Hawaiian Paradise Park Owners' Association
Approved HPPOA Board of Directors Meeting Minutes
Wednesday, August 05, 2026

1. *Call To Order*

BOD meeting called to order by Jon Loehndorf District 9 at 6:01pm. Taken place at HPPOA activity center.

2. *Roll Call*

Jason Schillewaert District 1, Robert Paul Derbyshire District 2, Jeanette Baysa District 5, Jon Loehndorf District 9, Liz Ahue District 7 (in @ 6:03pm), Molly Suarez District 4 and Ray Patron District 6.

Absent BOD: Kealoha Tam District 8 and Antonio Stone District 3

In attendance: Teresa Bayne HPPOA General Manager

3. *Roberts Rules briefing - Jeanette*

Jeanette Baysa District 5 with reading and presentation.

4. *Approve agenda for August 5, 2026 HPPOA Board of Directors Meeting*

Jon Loehndorf District 9 with removal of agenda 7c

Jeanette Baysa District 5 with addition of agenda item 9c mailbox key distribution for mailpark at 6th and Maku'u

Correction of agenda item #15 to #10

Jason Schillewaert District 1 with motion to accept the agenda for August 5, 2026 HPPOA Board of Directors Meeting as amended.

Jeanette Baysa District 5 with second.

Vote: Yes - 7, No - 0, Abstain - 0

Motion carried.

5. *Approve May 20, 2026 HPPOA Meeting Minutes*

Jeanette Baysa District 5 with spelling corrections to 2 items.

Jeanette Baysa District 5 with a motion to accept the May 20, 2026 HPPOA Meeting Minutes as amended.

Robert Paul Derbyshire District 2 with second.

Vote: Yes - 5, No - 0, Abstain - 2 (Ray Patron District 6 and Liz Ahue District 7)

Motion carried.

6. *Unfinished Business*

a).Discussion on Purchase of roller and trailer

Jason Schillewaert District 1 with suggestion of a smaller trailer and a compactor instead of original request.

Discussion amongst BOD

Jason Schillewaert District 1 with motion to table this item, discussion on purchase of roller and trailer, until Santos, HPPOA road Superintendent can get quotes on new requests.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

b). Changing credit card processor

Jay Jerrett from Aloha Merchant Services, with proposal and statistics
BOD with further questions
Audience with further questions
Molly Suarez District 4 with motion for Jay Jerrett to make a contract for the BOD to review. Jon with addition of 2 proposals, one to get us into a compliant state and the second would be the $200 option.
Robert Paul Derbyshire District 2 with second
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

c). Discussion on Chip Seal roads and reclamation RFQ

Jason Schillewaert District 1 with discussion and explanations
Jon Loehndorf District 9 with further discussion
BOD with questions and discussion
Members with questions and discussion
Jon Loehndorf District 9 with motion to table this discussion on chip seal roads and reclamation RFQ, to get further information.
Liz Ahue District 7 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

7. *New Business*

a). Final Tally of June BOD Elections

Jon Loehndorf District 9 with review and submission of candidates and votes.

b). Discuss and vote on office renovation

Teresa Bayne HPPOA GM, with renovation projects and stages of projects
Ray Patron District 6 with request for breakdowns of projects and costs
Teresa Bayne HPPOA GM, with project details and costs
Jon Loehndorf District 9 with motion to approve the GM CIP for renovating the office.
Liz Ahue District 7 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

c). New SOCIAL MEDIA Policy from P&P cmt

Teresa Bayne from Policy & Procedures Committee with review and presentation of Policy Number 4.8 Social Media.

Jason Schillewaert District 1 with motion to accept Policy Number 4.8 Social Media as written and post to the HPPOA website.
Vote: Yes - 4, No - 3 (Ray Patron District 6, Liz Ahue District 7 and Jeanette Baysa DIstrict 5), Abstain - 0
Motion carried.

d). Discuss and approve removing carpeting from the stage to determine if it can be repaired or needs to be demolition.

