

Kalapana Seaview Estates Community Association
R.R. 2, Box 4537, Pahoia, HI 96778

KSECA Board of Directors Meeting
Monday, April 10th, 2017, 4:00 P.M. at the Pavilion

DRAFT MINUTES

1. Call to Order: At 4:09 PM by Hazen Komraus, President

Board members present: John D., Jean H., Stone O., and Hazen K.

Absent: Archer, Kelly F., Phil H.

Members present: Scott Stone, Rose Jeranium, Laurel Marie Delacroix, David Hofffield, Greg Ward

- A. Opening Statement
- B. Additions/Corrections to Agenda
- C. Announcements

2. Treasurer's Report

- A. Tabled.

3. Minutes February BOD Meeting

Hazen read the minutes of last month's regular meeting and John provided a typed copy of the "final" minutes from the reconvened meeting (John took minutes). Jean made a motion to accept the minutes, seconded by Stone.

4. Clerk's Report

- A. Filing Documents

Filing with DCCA is due following the AGM. Eleven on the mailbox waiting list.

5. Resident Concerns

Music from the pavilion party on Sunday was reported to have been very loud and the event was not on the calendar and therefore no advance notice provided. Resident expressed concern regarding people using the freebox and park all night.

6. Board Business Reports

A. Permaculture Garden- Scott Stone presented the completed proposal for park perimeter project

Motion made by Stone 2nd by Jean to approve Scott's perimeter park plan to AGM for yes/no vote. Unanimously passed

Stone and Jean repealed their motion following discussion of RFP/contractor concerns.

Motion made by Stone, 2nd by Jean to accept the Pavilion Park proposal as presented by Scott Stone with the amendment that any labor not specifically delineated go out to RFP for BOD approval. Unanimously approved

Fertilize and Prune citrus - Tabled

- B. Parks

David Hofffield needs 3 barrows of cinder or sand to fill under the swings prior to mats being installed. Scott Stone offered cinder. He also needs help pounding stakes to cordon off the helipad from cars so that grass seed can be spread. He has the materials.

There was a Coconut Palm knocked down in the lower park during the Sunday gathering. It was reported that there were over 100 vehicles and trash was left behind. Hazen will discuss legal response possibilities with Mark Hinshaw and get clarification on Neighborhood Watch's willingness to be involved in the process.

C. Mailbox Center – Jean read an update from Committee Chair, Bob Kirk expressing his frustration with the Planning Department. He thinks he has consensus from them on what he needs to proceed.

7. Old Business

A. Board Best Practices: Removed from the agenda for this meeting

B. Contracts: Tabled

C. Dues in Arrears and Budgetary Issues: No report

D. Legal Matters: Edward Mantyla sent a threatening email to the BOD. Hazen will talk with Mark Hinshaw regarding how to proceed with reporting the threat to the authorities. A resident accidentally kicked a rock and wants reimbursement for medical supplies. She will be referred to the insurance carrier.

E. AGM – John has been in contact with Julie Mitchell at Ku'ikahi Mediation Center re affordability. A phone/email confirmation with BOD if the Center accepts our \$250 cap. John will inform Julie of the BOD's decision.

A training session for registration volunteers will be held 10:00 a.m. April 23rd. John will provide the training. Greg Ward created a database by TMK. Hazen will print if less than 20 pages. Hazen will message Kevin and Phet regarding having the same menu as last year.

F. Formalize Pavilion reservation and sound policies: Violations procedure will be discussed at the AGM as the policy was an AGM vote.

G. Work Party: Work parties were held March 25th and another will be held April 23rd. The BOD agreed that no more palm fronds would be stacked in any park.

Motion by Jean 2nd by Hazen Passed – Unanimous That up to \$210 (dues) would be allotted to cover a work party composed of Scott, David and JC James. Hazen will talk with Andy and Adrian re taking fronds.

H. Bylaw Committee: John reported that he has not yet set a date for the committee to meet.

8. New Business

A. Recording Procedures: Tabled

B. Seminar: Jean attended the Hawaiiana sponsored seminar on RFPs and has information to share with the BOD at future meeting.

9. Announcement of Date of Next BOD Meeting

A motion to adjourn passed at 7:00 PM. The next meeting was set for Monday, May 8, 2017.

Draft Minutes

KSECA BOD, February 26, 2017 Reconvene of the February 13, 2017 session

Call to order at 6:04 pm by Hazen Komraus at Komraus residence.

J. DuBois appointed Acting Scribe. Present: J. Komraus, J. DuBois, P. Hartman, J. Howell, K. Archer, D Reams

Announcement from Kelly Finn (Scribe) via hard copy correspondence about concerns of her e-mail sent to KSECA attorney Steven Strauss without any gain of response from esquire of prior inquiries concerning discussion of legal matters to be presented at the upcoming 2017 KSECA AGM in April.

Treasurer's Report by Phil Hartman presented. J. DuBois moved to accept the report as read. J. Howell second. Motion passed unanimous. Treasurer copy attached to minutes.

Board Business Reports

B. Parks Horsemats for playground and articles needed to barricade front park area to sod or replant later was volunteered by P. Hartman to be picked up his next trip into Hilo Town.

Old Business

A. Board Best Practices – Tabled due to time constraints.

B. Contracts:

1. P. Hartman presented proposals from several qualified accountants and agencies that were contacted for the required 2016 KSECA audit. The Dolan proposal was the lowest estimate. P. Hartman moved to accept a contract with the CPA Ron Dolan firm for the 2016 audit, capped at \$2,700.00. H. Komraus second, motion passed unanimous. Connie Yeung is the firms contact person.
2. A third party facilitator for the 2017 AGM is under discussion and being researched by S. O'Daugherty, in particular with the League of Women Voters and Ku'ikahi Mediation Center for bids. Outcome is pending.

C. AGM

1. Assistant volunteers are required for the April 30, 2017 AGM. Volunteers will need to train and be available for both the training date and the AGM. The training date/time is to be announced. Volunteers who will help at the sign-in table will need to report to the Pavilion at 10:45 AM on 4/30/17. Volunteers who will assist with set-up will need to report to the Pavilion earlier.
2. A form of payment request for payment on annual dues billing and fees by check, credit card, PayPal, money order, or cashiers check for amount due and/or online payment prior to the meeting. The Board requests that no cash be used for payment for security reasons.
3. Newsletter mailing – A review of the 2017 KSECA AGM Agenda prepared by J. DuBois was discussed. K. Archer moved to accept this agenda, as corrected, for final print. J. Howell second, motion passed unanimous.
J. Howell moved to use the 2016 Proxy form as a mirror for the 2017 Proxy form updated without ballots for the 2017 final print. K. Archer second, motion passed. (3) three ayes; J. Howell, K. Archer, P. Hartman, (2) two neys; H. Komraus, J. DuBois.

Solicitation of the proxies by the BOD announcement is to be posted immediately. Printed for posting at this meeting by consensus. Prospectus of Charles Collins willingness to serve on the board was read and will by final printed in the Newsletter, by consensus.

New Business

Bylaw Review Committee: J. Howell moved to have the standing BRC convene within the next six weeks. H. Komraus second, motion passed unanimous. Balloting procedures are to be addressed and implemented at the following AGM, next 2018 KSECA AGM session.

Adjournment

Call of the next KSECA BOD meeting scheduled for Monday, March 13, 2017, 4:00 PM, at the Pavilion Park. J. DuBois moved to adjourn, H. Komraus second, motion passed unanimous. Session concluded at 9:11 PM

Submitted by John DuBois