

## **DRAFT MINUTES**

### **Kalapana Seaview Estates Community Association 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 13<sup>th</sup>.
  - 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: Researvation and sound policies are already formalized on the KSECA webpage.

Regarding violations to the reservation process and sound polices, Stone made a motion that we issue a trespass order on Ben Wariner and Johnny ???? , 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.

Hazen seconded the motion; the motion passed unanimously.

**F.** Website Upgrade: Daniel Levy submitted a proposal for updating the KSECA website. Jean made a motion to accept the Daniel's proposal. Sean seconded the motion. The vote was five for the motion with one abstention (Stone).

**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:

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

**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.

**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