

**Hawaiian Paradise Park Owners Association
Board of Directors
Meeting of September 16, 2009
Minutes**

I. **Call to Order.** President Frank Annin called the meeting to order at 6:02 pm.

II. **Roll Call.**

Board of Directors: Bob Rainie; Ron Vizzone, Ken McGilvray, Treasurer; Frank Annin, Vice President; Randy Dresselhaus; Joan Galante; Dale Watson, Secretary; and Keone McAllister. General Manager, Kaniu Kinimaka-Stocksdale, was also in attendance.

Guests: Bobbie Alicen; Karen Annin; JoAnne Backman; Walter Bell; Leilani Bronson-Crelly; Jerry Carr; Sandra Collins; June Conant; David Cronister; Tweetie Fong; Val Gonzales; Jeff Gray; Roger Hanson; Gerry Hay; Dennis Higgins; Michelle Higgins; Barbara Kahn-Langer; Dorcas Liu; Manny Mattos; Heather McNeill; Inge Misajon; William Newman; Ahmed Rifi; Jerry Shelton; Suda Shelton; Joe Sprinkel; Chuck Webb; Robin Wright

III. **Approval of Agenda.**

Ron Vizzone moved to add a decision about the next issue of the Conch to the agenda under New Business. Randy Dresselhaus seconded the motion. The motion was approved unanimously.

VI. **Owner Input.**

JoAnne Backman requested: (1) an update on the contract for the accounts receivable program, listing specific questions; (2) that the funds for the Coqui Committee be listed separately in reports; and (3) that some specific items be included on the HPPOA website.

Gerry Hay asked that 20th street on the Hilo side dead end be paved because of the frequent wash outs when it rains. He said that the road is exposed to bedrock. Another issue is that there is a blind hill with some residual asphalt from a previous project. Because of the condition of the road, cars tend to use that paved middle section which is very dangerous. Gerry also stated that they are frequently missed for mowing because of their intersection with Railroad.

Walter Bell said that the signs at both ends of Pohaku Circle may need to be replaced. He has done this in the past. However, the posts and hardware are no longer there. There is a cost issue involved.

Chuck Webb asked about mowing on 10th.

Val Gonzales said there has been no mowing or tree trimming on 14th, and Albezias are starting to cross utility lines. The road has become narrower and cars are using his lawn as a way to get around potholes. Recently, he placed a tree branch across that area of his lawn, but Clyde said he had to move it. Clyde also said that he would return to fix the problem, but he did not.

Heather McNeill said that she never received a ballot for the recent Bylaws change. She also asked if the dead ends are being mowed. Finally, she said that the Railroad dead end has been unblocked and cars are using that area again.

Barbara Kahn-Langer said that she would like to thank those who staked the roads and filled potholes.

Joe Sprinkel asked about how the paving project was going to address Kaloli at Railroad. Ken McGilvray said that the plans are to fill the depression in the area to soften the hump; it will end up being a gentle hill. That should be done in about three weeks.

Jerry Shelton reported that his road, which is 20th off of Kaloli, is in very bad shape.

During the owner input section of the meeting, Frank Annin explained the history of the mower, including how the staff had broken the mower. He said that there are still some issues relating to its repair. We now have one person mowing and he has been trained in the use of the mower. The current schedule is that side roads will be mowed every 90 days and the main roads will be mowed every 60 days.

V. Minutes of August 19, 2009, Meeting.

Ken McGilvray moved that the minutes of the meeting of August 19, 2009, be approved. Joan Galante seconded the motion. The motion was approved unanimously.

VI. Treasurer's Report. Ken McGilvray presented this report, noting that we had made an interest payment on the bond during this period.

Total Bank Checking/Savings Balances:	\$988,428.24
Total Investments:	\$568,953.97
Total checking/savings and construction bond funds:	\$10,439,817.25

Monthly income for July was \$42,062.41 and expenses were \$71,868.13

Notable expenditures were for Professional Fees, equipment hauling, office supplies, personnel training, and propane for the hui. Ken noted that none of these are problems overall; it is just that the monthly expenditures for these items was greater than budgeted. Part of this is due to budgeted amounts being divided up throughout the year when some items – such as the propane – are not purchased monthly.

Joan Galante asked about the interest on the bond funds that have been invested. Ken explained that the interest goes into the bond account. It does not show on the Profit and Loss statement because the Treasurer's report has to be based on the bank statement, and the bond account is not a part of that statement.

There was a question about the \$900 for personnel training. Kaniu Kinimaka-Stocksdale said that all the staff are self-taught and have needed training in areas where their skills are lacking. Joan said that we should be undertaking this under some kind of contract not on an ad hoc basis. Ron Vizzone said that he would like to know the number of hours spent and the cost break-out.

Randy Dresselhaus moved to accept the Treasurer's report. Keone McAllister seconded the motion. The motion was approved unanimously.

VII. General Manager's Report. Kaniu Kinimaka-Stocksdale had distributed the report earlier. There was a discussion of the engineer's report regarding the decision that it turned out not to be feasible to grind down the roads in some areas. There will be a thicker fill in some areas. Kaniu distributed a draft spreadsheet that the Road Supervisor will use to show the costs for specific jobs undertaken and to help in forecasting costs going forward.

Kaniu provided an update on the Accounts Receivable database project. After a brief discussion, the board agreed that it would continue the discussion in Executive Session following this meeting.

There was a discussion of the fees that organizations pay to use the association playing field, with this issue added to the agenda as new business. Another discussion related to an owner whose car had been damaged driving on one of the roads on which grading work was being done. As in prior cases, neither the Association nor its insurance company will not assume liability for such damage.