Teresa Bayne, HPPOA GM and BOD with discussion of stage
Members with discussion and questions about stage
Jon Loehndorf District 9 with the motion that the GM get the resources needed and take out the stage.
Robert Paul Derbyshire with second.
Vote: Yes - 6, No - 1 (Ray Patron District 6), Abstain - 0
Motion carried.

e). Discussion on replacing the catchment system at Maintenance Shop/Office

Teresa Bayne, HPPOA GM with presentation of quotes
Discussion amongst BOD and members
Jeanette Baysa District 5 with motion to accept the quote from Island Catchment Company to replace the catchment system at Maintenance Shop/Office, with the modification that they come out and inspect the system and any further additions not exceed the WaterWorks quote.
Molly Suarez District 4 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

f). Discussion and vote on repair of Activity Center Water leaks

Discussion amongst BOD
Jason Schillewaert District 1 with motion to table the vote on repair of Activity Center Water leaks until the GM can get quotes to get the repairs done.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

g). Discussion of AT&T lease modification

BOD with review of the AT&T lease
Jon Loehndorf District 9 with the motion to deny the AT&T lease modification.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

8. ***Owner Input (limited to 3 minutes each) Please submit your question/statement in writing if you wish them to be included in the minutes.***
    - Patti Szot with read and submission of statement
    - Lanell Lua with questions and no submission
    - Karin Hoffman with Mailparks updates and no submission
    - Judy Houle with discussion on Bill 82 and no submission
    - Jennifer Meyers with statements and no submission

9. ***Announcements***

    a). Next Board meeting August 19, 2026, 6pm

    b). Next General Membership Meeting is October 25, 2026, 3pm check-in starts at 2pm

    c). Mail box key distribution at the 6th and Maku'u Mailpark will begin Monday August 9th.

10. ***Adjourn to executive session to discuss Legal and personnel matters.***

    Jason Schillewaert District 1 with motion to adjourn to executive session to discuss Legal and personnel matters.
    Robert Paul Derbyshire District 2 with second.
    Vote: Yes - 7, No - 0, Abstain - 0
    Motion carried.
    Meeting adjourned at 8:11pm

HPPOA Board Of Directors Session
Approved Meeting Motions Log
Wednesday, August 05, 2026

Jason Schillewaert District 1 with motion to accept the agenda for August 5, 2026 HPPOA Board of Directors Meeting as amended.
Jeanette Baysa District 5 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jeanette Baysa District 5 with a motion to accept the May 20, 2026 HPPOA Meeting Minutes as amended.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 5, No - 0, Abstain - 2 (Ray Patron District 6 and Liz Ahue District 7)
Motion carried.

Jason Schillewaert District 1 with motion to table this item, discussion on purchase of roller and trailer, until Santos, HPPOA road Superintendent can get quotes on new requests.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Molly Suarez District 4 with motion for Jay Jerrett to make a contract for the BOD to review. Jon with addition of 2 proposals, one to get us into a compliant state and the second would be the $200 option.
Robert Paul Derbyshire District 2 with second
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jon Loehndorf District 9 with motion to table this discussion on chip seal roads and reclamation RFQ, to get further information.
Liz Ahue District 7 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jon Loehndorf District 9 with motion to approve the GM CIP for renovating the office.
Liz Ahue District 7 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jason Schillewaert District 1 with motion to accept Policy Number 4.8 Social Media as written and post to the HPPOA website.
Vote: Yes - 4, No - 3 (Ray Patron District 6, Liz Ahue District 7 and Jeanette Baysa Dlstrict 5), Abstain - 0
Motion carried.

Jon Loehndorf District 9 with the motion that the GM get the resources needed and take out the stage.
Robert Paul Derbyshire with second.
Vote: Yes - 6, No - 1 (Ray Patron District 6), Abstain - 0
Motion carried.

