

**HAWAIIAN SHORES COMMUNITY ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**  
**January 11, 2011**

A regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held on Tuesday, January 11, 2011 at its recreational facilities. The President was in the chair and the Secretary was in attendance.

Directors present were: President Toni Robert, Treasurer Royden Pilapil, Secretary Suzan Thompson Forrest, Alfred Berger, Cindie McAnish, Henry Thomas, and Kevin Wibberley.

Absent: Caroline Weber

Also in attendance: Director of Operations and Management (DoOM) Candace Martin

A quorum was established and the meeting was called to order at 5:03 p.m.

Excerpts from the Board of Director Code of Conduct and Hawaii Revised Statutes were read prior to the meeting as education for members attending the meeting.

Caroline Weber arrived at 5:06 p.m.

**MINUTES**

October 12, 2011 minutes were tabled to the February Regular Meeting

December 14, 2011 minutes were approved as written

December 28, 2010 Special Meeting minutes were approved as written

**ProService Presentation: Ms. Luahiwa Namahoe**

ProService is a Human Relations (HR) Administration business: employee healthcare, workers payroll, Workers Comp. Unemployment Insurance/Taxes, etc. After consulting with the Director of Operations and Management and reviewing our policies and procedures, Ms. Namahoe stated that in her opinion the HSCA office is being very well run from an HR perspective. She stated that because we have a healthy staff and few claims, ProService could not improve upon our health care coverage/HR management for under an additional \$17,000 annually.

**REPORTS**

**Royden Pilapil moved** to table the By-laws report and discussion to the February 8, 2011 Regular Board Meeting.

Discussion

Vote taken

7 for: Henry Thomas, Royden Pilapil, Alfred Berger, Cindie McAnish, Caroline Weber, Kevin Wibberley, Suzan Thompson Forrest

The President did not cast a vote

**Motion passed**

## **ELECTION COMMITTEE**

### January 15, 2011 Annual Member Meeting

We have quorum for the Annual Member Meeting. According to our Bylaws, Hawaii State Statute and Roberts Rules of Order we must open the meeting. We can then ask for a motion to adjourn to February 19, 2011. The motion must be seconded and a majority of those in attendance must vote to adjourn. If there is no adjournment then only the business on the January 15, 2011 agenda may be discussed. The election will be held on February 19, 2011.

Outer ballot envelopes will be opened on the Friday prior to the meeting so that signatures can be verified to provide an exact quorum count for the meeting and to check for HSCA business enclosures with ballots. Members will be able to cast their secret ballot on the morning of the meeting. The inner ballot envelope will not be opened and the ballots will not be counted. The sealed ballot envelopes will be stored as a record of the meeting and the recalled election.

During the open discussion on this matter Point of Order was called ... Mark Mallory requested that Mr. Munday be able to finish his statement. The President sustained. Mr. Munday finished his statement prior to continuing the discussion.

The Chair of the Election Committee, Suzan Thompson Forrest, was asked to schedule the Friday signature verification meeting for establishing quorum and then asked to e-mail the Board of Directors the quorum number on Friday evening.

### **LETTER**

By consensus the Board agreed to change the order of our agenda to allow Shaku Huffman to read her letter to the Board into the minutes of this meeting. The letter is attached to these minutes.

### Ballot Discussion

By consensus the Election Committee and Board decided on a landscape ballot presentation. They would like the document to be consistent in its use of Approval and Disapproval

**Henry Thomas moved** to include the three statements at the bottom of the original ballot:

\*This is an advisory / consensus question only (Articles of Incorporation: Article Sixth; bylaws, Article 7, Section 7.01)

\*The estimated costs of using a third party for all elections would be an additional cost to the election process of \$1250.00 up to \$20000 per election, at today's costs. These costs would include the fee for the third party, additional postage, envelopes and labels.

\*There has never been a formal challenge to any election conducted by Hawaiian Shores Community Association.

Discussion

Vote taken

5 for: Henry Thomas, Royden Pilapil, Alfred Berger, Cindie McAnish, Suzan Thompson Forrest

2 against: Caroline Weber, Kevin Wibberley

The President did not cast a vote

**Motion Passed**

**Henry Thomas moved** that the Association provide a self addressed and stamped envelope with the ballot.

Discussion

Vote taken

7 for: Henry Thomas, Royden Pilapil, Alfred Berger, Cindie McAnish, Caroline Weber, Kevin Wibberley, Suzan Thompson Forrest

The President did not cast a vote

**Motion Passed**

**Toni Robert moved** that duplicate ballots may be handed out to members by the office upon request. No self addressed and stamped envelope will be included with the requested ballot.

Discussion

Vote taken

7 for: Henry Thomas, Royden Pilapil, Alfred Berger, Cindie McAnish, Caroline Weber, Kevin Wibberley, Suzan Thompson Forrest

The President did not cast a vote

**Motion passed**

Election Committee Guidelines for Counting Ballots

By consensus the Board accepted #1, #2, and #3 of the Election Committee recommendations. Number 4 is subject to review by the Bylaw Committee as it would require a bylaw change. By consensus it was sent to that Committee for review. The Election Guidelines are attached to these minutes.

By consensus it was agreed that the second packet to be mailed should contain the following:

- The revised ballot
- The revised Instruction sheet
- A Notice of Rescheduling for the Member meeting

Candidate Statements and the Pro/Con statements for the Advisory question, will be available online at the official HSCA web site.

NEW BUSINESS

Kathy Stephen's tendered her resignation from the Board of Directors. They will be moving to Arkansas at the end of January 2011.

**Royden Pilapil moved** to have Toni Robert fill the remaining 2 years of her 3 year term.

Discussion

Vote taken

5 for: Henry Thomas, Royden Pilapil, Alfred Berger, Cindie McAnish, Suzan Thompson Forrest

2 against: Caroline Weber, Kevin Wibberley

The President did not cast a vote

**Motion passed**

William "Sandy" Richter was nominated by Toni Robert to fill the open one month Director's position.

Leon Kellogg was nominated by Henry Thomas to fill the open position left by Toni Robert.

Both respectfully declined their nominations.

**Toni Robert moved** that Henry "Tony" Thomas be made Vice President to fill Ms. Stephens' vacancy.

Discussion

Vote taken

Unanimous

**Motion passed**

By consensus Toni Robert was added to the Election Committee to fill Kathy Stephens' vacancy.

We adjourned into Executive Session to approve minutes and discuss possible litigation issues at 8:28 p.m.

We resumed the regular meeting at 8:43 p.m.

**ADJOURNMENT**

The meeting was adjourned by consensus at 8:43 p.m.

A handwritten signature in cursive script that reads "Suzan Thompson Forrest". The signature is written in black ink and is positioned above the printed name and title.

Suzan Thompson Forrest  
HSCA Secretary