

Hawaiian Paradise Park Owners Association

Policy Number 4.4 Community Membership BOD (Board of Directors) Communication Process

Purpose:

To streamline the communication process between community members and the Board of Directors (BOD), and remove the obligation for Directors to respond to superfluous emails, while allowing them to focus on district specific items.

Relevant Statutes, Ordinances or Association Governing Documents: Not Applicable

Details:

- 1) Each Community Member's first point of contact is with their District Representative. Please look on the HPP website at HPPOA.net. under "Executive Information":
 - look under "Districts" to validate which District is correct.
 - look under "Board of Directors" to find the current District Representative's name and email address.
- 2) After your email is received your District Representative will:
 - answer your question and/or address your concern if he/she can.
 - let you know that this item is the responsibility of the HPPOA Office Staff.
 - let you know that this item is the responsibility of the HPPOA General Manager.
- 3) On the HPPOA website is the phone number and email address for the office if the member prefers calling/emailing rather than stopping by the office.
- 4) If the District Representative does not have the answer to the question or cannot address your concern themselves then he/she will add this topic to the next BOD meeting for further input and discussion and then will reply back to you with the BOD's response.
- 5) Members are invited to the next BOD meeting (see HPPOA website for date/time) where members can observe their District Representative bring up the topic to the Board for discussion. Members are invited to submit their name to speak during the 3 minute "Member Input" list on the entrance table if they would like to address their District Representative or BOD with any further questions.

Responsibilities:

- 1) Each Director is responsible for following this process.

Review:

This policy shall be reviewed Annually for any improvements or updates.

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Adopted Date: 10/15/26

Amended Date:

Review Date:

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