General Manager had completed over the past month, noting that several issues are pending actions by others, including the certification of the Activity Center kitchen. Also, in following up on the Hanawa road fee case, we will drop our case on advice of the board president.

IX. Committee Reports

- a. Bylaws Committee. June Conant reported that there will be two information meetings prior to the Membership Meeting on February 28, 2010. One will be on February 21 in the morning and the other on February 24 at 6:30 pm. The meetings are informational only and will not be used as forums for making changes.
- b. Finance Committee. Joan Galante said that the information in the Treasurer's report reflected the work of the Finance Committee. The committee would like to see some

plan for how the office staff is going to work to collect delinquent fees on a continuing basis and the General Manager indicated that this plan is being formulated.

- c. Human Resources Committee. Robin Wright presented a revision of the Employee Handbook. After discussion of several individual elements of the Handbook,

Dale Watson moved that consideration of the Employee Handbook be postponed to the March 17, 2010, Board Meeting. Bob Rainie seconded the motion. The motion was approved with Dale Watson, Bob Rainie and Randy Dresselhaus voting in favor; June Conant and Joan Galante voting in opposition; and Keone McAllister and Cheryl Jackson abstaining.

Regarding requirements for work to be completed by the General Manager, the board agreed that

- there is no need for a hire/fire report by the General Manager
- the General Manager will draft a general position description for road crew staff and bring it to the board at the March 2010 meeting
- the position justification forms would only be used when the General Manager is requesting creation of a new position and not annually as the Human Resources Committee recommended.

Bob Rainie suggested that the board should complete a performance appraisal for the General Manager by April so that all work related to that can be completed before the next board of directors takes office.

- d. RTSP Committee. Joan Galante said that her work as Treasurer and Finance Committee Chair, along with the work that she has been doing as a member of the Bylaws Committee, have meant that the RTSP committee has not been functioning and that she had no report. She suggested that the Finance Committee could take on the work of analyzing what needs to be recommended regarding impact fees. The Finance Committee will make a recommendation to the board.

X. Unfinished Business.

- a. Motions Log. This was discussed and no changes were made.
- b. General Manager Fidelity Bond. Bob Rainie noted that there were conflicting requirements related to the Fidelity Bond in the current HPPOA Bylaws.

Bob Rainie moved that the General Manager's Contract be changed to retain the requirement for a \$1 million bond, with the Hawaiian Paradise Park Owners Association paying the premium for the remaining four months of the General Manager's contract. Dale Watson seconded the motion. The motion was approved with June Conant and Joan Galante voting in opposition.

XI. New Business.

- a. Speed Bumps/Humps. This was addressed earlier in the meeting.
- b. Parliamentarian. Bob Rainie reported that a Parliamentarian had been hired to conduct the Membership Meeting on February 28, 2010, and asked the board's approval to pay approximately \$1,426.61 for her fees, including air fare from Honolulu.

June Conant moved to approve the fee for a Parliamentarian to conduct the February Membership meeting. Joan Galante seconded the motion. The motion was approved unanimously.

XII. Announcements.

- a. The next Board of Directors meeting will be on Wednesday, March 17, 2010, at the HPPOA Activity Center Library at 6:00 pm
- b. The next Membership Meeting will be on Sunday, February 28, 2010, at the HPPOA Activity Center at 3:00 pm.

XIII. Adjournment. The president adjourned the meeting at 9:10 pm.

Respectfully Submitted:

Robin Messenheimer, Recording Secretary

Date

Randy Dresselhaus, Board Secretary

Date

Motion Logs

Dale Watson moved that the minutes of January 20, 2010, be approved as amended. Cheryl Jackson seconded the motion. The motion was approved unanimously.

Bob Rainie moved to authorize the General Manager to put in speed bumps or humps as needed for safety. Dale Watson seconded the motion. The motion was approved with June Conant voting in opposition and Joan Galante abstaining.

Dale Watson moved that consideration of the Employee Handbook be postponed to the March 17, 2010, Board Meeting. Bob Rainie seconded the motion. The motion was approved with Dale Watson, Bob Rainie and Randy Dresselhaus voting in favor; June Conant and Joan Galante voting in opposition; and Keone McAllister and Cheryl Jackson abstaining.

Bob Rainie moved that the General Manager's Contract be changed to retain the requirement for a \$1 million bond, with the Hawaiian Paradise Park Owners Association paying the premium for the remaining four months of the General Manager's contract. Dale Watson seconded the motion. The motion was approved with June Conant and Joan Galante voting in opposition.

June Conant moved to approve the fee for a Parliamentarian to conduct the February Membership meeting. Joan Galante seconded the motion. The motion was approved unanimously.