

**Hawaiian Paradise Park Owners Association
Policies and Procedures Committee
Minutes
April 14, 2026 12pm**

- 1) Call to Order
- 2) Roll Call
 - Teresa Bayne - Present
 - Kari Hoffman, D5/Treas - Present
 - Debbie Skaggs - Present
 - Keith Redman - Absent
 - Patty Egan - Present
 - Molly Suarez, D/4 - Absent
- 3) Approve Agenda - motion by Debbie, Second by Patty to accept as presented, unanimous approval
- 4) Approve Minutes of 3/24/26 meeting - Correction to attendance noted, Teresa will correct, motion by Debbie, Second by Patty to accept as corrected, Unanimous approval
- 5) Old Business - Patty requests that all documents be sent to her in PDF format
 - a) Finalize and approve Ballot Counting Procedures - final discussion for clarity, entire policy read aloud to ensure all members present agree with language. Motion by Teresa to submit to the BOD for review and approval at April 15, 2026, BOD meeting, second by Kari, unanimous approval
 - b) Finalize and approve Committee Procedures - final discussion for clarity, entire policy read aloud to ensure all members present agree with language. Motion by Teresa to submit to the BOD on April 15, 2026 for review and approval, second by Debbie, unanimous approval
 - c) Auditing and Internal Controls - further discussion and work, additional work till required, Debbie to make changes and will send to all committee members and Teresa will put into correct format, will finalize at next meeting
 - d) Financials to Members - tabled
 - e) Property Tax Exemption - Discussion started, Teresa will put into correct format and have for the next meeting
- 6) New Business - No new business at this time
- 7) Announcements
 - Next P&P Cmte meeting April 28, 2026 at 1pm
- 8) Adjournment motion to adjourn at 1:50pm by Patty, second by Kari, unanimously approved

Minutes Prepared by Teresa Bayne