Jeanette Baysa District 5 with motion to accept the quote from Island Catchment Company to replace the catchment system at Maintenance Shop/Office, with the modification that they come out and inspect the system and any further additions not exceed the WaterWorks quote.
Molly Suarez District 4 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

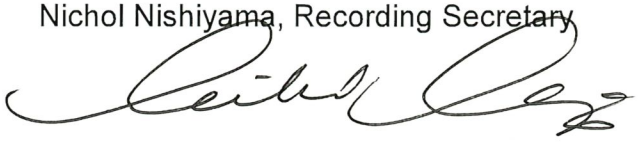
Jason Schillewaert District 1 with motion to table the vote on repair of Activity Center Water leaks until the GM can get quotes to get the repairs done.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jon Loehndorf District 9 with the motion to deny the AT&T lease modification.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.

Jason Schillewaert District 1 with motion to adjourn to executive session to discuss Legal and personnel matters.
Robert Paul Derbyshire District 2 with second.
Vote: Yes - 7, No - 0, Abstain - 0
Motion carried.
Meeting adjourned at 8:11pm

I, Nichol Nishiyama, undersigned as an independent neutral third-party, present this report as a summary of these events to the best of my ability.

Nichol Nishiyama, Recording Secretary Date:



10/7/24

Upon acceptance,

HPPOA Board Secretary Date:

9/28/24

Aloha! I want to briefly share how Robert's Rules of Order, protects our membership by maintaining order and civility in our meetings. This can get a bit technical, but I'll try to simplify.

Robert's Rules establishes clear standards for decorum—that means respectful, orderly conduct. At the heart of these rules is one principle: **remarks must stay relevant to the business being discussed. Members may not insult one another, impugn motives, or attack character.** [1]

The chair has a duty to enforce these standards. Under Robert's Rules, the chair must prevent members from injecting personal notes into debate and must ensure all discussion remains focused on the merits of the pending topic. [1][2] This isn't about restricting free speech—it's about protecting everyone's' right to be heard without hostility.

If a decorum breach occurs, any member may raise a Point of Order. This is also sometimes called a Call to Order. This is a right every member has. When you observe a violation—whether someone is using insulting language, insulting tone, making remarks off-topic, or attacking a person instead of addressing the issue—you simply stand, come to the microphone and state "Point of Order!" The chair must stop and address it immediately. [1][3] No second is required. No vote is needed to raise it.

The chair then rules: Was the rule violated or not? If the point is valid, the chair directs members back to proper conduct, typically using general language to address all members rather than singling anyone out. [1]

If you disagree with the chair's ruling, you may appeal. An appeal requires two members and allows the full assembly to decide whether the chair got it right. [1] This ensures the chair cannot abuse authority.

For serious or repeated violations, the membership can pursue formal discipline through a censure motion, which serves as a warning that continued misconduct may result in suspension or removal of the meeting. [1]

The bottom line: Robert's Rules gives us the tools to conduct orderly, respectful, and democratic meetings where everyone's voice is heard—and where civility is not optional, it's required.

Mahalo for listening, and for your aloha!

Reminder:

If you want to give input to a specific agenda topic, please raise your hand/paddle and wait to be recognized by the chair. Once recognized, please go up to the microphone* and give your input. Please make sure you are only speaking to the question/issue at hand. When you are finished you may go back to your seat.

Speaking into the microphone allows all of us to adequately hear what you have to say, including those that are attending via Zoom. It also feeds into the closed captioning.

For other items of concern or questions, please sign up for owner input. When this agenda item is reached, listen for your name to be called, come up to the microphone and give your input in 3 minutes or less.

Mahalo!

