

**Hawaiian Paradise Park Owners Association
Policies and Procedures Committee
Minutes for September 1, 2026 6pm**

- 1) Call to Order at 6:01pm
- 2) Roll Call - Present Debbie Skaggs - Chair, Kari Hoffman - Secretary, Jason Schillewaert, D/1, VP, Keith Redman, Patty Egan, Teresa Bayne, GM, non-voting & Pati Szot - Guest Absent - Molly Suarez, D/4
- 3) Approve Agenda - Kari made a motion to approve the agenda, Keith Redman 2nd , Vote is 5-Yes 0 No
- 4) Approve Minutes of 8-4-26 meeting - Keith Redman made the motion to approve the minutes for August 4, 2026 as presented. Patty Egan 2nd. Vote was 5-Yes 0-No
- 5) Old Business
 - a) Liens – Kari made the motion to approve policy 1.4 Liens with the addition of “and related charges” to the end of the purpose and send it to the BOD for adoption. Keith Redman 2nd the motion. Vote was 5-Yes and 0-No.
- 6) New Business
 - a) Whistleblower policy – Policy 4.9 was reviewed by the committee for it’s first pass. Patty will work on version 2 with the proposed revisions and bring back next meeting.
 - b) Boot Allowance – Discussion was made to wait till 2027 to work on the Boot Policy as it is not needed now with HPPOA not doing the paving right now. Keith will bring it back next year. Jason made the motion to defer this policy till 2027, Keith Redman seconded the motion. Vote 5-Yes, 0-No
 - c) Transfer Fees – Tabled as Molly was sick and not present to present the first pass.
 - d) Mailbox key Distribution- Policy 3.1 Kari went over version 1 with the committee. She will revise the policy with recommended changes and bring it back to the committee.
 - e) Activity Center rental policy 3.2 – Debbie went over her thoughts with the committee on how the policy should be laid out. Debbie will work on the first draft for the next meeting.
 - f) Conflict of Interest Policy – Reviewed the current policy and no revisions proposed. BOD had voted to adopt the policy at the July BOD meeting as it was and so committee agreed no changes needed.

7) Announcements

a) This is a Standing Committee with an on-going, ever evolving list of policies needed. It is estimated that there are in excess of 20 additional policies to be developed, as well as annual reviews, which begin in Nov 2026.

b) Next P&P Committee meeting will be Oct 6, 2026 at 6pm

8) Adjournment – Keith Redman made the motion to adjourn at 8pm. Patty 2nd the motion.
Vote 5-Yes, 0-No