Finally there was a discussion about some hazardous trees on the HPPOA easement on Pohaku Circle. Kaniu said that the cost will be \$350 to remove the trees. Ken McGilvray said that the funds should come from account 5210.

VIII. Committee Reports.

- a. ENET. Manny Mattos presented the committee report. He asked about access through the fenced area between HPPOA and Maku'u Farmers Market. Frank reminded the board that this had been discussed before, including at meetings called by Emily Naeole involving the Fire Department, the Police Department, and Civil Defense. Based on the cost to construct and maintain a gate and the issues of responsibility for decisions regarding its use, it was decided not to construct the gate. Frank said that Civil Defense reported that they have the authority to create access at that point in an emergency and could open it up in an hour.

- b. Human Resources Committee A copy of the draft revisions to the HR policies had been distributed to board members. Ken McGilvray asked that each board member provide input at a meeting to be held on the following Wednesday at 9:00 am.
- c. Neighborhood Watch. Jerry Carr reported that there had been an increase in membership, but that there had also been an increase in burglaries. He is still working to construct small, local, groups to patrol within specific neighborhoods. There has been a training session set up for the following week. He asked for permission to set up a table at the next membership meeting as he did in June.

IX. Unfinished Business.

- a. Motions Log. The motion logs was presented for review.
- b. Owner Input Log. Kaniu Kinimaka-Stocksdale said that the staff is still working on the owner input log.

X. New Business.

- a. Hwy 130 Task Force HPPOA Participation. Barbara Kahn-Langer advised the board that this task force continues its work. She said that she is concerned about water drainage into HPPOA and would like HPPOA to communicate with the state to ensure that its needs are taken into consideration as decisions are made.
- b. Appointment of Representative to Friends of Puna's Future. After a brief discussion, Frank Annin appointed Dale Watson to be the association's representative to this group.
- c. Agenda for October General Membership Meeting. The board reviewed the agenda for the October Membership Meeting, and asked that the staff suggest members to receive the two awards to be presented. Kaniu Kinimaka-Stocksdale said that she would e-mail the recommendations to the board for a decision to be made at the October board meeting.
- d. Reinstate RTSP Committee. Frank Annin reviewed the history of the board committees, noting that the board eliminated several committees when Jeff Spaur assumed the Presidency of the board. Joan Galante reviewed the purpose of the RTSP committee and said that she felt it was a very important committee in terms of reviews of policies related to road usage. An example of one issue that needs to be addressed is impact fees and how HPPOA can enforce them.

Joan Galante moved to reestablish the Roads Traffic and Safety Committee. Bob Rainie seconded the motion. The motion was approved unanimously.

Frank Annin appointed Joan Galante to be the board liaison to the committee and its chair, and asked that she bring the names of committee members to the October meeting for board approval.

- e. Appointment for Vacancy in District 5. Frank Annin reported that there were five candidates for the vacant board seat, and that there had been a mixer the previous evening for current board members to meet the applicants. The candidates were:
Michelle Higgins
Tweetie Fong
Jeff Gray
Ahmed Rifi
Leilani Bronson-Crelly

Based on a secret ballot, the board elected Jeff Gray to fill the board vacancy.

Frank Annin administered the Oath of Office to Jeff Gray and he took his seat on the board.

- f. Timeline/Plan for Hiring a General Manager. Ken McGilvray presented what he said was an aggressive timeline for hiring a General Manager. The initial part of the process would be advertising in various media, including the Hawai'i Tribune-Herald and some websites. The cost for the advertising in the HTH for two weekends would be \$63.34 for a retail add directing people to the classified ad; \$171.08 for a display ad in the classified section, and \$10.04 for a related online component, which would run for 14 days. There was a discussion about the content of the ad, and the board decided to leave it as presented.

Ron Vizzone moved to approve the copy and costs for advertising for the position of General Manager. Keone McAllister seconded the motion. The motion passed with Bob Rainie, Randy Dresselhaus, and Dale Watson voting against the motion.

Frank Annin moved to approve the timeline for hiring a General Manager as presented. Ron Vizzone seconded the motion. The motion passed with Bob Rainie and Dale Watson voting against the motion.

- g. Conch. June Conant asked that the board decide if the next issue of the Conch should be mailed. There was discussion of several alternatives for distribution of the Conch.

Dale Watson moved that the next issue of the Conch be mailed at a First Class Rate to those owners on Hawai'i Island only at an approximate cost of \$1,947, with the Conch also to be posted on the Association website. Ken McGilvray seconded the motion. The motion was approved unanimously.

Frank appointed Bob Rainie to be the board member to review the Conch before it is distributed.

- h. Fees for use of HPPOA Playing Field. There was another brief discussion of this issue which had been brought up during the General Manager's report.

Ken McGilvray moved that the Association charge \$20/hour for use of the playing field. Ron Vizzone seconded the motion. The motion was approved unanimously.

Frank Annin directed Kaniu Kinimaka-Stocksdale to so advise those organizations applying to use the playing field.

XII. Announcements.

- a. Next Board of Directors Meeting. The next meeting of the Board of Directors will be on Wednesday, October 21, 2009, at 6:00 pm in the Activity Center Library.
- b. Membership Meeting. There will be a General Membership meeting on Sunday, October 25, 2009, at 3:00 pm at the Activity Center.

XIII. Adjournment.

Ken McGilvray moved that the meeting be adjourned, with the board to meet immediately following in Executive Session. Dale Watson seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 9:20 pm.

Respectfully submitted:



Robin Messenheimer, Recording Secretary



Dale Watson, Board Secretary

Motions Log

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