

FINAL MINUTES

**Kalapana Seaview Estates Community Association 3339.60
RR 2, Box 4537, Pahoa, HI 06778**

**KSECA Board of Directors Meeting
Monday, June 12, 2017, 4:00 PM at the Pavilion Park**

- 1. Call to Order:** At 4:11 PM, Hazen Komraus., President, called the meeting to order.
 - A. Board Members Present: Hazen Komraus, Stone O'Daugherty, Jean Howell, Alex Enderle, and Phil Hartman. Sean McCroury joined the meeting at 4:38 PM.
 - B. Board Member Absent: John DuBois
 - C. Residents Present: Dave Hoffeld; Melody Lloyd Palmer; Nicholas Palmer, Jackie Symonds; Ursula Snover
 - D. Opening Statement: The Opening Statement was not read.
 - E. Additions/Corrections to the meeting agenda: Ursula Snover asked that the Albizia Project be added to the agenda under new business.
 - F. Announcements: None
- 2. Treasurer's Report:** The May, 2017, Financial Report was read by Alex. Jean made a motion to accept the report as read; Phil seconded the motion; the motion passed unanimously.
- 3. Minutes from the May BOD meeting:**
 - A. Hazen read the minutes from the May 9, 2017, Board meeting.
 - B. Changes/corrections were made and the corrections were given to Sean for inclusion into the Final Minutes.
 - C. Jean moved to accept the minutes as corrected; Alex seconded the motion; the motion passed unanimously.
- 4. Clerk's Report:**
 - A. One mailbox was issued in May. There are eight people on the mailbox waiting list.
 - B. Updating the Website and Posting to the Website: Alex made a motion that the clerk be responsible for social posting and updating the website without monthly board permission; Stone seconded the motion. The vote carried unanimously.
 - C. Jean made a motion that Patti, our contracted agent for accounting, continue to have the KSECA phone at her home as the majority of calls to the KSECA phone involve accounting issues. Phil seconded the motion; the motion carried unanimously.
 - D. Alex made a motion that Patti, our contracted agent for accounting, be given the KSECA mailbox key as the majority of mail to KSECA involve accounting issues; Stone seconded the motion; the motion carried unanimously.
- 5. Resident Concerns:** None
- 6. Board Business Reports:**
 - A. Perimeter/Permaculture Park Project: work has started on the project and it is progressing according to schedule.
 - B. Parks:
 1. Horse mats: The horse mats will be installed under the swings at the Pavilion Park on June 13th.
 2. Lawn Parking Issues (Pavilion Park): The Perimeter/Permaculture Park Project will eliminate lawn parking issues at the Pavilion Park.
 3. Helipad Grass: Ready to start but waiting for "wet weather." Hydro Seeding was mentioned as a solution and the board will consider this option. The discussion was tabled.
 4. Motion Sensor and Freebox: It was decided that lights were not needed in the park with a closing time of 7:00 PM. The discussion regarding the Free Box was tabled.
 - C. Mailbox Center:
 1. The plans submitted for the Mailbox Center at the location voted on at the 2016 AGM are still in the hands of the zoning department.
 2. Kelly Finn submitted a proposal to revisit the mailbox structure location by sending out a ballot to all members asking them to vote on either the front lawn park or the upper park (across from the pavilion) as the site for the new mailbox center so all members have a say. Sean made a motion that the board table this discussion until Kelly gets more information from the Postmaster about whether or not we can put the structure in the upper park; Hazen seconded the motion; the vote was four for tabling the discussion and two against tabling the discussion (Alex and Jean). The motion carried and the discussion was tabled.
 - D. Scribe: Phil will continue as temporary scribe until someone is found to replace him.

7. Old Business:

A. Update Contracts: Contracts were reviewed. Jean is responsible for getting the yearly contracts printed and signed.

B. Dues in Arrears; Audit; Budgetary Issues: in the works: Tabled

C. Legal Matters; 421J: The search for an attorney continues/tabled. 421J will be discussed under bylaw committee.

D. Formalize Pavilion Reservation; Sound Policies; Violations: Reservation and sound policies are already formalized on the KSECA webpage.

Regarding violations to the reservation process and sound policies, Stone made a motion that we issue a trespass order on Ben Wariner and Johnny Edwards to be enforced upon further violations of the park rules. This action comes in response to continued violations by Ben and Johnny over the past ten months. Alex seconded the motion; the motion passed unanimously.

E. Commercial activity in the park. No permission has been issued to date and no permission will be granted without further research from the Board. Alex made a motion to investigate hiring security to close the front park at dark on "several" Sundays. Hazen seconded the motion; the motion passed unanimously.

F. Website Upgrade: Daniel Levy submitted a proposal update the KSECA website. The cost of the upgrade would be \$400.00 for labor and software. Jean made a motion to accept the Daniel's proposal to upgrade the website. Sean seconded the motion. The vote was five for the motion with one abstention (Stone). Daniel's monthly charge would remain the same at \$100.00/month.

