

**Kalapana Seaview Estates Community Association**  
RR2 Box 4537, Pahoa, HI 96778  
Dec 1, 2015 BOD Meeting Minutes

Final Minutes

**1. Call to Order:** 5:17pm by Hazen Komraus, President.

**Board of Directors Present:** Hazen Komraus, Kelly Finn, Vicky Chisholm.

**Absent:** Daniel Levy, Patti Lightcap (contractor)

Due to one board position vacant, Gary's sudden passing, and Daniel being absent at the start of the meeting we had no quorum. Hazen appointed Tyler Sprague to the board as a pro-tem member and we decided an executive session would be held ASAP to re-vote any motions made at today's meeting.

**Members Present:** Tyler Sprague, Sharna Eberlein, James McRae, Mark Hinshaw, Frank Gilbert, John DuBois, Jack Hash, Athena Peanut

**A. Additions/Corrections to Agenda:** Item #5 was moved forward.

**B. Announcements:** With great sadness, report of the passing of our Vice-President, Gary Kinley, was made. Hazen proposed we have a bench made with his name on it in memory for placement in our front park when the next mailbox kiosk changes are made. Vicky wants us to keep an honorary seat for Gary at board meetings because "he can't get out of it that easily".

**2. Treasurer's Report:** Tabled

**3. November Minutes:** Tabled

**4. Clerk's Report:**

**A. Website:** Tabled

**B. Mailboxes:** Letters have gone out requesting name/address of unknown box owners. Several boxes are still available.

**5. Resident Concerns:**

John DuBois said we were comingling funds from the BIISC albizia removal workshop(s) donations and KSECA funds, which he opposed, however, it was explained that the donation funds were held separately.

John DuBois pointed out that before trees were cut from the pavilion park (during the tree maintenance done by Allen's Tree service), the trees the committee recommended trimming or removing should have been approved by the Board, and were not.

It was discussed that pavilion park hours should be posted (7:00AM to 7:00PM).

Kelly made a motion that Tyler Sprague be elected to the Board, seconded by Hazen. Motion passed.

**6. Committee Reports:**

**A. Permaculture:** Tabled

**B. (New) Mailbox Kiosk:** A proposal was presented to the board to form a new

Mailbox Center Membership Committee. Vicky made a motion to form this committee, seconded by Hazen. Motion passed; Kelly abstained. The committee will be open to all interested KSECA members.

**C. Neighborhood Watch (NW)/Food Bank:** Mark Hinshaw gave a report. At the last Food Bank distribution several people from the Castle came over and demanded groceries causing a big commotion, which resulted in Police being called to quell the affray. Officers arrived ~35 minutes later resulting in a 45-minute disruption to the food distribution process. People need to sign up to be issued food, not just show up. The NW wants to issue Trespass orders for several individuals for the front park. As the board has already given its permission for the NW to issue trespass orders, no further board action was taken.

## **7. Old Business:**

**A. Lawsuits:** Tabled.

**B. 2014 Audit:** Is nearly completed, by Carbonara and Associates.

**C. Community Albizia Control:** Another community workshop was held and ~34 lots in Seaview had albizias killed. It was suggested to put an article in the newsletter regarding the albizia eradication efforts and including information on how lot owners can provide permission for albizias on their lot(s) to be treated for free.

Discussion moved to the mosquito/Dengue fever issue and Hazen proposed a workshop to build ovitraps that are used to trap and kill adult and larval mosquitoes. Tyler has purchased some ingredients to make the traps.

A motion was made by Kelly, seconded by Vicky, to hold an ovitrap workshop and to reimburse for any materials purchased up to \$100. Motion passed. Workshop will be on Sunday, Dec. 6 at 11AM at the pavilion.

**D. Fire Ant RFP:** The board was notified that the fire ant guy hired to do the pavilion park was improperly mixing Siesta and Tango which is not the recommended methodology to eradicate fire ants, and he was not wearing protective footwear/clothing. We decided to terminate this person's contract and attempt to hire KFA.

**E. Letters to Members in Arrears:** Gary Kinley took this project on in full force and now we must wait and see the results. We will ask Gary's wife, Vicky, if he had any letters not yet sent out. There is over \$125,000 owed to KSECA. Discussion included that Nanawale sends out quarterly bills to their members in arrears. We discussed ensuring that when lots are sold, KSECA is able to collect any dues owed whether the sale goes through escrow or not. Buyers who buy without using a title company/escrow should make sure there are no dues owed before purchasing. It was suggested to have a newsletter article on potentially issuing liens which could be voted on at the AGM. If everyone paid their dues we could potentially reduce our dues.

## **8. New Business:**

**A. Holiday Party:** Will be held Sunday, Dec. 20<sup>th</sup> with \$350 allocated for food.

**B. Newsletter:** The required contents were discussed including a page one letter from the President, and articles by each board member; AGM votes; the annual bill including a letter of arrears for those delinquent accounts.

**9. Next BOD Meeting:** Next meeting is Tuesday, January 5, 2016 at 5:00pm at the

pavilion.