RS

Hawaiian Paradise Park Owners Association

REQUEST FOR QUOTE (RFQ)
Chip Seal Removal and Gravel Road Restoration
Issue Date: June 25, 2026
Quote Due Date: July 14, 2026 at 3:00pm HST

Issuing Agency
Hawaiian Paradise Park Owners Association (HPPOA)
15-1570 Maku'u Drive
Keaau, Hawaii 96749
Contact Person
Teresa Bayne, General Manager
GM@hppoa.net

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1. INTRODUCTION

The Hawaiian Paradise Park Owners Association (HPPOA) is soliciting quotes from qualified contractors to remove an existing chip seal roadway surface and restore the roadway to a gravel road condition.
The work shall consist of cold planing or milling the chip seal surface 3" deep, leaving the milled material in place.
HPPOA seeks a qualified contractor and a firm fixed-price quote for completion of the work described herein.

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2. SCOPE OF WORK

The Contractor shall furnish traffic control necessary to complete the project.
The work shall include, but not be limited to:

A. Cold Planing Operations

- Mill the existing chip seal surface using a cold planer or equivalent equipment.

B. Material Management

- Leave milled chip seal material on-site.
- No off-site disposal is anticipated unless specifically authorized by HPPOA.

C. Traffic Control

- Maintain safe vehicle access throughout construction.
- Provide all traffic control devices and signage.
- Maintain access for residents and emergency vehicles.

3. CONTRACTOR QUALIFICATIONS

Contractors shall provide:

- Hawaii Contractor's License appropriate for the work.

4. INSURANCE REQUIREMENTS

Prior to commencement of work, the selected Contractor shall provide certificates evidencing:

Commercial General Liability

- $1,000,000 Each Occurrence
- $2,000,000 General Aggregate

Automobile Liability

- $1,000,000 Combined Single Limit

Workers' Compensation

As required by Hawaii law.

HPPOA shall be named as Additional Insured on applicable policies.

5. QUOTE REQUIREMENTS

Quotes shall include:

A. Company Information

- Legal business name
- Address
- Contact information
- Contractor license number

B. Proposed Schedule

Provide:

- Estimated duration of work

C. Price Quote

Provide a fixed-price quote per road as follows:

23 Paradise-Maku'u

25 Paradise-Maku'u

26 Paradise-Maku'u

26 Paradise-Kaloli

23 Kaloli-Shower

32 Maku'u Dead End

33 Maku'u Dead End

Total per Road $ _____

Total Lump Sum Proposal:

TOTAL PROPOSED PRICE: $_____

6. RESERVATION OF RIGHTS

HPPOA reserves the right to:

- Reject any or all quotes.
- Waive informalities.
- Negotiate with one or more quoter.
- Modify the scope of work.
- Award the contract in the best interest of the Association.
- Cancel the RFQ without award.

7. SUBMISSION INSTRUCTIONS

Submit quotes electronically in PDF format to:

Teresa Bayne, General Manager
GM@hppoa.net
Subject Line:
"Quote – Chip Seal Removal and Gravel Road Restoration"

Quotes must be received no later than 3:00pm HST on July 14, 2026.
Late quotes may be rejected.

RS

District Elections

June 2026

Final Results

District 2 – 1 candidate
Total Ballots Submitted - 65
required to be elected – 1
votes received
Derbyshire, Paul – 65 (100%) WINNER

District 5 – 3 candidates
Total Valid Ballots Submitted – 165
Total SPOILED Ballots – 9
required to be elected – 83
votes received
Baysa, Jeanette – 89 (53.9%) WINNER
Kerr, Douglas – 76 (46.1%)
Patron, Ray – 16, eliminated in round 1

District 7 – 1 candidate
Total Ballots Submitted - 50
required to be elected – 1
votes received
Ahue, Elizabeth "Liz" – 50 (100%) WINNER

District 8 – 1 candidate
Total Ballots Submitted - 39
required to be elected – 1
votes received
Tam, Gawa Kealoha – 39 (100%) WINNER