G. Convening Bylaw Review Committee: Jean made a motion that a bylaw review committee be formed and that the first meeting be held Monday, June 26, 2017, at 4:00 PM, at the Pavilion, and that the committee chair be determined by the committee members present. Jean further moved that bylaw language dovetail with 421J. This would limit legal review and omit conflicts of interpretation. The committee is open to all members. Stone seconded the motion. The motion passed unanimously.

H. Work Parties: Tabled

I. AGM Review: Hazen read the minutes from the 2017 AGM and corrections were made. Phil made a motion to accept the minutes as read, and corrected, prior to AGM approval. Sean seconded the motion. The motion carried unanimously. Hazen read the Minutes from the 2016 AGM and corrections were made. Jean made a motion to accept the minutes as read and corrected as per 2017 AGM vote; Phil seconded the motion; five voted to accept the motion; one abstained (Alex). The motion carried.

J. Board Best Practices: The board unanimously approved corrections to the Board Best Practices and Welcome Statement, and added the following to the Board Best Practices:

1. Efficacy - Communication: Each board member is responsible for "staying in the loop" by utilizing electronic communication, email, KSECA Website, phone, mail, and bulletin board.

2. Decorum: When acting in Board of Director capacity, board members will use meeting behavioral guidelines. Board best practices will be followed at all meetings of the board, AGM, and KSECA committees.

8. New Business:

A. Albizia Project: Stone made a motion to transfer the balance of the Albizia Donations line item in QuickBooks back to the Albizia Eradication Project Coordinator, Ursula Snover, to use for future albizia eradication work. Hazen seconded the motion. The motion carried unanimously.

9. Date/Time of the Next Board of Directors Meeting: The next KSECA BOD meeting will be held on Monday, July 10, 2017 at 4:00 p.m. at the pavilion.

Stone made a motion to adjourn the meeting at 7:17 PM; Jean seconded the motion. The motion carried unanimously.

Minutes submitted by Phil Hartman

Kalapana Seaview Estates Community Association Balance Sheet

As of May 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5447054 Bank of Hawaii	67,442.09
ING Savings/Capital One	48,566.16
Total Bank Accounts	\$116,008.25
Accounts Receivable	
1110 Accounts receivable	275.00
Total Accounts Receivable	\$275.00
Other Current Assets	
1299 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$116,283.25
Fixed Assets	
1670 New Mailbox Structure	1,750.00
Total Fixed Assets	\$1,750.00
Other Assets	
1080 Certificate of Deposit	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$118,033.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Long-Term Liabilities	
4005 Mailbox Deposits	17,900.00
Total Long-Term Liabilities	\$17,900.00
Total Liabilities	\$17,900.00
Equity	
3001 Opening Bal Equity	-6,366.51
3010 Unrestrict (retained earnings)	82,709.38
Net Income	23,790.38
Total Equity	\$100,133.25
TOTAL LIABILITIES AND EQUITY	\$118,033.25

Friday, Jun 02, 2017 08:29:04 AM PDT GMT-10 - Cash Basis

Kalapana Seaview Estates Community Association

Check Detail

May 2017

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
5447054 Bank of Hawaii						
05/01/2017	Check	1985	PATTI LIGHTCAP	Accounting Services; April, 2017		-325.00
				Accounting Services; April, 2017		325.00
05/01/2017	Check	paypal	Daniel Levy	This is a duplicate payment that Daniel returned through paypal. Posted in October		-100.00
				April Web maintenance		100.00
05/02/2017	Check	1986	David Hoffeld	April, 2017: Mow & weed whack upper parks		-600.00
				April, 2017: Mow & weed whack upper parks		600.00
05/08/2017	Check	1987	John DuBois	Two each, voice recorders for scribe		-101.75
				Two each, voice recorders for scribe		101.75
05/09/2017	Check	2013	ROSE JERANIUM	Cleaning, trash removal, and supplies for the pavilion park, for April, 2017		-545.00
				Cleaning, trash removal, and supplies for the pavilion park, for April, 2017		545.00
05/10/2017	Check	2014	KOA Consulting, LLC	web domain, 2017, per Daniel Levy		-20.82
				web domain, 2017		20.82
05/17/2017	Check	2015	VOID CHECK	Void check		0.00
				Void Check		
05/17/2017	Check	2016	Hawaiian TelCom	Telephone, May, 2017		-21.84
				Telephone, May, 2017		21.84
05/25/2017	Check	2017	Phil Hartman	Office supplies, copies, laminating, etc. for 2017 AGM		-133.88
				Office supplies, envelopes, paper, folding, extra postage for 2017 AGM		133.88
05/29/2017	Check	2018	PATTI LIGHTCAP	Office Supplies/printer ink		-49.97
				Printer Ink		49.97

