

APPENDIX A

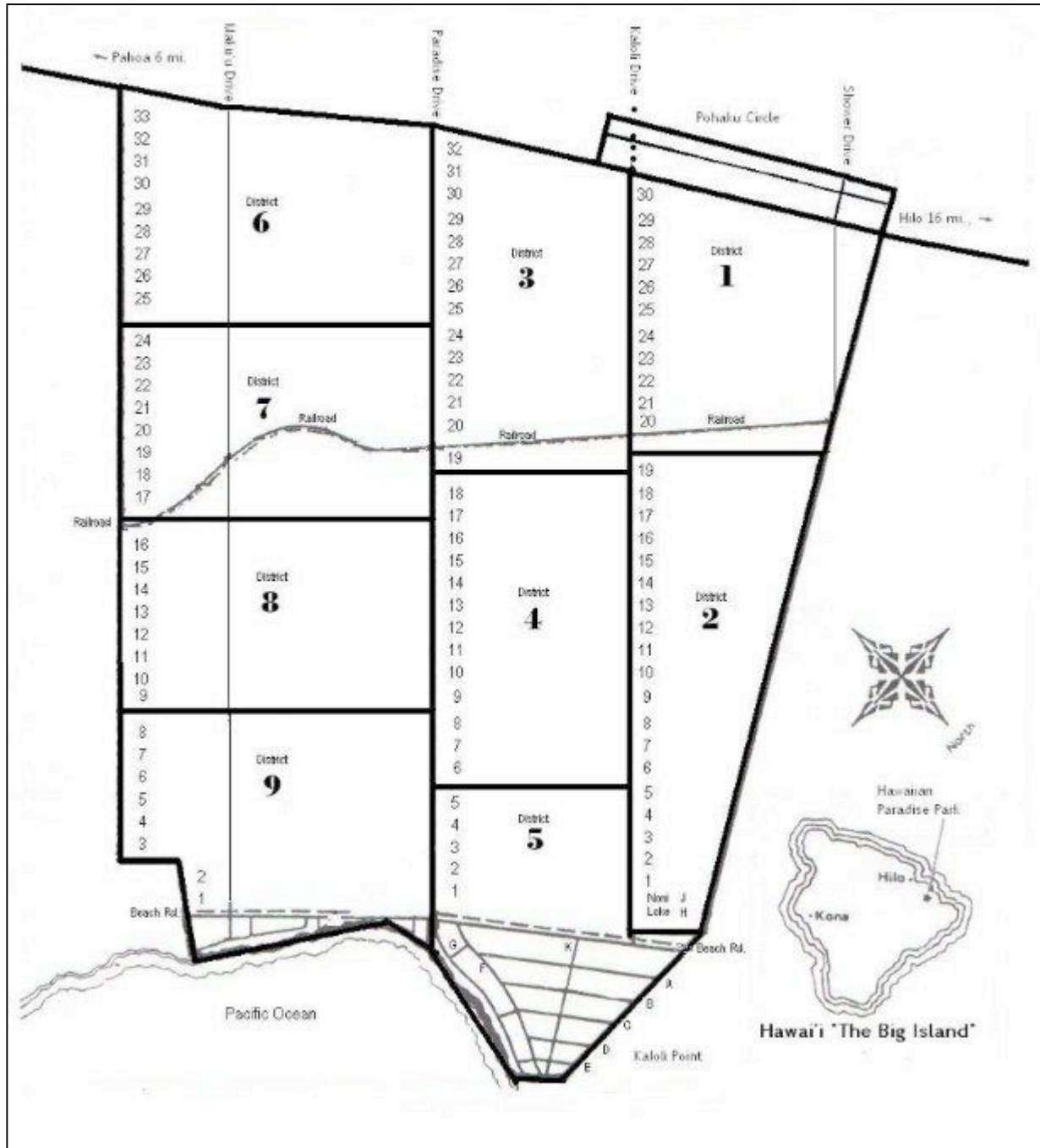
Voting District Description
Revised 10/2006

Key: mauka = mountain side; makai = ocean side

Side or Lateral Boundary	
	District 1
Subdivision boundary (Hilo side and Pahoia side).....	Pohaku Circle to Highway 130 (mauka)
Subdivision boundary (Hilo side) to Kaloli (Hilo side).....	Highway 130 (makai) through Road 20
	District 2
Subdivision boundary (Hilo side) to Kaloli (Hilo side)	Road 19 through Road H (Loke)
	District 3
Kaloli (Pahoia side) to Paradise (Hilo side)	Highway 130 (makai) through Road 19
	District 4
	Road 18 through Road 6
	District 5
Kaloli (Pahoia side) to Paradise (Hilo side).....	Road 5 through Beach Road
Subdivision boundary (Hilo side), to Kaloli (Hilo side).....	Beach Road
Subdivision boundary (Hilo Side) to Paradise (Hilo Side).....	Beach Road to the ocean
	District 6
Paradise (Pahoia side) to subdivision boundary (Pahoia side)	Highway 130 (makai) through Road 25
	District 7
	Road 24 through Road 17
	District 8
	Road 16 through Road 9
	District 9
	Road 8 through to the ocean

APPENDIX B

HPPOA Voting Districts
Revised 10/2006



APPENDIX C

Oath of Office

Article VIII, Board of Directors
Section 2. Terms, (e) Oath of Office

The following oath shall be given and signed by all incoming elected or appointed directors and witnessed by the secretary or recording secretary, immediately before he or she assumes the position of HPPOA director.

HAWAIIAN PARADISE PARK OWNERS ASSOCIATION

OATH OF OFFICE

I, (name) _____, promise to uphold the Bylaws, policies, and procedures of Hawaiian Paradise Park Owners Association, to attend monthly board meetings, special meetings, and membership meetings, and to participate on board committees.