HPPOA ELECTION 06-08-2026

2026-06-08

DISTRICT 2											
TALLY SHEET			By: MARVA	FURMIDGE	# of ballots received:	65					
					# of ballots voided:						65
					# of ballots counted:						
Batch No:											
											TOTALS
DISTRICT 2		VOTE FOR 1									65
Paul Derbyshire		65									65
Blank/Void											
(overvote, spoiled)											
Write-ins:											
TOTAL VOTES (each column)		65									65 GRAND TOTAL

Tally Sheet preferential

Election for Dist. 5 HPPOA 2026 Batch # 1

Candidate's name	1st Count	Transferred votes	2nd Count final	Final percent of Votes Cast	
Jeanette Baysa	81	8	89	53.9%	
Douglas Kerr	68	8	76	46.1%	
Ray Patron	16				
Total Number of votes	165	16	165	100%	

* To be elected, a candidate must receive 50% +1 of votes cast.

By:

NAME BRADLEY CLARK SIGNATURE Bradley Clark

NAME_____ SIGNATURE_____

HPPOA ELECTION 06-08-2026

DISTRICT 7											
TALLY SHEET			By:		# of ballots received:	50				50
					# of ballots voided:	0				
					# of ballots counted:	50				
Batch No:										
										TOTALS
DISTRICT 7		VOTE FOR 1								50
Elizabeth Ahue		50								50
Blank/Void										
(overvote, spoiled)										
Write-ins:										
TOTAL VOTES (each column)						50				50 GRAND TOTAL

HPPOA ELECTION 06-08-2026

DISTRICT 8											
TALLY SHEET			By:		# of ballots received:	39					39
					# of ballots voided:	0					0
					# of ballots counted:	39					
Batch No:											
											TOTALS
DISTRICT 8	VOTE FOR 1										
Gawa Tam						39					39
Blank/Void											
(overvote, spoiled)											
Write-ins:											
TOTAL VOTES (each column)						39					39 GRAND TOTAL

Hawaiian Paradise Park Owners Association

Policy Number 4.8 Social Media

Relevant Statutes, Ordinances or Association Governing Documents: Not Applicable

Purpose: To provide guidelines for the responsible use of social media by individuals acting on behalf of HPPOA.

Details:

1) This policy applies to
    a) HPPOA Directors
    b) Officers
    c) Employees
    d) Committee members
    e) Volunteers
    f) Contractors or agents when representing HPPOA
2) This policy applies only when individuals
    a) Represent HPPOA publicly
    b) Use official HPPOA social media accounts
    c) Speak in an official capacity
    d) Could reasonably be perceived as speaking on behalf of HPPOA.
3) Communications
    a) Only individuals authorized by the Board may
        i) Speak or post officially for HPPOA
        ii) Issue public statements on behalf of HPPOA
        iii) Operate official HPPOA social media accounts
    b) Official communications should
        i) Be factual and respectful
        ii) Avoid personal attacks
        iii) Clearly reflect approved organizational positions where applicable
    c) When posting in a personal capacity, individuals must
        i) Avoid implying they speak for HPPOA unless authorized
        ii) Consider using a disclaimer such as:
        "The views expressed are my own and do not necessarily reflect the views of HPPOA."
    d) Directors and employees are prohibited from social media posting on matters pertaining to HPPOA without Board approval.
    e) Committee members, volunteers, Contractors, and agents are encouraged to refrain from social media posting on matters pertaining to HPPOA without Board approval.
4) Confidentiality and Fiduciary Duties
    a) Directors and employees remain responsible for protecting
        i) Attorney-client privileged communications
        ii) Executive session matters
        iii) Personnel information
        iv) Pending litigation matters
        v) Sensitive financial data
        vi) Private owner information protected by law
5) Enforcement
    a) Any alleged violation of this policy will be referred to the Board of Directors for adjudication under the HPPOA Code of Conduct Policy.

Responsibilities:
The Policies and Procedures Committee shall review this policy annually.

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