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Kalapana Seaview Estates Community Association

Deposit Detail

May 2017

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
5447054 Bank of Hawaii							
05/01/2017	Deposit						1,520.00
		1168	034-057				-50.00
		1168	035-067				-50.00
		1168	039-113				-50.00
		107	035-013				-50.00
		cash	035-029				-50.00
		cash	035-075				-130.00
		cash	035-074				-130.00
		cash	035-083				-130.00
		1093	035-079				-50.00
		cash	038-008				-50.00
		cash	038-036				-50.00
		cash	038-038				-50.00
		373	038-050				-50.00
		cash	038-094				-50.00
		253	038-140				-110.00
		1188	039-123				-50.00
		104	040-062				-215.00
		104	040-063				-105.00
		1196	040-139				-50.00
		1065	041-045				-50.00
05/07/2017	Deposit						2,705.00
		163	040-005		Association Fee, 2017		-50.00
		376	037-053		Association Fee, 2017		-50.00
		847	037-061		Association Fee, 2017		-50.00
		3837	039-058		Association Fee, 2017		-50.00
		373	041-051		Association Fee, 2017		-50.00
		1216	035-037		Association Fee, 2017		-50.00
		1013	036-009		Association Fee, 2011 thru 2017		-420.00
		985596	039-073		Association Fee, 2017		-50.00
		2614	038-102		Association Fee, 2017		-50.00
		379	040-136		Association Fee, 2017		-50.00
		1506	040-046		Association Fee, 2017		-50.00
		1349	040-086		Association Fee, 2017		-50.00
		4145	035-030		Association Fee, 2015, 2016, 2017		-160.00
		1357	040-108		Association Fee, 2016, 2017, & partial 2015		-115.00
		1017	040-112		Association Fee, 2017		-50.00
		1017	040-113		Association Fee, 2017		-50.00
		1097	038-019		Association Fee, 2017		-50.00
		1688	041-031		Association Fee, 2017		-50.00
		1690	034-050		Association Fee, 2010 thru 2017		-470.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		2552	041-084		Association Fee, Partial 2016, 2017		-40.00
		1053	037-057		Association Fee, 2017		-50.00
		8447	039-011		Association Fee, 2017		-50.00
		2142	040-070		Association Fee, 2017		-50.00
		2142	041-016		Association Fee, 2017		-50.00
		123256403	041-064		Association Fee, 2017		-50.00
		123256404	041-064		Transfer Fee		-150.00
		123256395	041-066		Association Fee, 2017		-50.00
		123256396	041-066		Transfer Fee		-150.00
			039-015		Association Fee, 2017		-50.00
			039-016		Association Fee, 2017		-50.00
			040-118		Association Fee, 2017		-50.00
05/20/2017	Deposit						299.71
		p2aa22074085742216	038-085				-50.00
		5n666533yw506225y	038-069				-50.00
		0uk28525xt343474u	037-002				-50.00
		0uk28525xt343474u	037-022				-49.71
		03785764r0727590m	038-029				-50.00
		3mg44681fn489574m	039-094				-50.00
05/20/2017	Deposit						2,060.00
		147	037-065				-50.00
		147	037-066				-50.00
		1074	036-026				-50.00
		129	040-018				-60.00
		1194	034-036				-50.00
		1065	040-101				-50.00
		5198	038-095				-50.00
		1049	034-098				-400.00
		1774	034-078				-50.00
		1774	034-094				-50.00
		5399	036-100				-50.00
		1097	035-047				-50.00
		10462	041-075				-50.00
			041-074				-50.00
		10462	041-037				-50.00
		10462	041-033				-50.00
		10462	041-030				-50.00
		10462	041-021				-50.00
		10462	041-122				-50.00
		10462	041-119				-50.00
		10461	040-031				-50.00
		10461	040-022				-50.00
		10461	040-001				-50.00
		10461	041-004				-50.00
		10461	040-123				-50.00
		10461	040-107				-50.00
		10461	040-106				-50.00
		10461	040-080				-50.00
		10461	040-079				-50.00
		10461	040-077				-50.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		10461	041-109				-50.00
		10461	041-105				-50.00
		10461	041-103				-50.00
		10461	041-082				-50.00
05/30/2017	Deposit		038-121				50.00
		2th67352l03418118	038-121				-50.00
05/30/2017	Deposit						1,210.00
		4718	4718				-150.00
		86 222 053	040-093				-200.00
		2898	041-056				-105.00
		2898	041-055				-105.00
		223	037-088				-50.00
		223	037-089				-50.00
		1077	034-038				-50.00
		1077	034-032				-50.00
		131	036-030				-50.00
		131	036-031				-50.00
		131	036-032				-50.00
		1010	041-086				-50.00
		1010	041-085				-50.00
		570115718	037-029				-50.00
		570115718	037-029				-150.00

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