Signed by: _____ Date: _____

Witnessed by: _____

APPENDIX D
Statement of Officer
Article IX, Officers
Section 1. Terms, (b) Statement of Officer

The following statement shall be signed by all persons elected to an officer position of the HPPOA Board of Directors immediately before he or she accepts the position, and witnessed by the Secretary or Recording Secretary.

HAWAIIAN PARADISE PARK OWNER'S ASSOCIATION

STATEMENT OF OFFICER

I (name) _____, understand the responsibilities and duties for the office of _____, and am willing and able to carry out those duties to the best of my abilities and to uphold the Bylaws, policies, and procedures of Hawaiian Paradise Park Owners Association.

Signed by: _____ Date: _____

Witnessed by: _____

APPENDIX E - HPPOA Business/Fiscal Schedule

When	Action	Bylaw/ Authority
January	<ul style="list-style-type: none"> • Mail Annual Update with Annual payment notice • Publish newsletter (office sets date) • President's report [January/July] (IX, 2, d) • Debt Service Coverage Certification (30 days after beginning of calendar yr.) • Bond payment. 	XII XII IX Bond Bond
February	<ul style="list-style-type: none"> • Generate delinquent road fees list to confirm membership meeting attendees voting status. • Membership Meeting last Sunday of the month at 3:00 p.m. • Elect committee to recommend candidates for the: <i>Allan Deehr, Albert and Maizie O'Neil and Rick Edwards Award</i> annual community service awards to be awarded at June membership meeting. 	Procedure VII
March	<ul style="list-style-type: none"> • Deadline for candidate applications for director nominations, end of 3rd week • Develop budget and Capital Improvement Plan (CIP) for coming fiscal year • Review fidelity bonds needs. 	VIII Procedure
April	<ul style="list-style-type: none"> • Nominating committee submits qualified candidate recommendations. • Select or confirm entity to receive, count, and report ballot results 	VIII
May	<ul style="list-style-type: none"> • Approve budget and CIP for coming fiscal year. • Mail ballots 30 days prior to date of election. • Select recipients for annual community service awards. • Publish newsletter. 	VIII XII
June	<ul style="list-style-type: none"> • Administer GM annual performance evaluation. • Annual review of GM position description (approve as is or redraft and approve) • Election of board members, close of first business day • Election results reported to board within 14 days after election • Debt Service Coverage Certification (30 days after beginning of calendar yr.) • Orientation meeting of incoming and retiring directors to be held after election results reported and prior to membership meeting • Generate delinquent road fees list to confirm membership meeting attendees voting status. • Membership Meeting last Sunday of the month at 3:00 p.m. • Membership Meeting– elect two Finance committee members • Election results reported at membership meeting • Board meets following membership meeting, installs new directors, new board elects officers [Execute: Oath of Office/Statement of Officer] • Outgoing secretary provides new officers copies of board approved practices for their elected offices 	VIII, XII VIII VIII VIII VII X VI VII IX
July (fiscal yr.)	<ul style="list-style-type: none"> • Mail Annual Statement and President's report to membership • Review of liability insurance coverage needs (in odd years, beginning 2009) • Approve version of Robert's Rules of Order used in meetings • Adopt Conflict of Interest Policy • Review need for board member representation on committees • Bond payment due 	XII XII VII VIII Bond
August	<ul style="list-style-type: none"> • Fee Review: Associate Member, Activity Center Use, etc., Non-Assessed Lots Status 	
September	<ul style="list-style-type: none"> • Lien/Foreclosure Report to Board • Publish Newsletter 	
October	<ul style="list-style-type: none"> • Mandatory road fees set by board not more than 90 days or fewer than 30 days prior to the close of the calendar year • Consider need to solicit an annual voluntary donation from members • Debt Service Coverage Certification (120 days after end of fiscal year) • Generate delinquent road fees list to confirm membership meeting attendees voting status. • Membership Meeting, last Sunday of the month at 3:00 p.m. • Membership Meeting - Nominating committee elected by membership 	XI VIII Bond Procedure VII, X
November	<ul style="list-style-type: none"> • Determine and vote on road fee increase by end of month 	XI
December	<ul style="list-style-type: none"> • Mid-year assessment of general manager goals and objectives status, review with G.M. 	
As Needed	<ul style="list-style-type: none"> • Special membership meetings. • Notice of change in time or date of regular board meeting • Notice to directors and others of special board meeting. • Officer vacancies shall be filled within 60 days. • Orientation for all mid-term appointed directors. 	VII VII VIII Bond

APPENDIX F

Schedule of Notices to Members

	Annual Payment Notice (Mailed in January)	Annual Update* (Mailed in January)	Annual Statement (Mailed in July)	Bulletin Boards (post notice)	Road Signage (put signs out)	Website (post notice)
Board Meeting		X	X	1 st week in January	2 days prior†	1 st week in January
Board Elections – District Candidate Search		X		Nov – Feb	Nov – Feb	Nov - Feb
Board Election Results			X	X	N/A	June
Financial Update		X	X	N/A	N/A	Jan & Jul
Legal Update		X	X	N/A	N/A	Jan & Jul
Mandatory Road Fees	X			N/A	N/A	Revise in January
Membership Meeting		X	X	X	1 week prior‡	Revise date in January
Special Board Meeting	Notify members requesting to be on notification list by email, phone, or mail, as they specify.				2 days prior†	No less than seven days prior
Special Membership Meeting	Notice mailed 30 days in Advance				1 week prior‡	30 days in advance
Newsletter	Published in January, May, and September					Jan, May & Sept

* Shall include the President's Message and Treasurer's Report

† at meeting site entrance

‡ at HPP entrances