**9. Adjournment:** Meeting was adjourned at 6:58 PM.

Minutes submitted by Kelly Finn

## **ADDENDUM**

Follow up Executive Session  
December 3, 2015 6:30 PM  
Draft Minutes

**1. Call to Order:** 6:33pm by Hazen Komraus, President.

**Board of Directors Present:** Hazen Komraus, Kelly Finn, Vicky Chisholm, Daniel Levy, Tyler Sprague

### **2. Motions**

1. Motion by Daniel, seconded by Vicky, to elect Tyler to the Board. Unanimous; motion passed.
2. Motion by Daniel, seconded by Vicky, to table the November minutes to the January meeting. Motion passed; Hazen abstained.
3. Motion by Vicky, seconded by Hazen, to accept the ad hoc Mailbox Committee proposal to form an open mailbox committee. Motion passed; Kelly abstained.
4. The Permaculture RFP will be posted on the board.
5. Motion by Kelly, seconded by Hazen, to hold an ovitrap workshop and to reimburse for expenses up to \$100. Unanimous; motion passed.
6. Motion by Kelly, seconded by Tyler, to hire KFA for all upper and lower park fire ant treatment after terminating current fire ant treatment contract. Unanimous; motion passed.
7. Motion by Vicky, seconded by Kelly, to allocate \$350 for food for the KSECA holiday potluck party to be held Dec. 20<sup>th</sup>. Four ayes, one nay (Daniel); Motion passed.
8. The newsletter was discussed with Daniel volunteering to do the layout. We will have them pre-folded by the printers to make stuffing envelopes easier. Patti can do the mail merge. It will include the annual dues bill, proxy, AGM agenda, newsletter, and albizia treatment permission slips (if applicable). Hazen will go to the printer.

**3. Adjournment:** The session was adjourned at 7:15 PM.

# Kalapana Seaview Estates Community Association Balance Sheet

As of November 30, 2015

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1050 Barter (deleted)	0.00
1090 Savings Account (deleted)	0.00
5447054 Bank of Hawaii	23,209.77
82577 First Hawaiian Bank Checking (deleted)	0.00
First Hawaiian C/D (deleted)	0.00
ING Savings/Capital One	47,896.58
Total Bank Accounts	<b>\$71,106.35</b>
Accounts Receivable	
1110 Accounts receivable	825.00
Total Accounts Receivable	<b>\$825.00</b>
Other current assets	
1299 Undeposited Funds	0.00
Total Other current assets	<b>\$0.00</b>
Total Current Assets	<b>\$71,931.35</b>
Other Assets	
1080 Certificate of Deposit	0.00
Total Other Assets	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$71,931.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts payable	0.00
Total Accounts Payable	<b>\$0.00</b>
Total Current Liabilities	<b>\$0.00</b>
Long-Term Liabilities	
4005 Mailbox Deposits	16,750.00
Total Long-Term Liabilities	<b>\$16,750.00</b>
Total Liabilities	<b>\$16,750.00</b>
Equity	
3001 Opening Bal Equity	-6,367.29
3010 Unrestrict (retained earnings)	63,900.75
Net Income	-2,352.11
Total Equity	<b>\$55,181.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$71,931.35</b>



# Kalapana Seaview Estates Community Association Check Detail

November 2015

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>						
11/04/2015	Expense	1839	David Hoffeld		R	-600.00
				lawn services for upper parks for october		600.00
11/08/2015	Expense	1840	PATTI LIGHTCAP		R	-228.75
				Accounting services for October 2015		228.75
11/08/2015	Expense	1841	David Hoffeld		R	-385.91
				Repair upper park pump and solar system		385.91
11/14/2015	Expense	1842	Uschi Snover			-128.00
				Refreshments		128.00
11/15/2015	Expense	1843	Daniel Laurie		R	-300.00
				Fire ant treatment		300.00
11/15/2015	Expense	1844	Wade Bauer		R	-252.50
				Remove palm fronds		252.50
11/19/2015	Expense	1845	ROSE JERANIUM		R	-385.00
				pavilion cleaning October 2015		385.00
11/21/2015	Expense	1846	Guy Shepard		R	-35.00
				Recon bank statements March, April, May June?		35.00
11/21/2015	Expense	1847	Hawaiian TelCom		R	-42.02
				10,11-4-2015 bill		42.02
11/21/2015	Expense	1848	PATTI LIGHTCAP		R	-40.53
				Printer		40.53

11/21/2015	Expense	1849	Peter Steinberg	R	-500.00
			Attorney Fees Pat Rocco case		500.00

Thursday, Jan 14, 2016 08:44:05 AM PST GMT-10



# Kalapana Seaview Estates Community Association

## Deposit Detail

November 2015

Date	Transaction Type	Num	Client	Vendor	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>							
11/05/2015	Deposit		038-074				610.00
			038-074				-610.00
11/15/2015	Deposit					R	4,650.00
		602	035-072				-610.00
		1531	040-046				-460.00
		2602	034-045				-610.00
		2418	034-014				-100.00
		8473	038-118				-610.00
		0117077338	035-088				-50.00
		1317	035-042		dues 2016		-20.00
		333	034-031				-510.00
		581	034-015				-610.00
		57097570	040-033				-50.00
		57097570	040-033				-100.00
		57097437	040-135				-560.00
		57097437	040-135				-100.00
		123235024	034-074				-160.00
		123235025	034-074				-100.00

Thursday, Jan 14, 2016 08:44:55 AM PST GMT-10