

# KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

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12-7040 Kaiwa Street, Seaview Estates

August 13 2013 MINUTES

**1. Call to order, Additions to Agenda, Announcements:** The meeting was called to order by Kevin Sulgit, President, on Tuesday, August 13, 2013 at 4:15 p.m.

**Addition to Agenda:** Add item C under New Business requesting a director to volunteer as a check signer for our banks signature card.

**Announcements:** Patty Lightcap reminded everyone about the Save Pohiki walks coming up on August 17th, 18th, and 19th.

A member requested that notice of upcoming community meetings be posted on the BOD's bulletin board. The board approved unanimously. Another member requested to have someone report on these meetings, for those who were not present. No one volunteered.

**2. Board members present:** Kevin Sulgit, President; Patty Lightcap, Treasurer; Kelly Finn, Clerk; James McRae, Scribe and Camilla DuLac, Director-at-Large.

**3. Members present:** Uschi Snover, John DuBois, Jacklyn Symonds, David Snover, Connie Young, Jan Way, Rose Jeranium, Athena Peanut, Mannix Miller, and Jack Hash.

**4. Treasurer's Report:** Patti Lightcap, Treasurer, reported \$15,323.65 in the checking account and \$63,823.10 in the savings account, for a total of \$79,146.75. A correction in check detail of \$5,888.65 for mailboxes was cited as a misprint, the check was for \$3,888.65. This makes the balance in the checking account \$15,323.65. Patti will correct the report. Patti said, the auditors are working on the audit and should be done soon.

**5. Minutes: James McRae, Scribe**

**A. March thru June BOD meeting minutes** were all approved with corrections during the July 24th meeting. There were no February minutes to be approved because there was no official meeting that month. It was suggested that we ask the attorney we retained, Steven Strauss, how to handle the situation regarding "unofficial meetings". A motion was made by Kevin Sulgit to table the February, March, and April minutes, until consulting with our attorney and advised how to proceed, seconded by Camilla DuLac and passed unanimously.

**B. July 9<sup>th</sup> Board Meeting minutes:** Read by James McRae.

**Motion** made by Kelly Finn to revise the minutes of the July 9th meeting and be presented at September meeting for approval, seconded by James McRae and approved unanimously.

**C. July 24th BOD minutes** (continuation of July 9th meeting) read by James McRae. Motion to accept the minutes was made by Camilla DuLac, seconded by Patti Lightcap and approved 4-0, with one abstention, by Kelly Finn. (Who was not at the July 24<sup>th</sup> meeting.)

**6. Clerk's Report:** Kelly Finn; Kelly stated she had nothing to report as she has been out of town.

**A. Special Use Permit:** Not completed or applied for yet.

**B. Mailboxes:** Kevin and Kelly: Kevin stated that 2 cluster box units of 20 each have been ordered. There are numbers for 34 of the 40 boxes at this time. Discussion about the bulletin board, mailboxes and mailbox numbering followed.

**C. Website:** Discussion followed. Ideas were presented about a new webmaster, a new look, etc. Nanavale's website costs \$700 a year, ours \$1200.

**Point of Order** made by Kelly that there should be protocol and follow it when putting out Request for Proposals (RFPs), and have an open process. No action taken.

## **7. Committee Reports:**

**A. Park Report:** Camilla DuLac stated she had nothing to report.

**B. Ballot Voting Report:** River Rogers. River was not present at the meeting.

**Motion** by Patti Lightcap to table this to next month's meeting so that everyone can read the report first and then come back and discuss it rather than it being brand new, seconded by Camilla Du Lac and passed unanimously.

**C. Bylaw Review Committee:** Athena Peanut. This will be tabled until next month's meeting so that Athena can get together with the committee to make clarifications and go over differences and have it ready for the September meeting.

## **8. Old Business:**

**A. Alignment of Exhibit A:** Removed from the agenda.

**B. Removal of Board Director Pat Rocco:** A motion was made by Camilla DuLac to reaffirm the removal of Pat Rocco from the board of directors, seconded by James McRae and passed unanimously, 5-0.

**C. Review Contracts (5):** This will go to Executive Session on Tuesday, August 20th, to review all applications, Patti will email applications to Board Members. A motion was made by Patti Lightcap to have an Executive Session meeting at the pavilion on Tuesday, August 20th at 10:00 a.m. to review all of the job description contracts to decide what to do with them; re-bid them out, keep them, etc. and determine a protocol for this, seconded by James McRae and passed unanimously.

**D. Volunteer Fire Department Report:** Mannix Miller, waiting for more information.

## **9. New Business:**

**A. Designated Staggered Terms of Office:** Tabled

**B. Park Benches:** Tabled.

**C. David Snover's resignation and Kevin being gone for three weeks leaves only Patti to sign checks.** Our bylaws require two signatures on all checks. She asked for a volunteer. Kelly Finn accepted to co-sign checks.

**D. Posting of solicitation of contractors to bid on available work as needed.** This will go with contracts during executive meeting.

Meeting was adjourned at 5:45pm The next meeting will be 4:00pm September 10, 2013 at the Pavilion was announced. (At the executive meeting the meeting date was changed to the 17<sup>th</sup>.)

Connie Young, Recording Secretary

James McRae, Scribe