

Kalapana Seaview Estates Community Association
12-7017 Kalihikai St. # 4537, Pahoa, HI 96778
Board of Directors' Meeting
Monday, March 13, 2023, 4 p.m.

Draft Minutes

1. Welcome and Call to Order: Robert opened the meeting at 4:04 pm.

Present were Board Members Robert Stearns, Ursula (Uschi) Snover, Diana Angell and Jhayne Wessel, making a quorum. Not present were Skyler Kodani and Kevin Sulgit.

Also present were Dana Butler (scribe), and residents Kevin Kushel, Gary Polinski, Johnny Langham, Patti Lightcap, John DuBois, Laurel Delacroix, Jack D. Hash, Coire Langham.

2. Additions and Corrections to the Agenda: Bookkeeper was added as e. under Board Reports.
3. Announcements.

Robert announced: Skyler has signed his term waiver form.

Robert announced: Owners of consolidated lots still own their original shares in the parks, therefore they will have to pay dues on all original lots.

Jhayne: Police Officer Scanlan told Board members that he was working with resident Kevin Kushel on creating a Neighborhood Watch. Kevin will inform us about Neighborhood Watch and an event at S.P.A.C.E.

Kevin said that he lives close to the burned white house in which a person is squatting and disturbing the neighborhood. This led him to be interested in Neighborhood Watch.

For the past 6 months he's been attending the Puna Neighborhood Watch association. He wants to get a watch going for Seaview. He's a member of Vibrant Hawaii; helps to organize emergency preparedness. One item they focus on is resilience hubs. He has been working on forming a resilience hub at S.P.A.C.E. Vibrant Hawaii is helping with grants to help in the event of an emergency and will be hosting an event on Sat., March 25th 10-2 pm at S.P.A.C.E, for resilience hub and neighborhood watch. They are going to create an "asset map" to show who might need more help in the event of an emergency or accident.

Patti suggested to put the resilience hub and Neighborhood Watch on the AGM agenda and also suggested a phone tree.

Uschi: The Agenda is already out; we can add to the agenda at the AGM.

Resident: Asked if there is a road that goes out from the top of Seaview. Robert answered that there is a 4 wheel drive road leading up to Highway 130 but there might be a gate at this point. Uschi noted that it's a utility road solely for Helco and Hawaiian Telcom..

Jhayne: Newsletters went out last Tuesday. If you haven't received it, notify the board and they will double check the address.

4. Minutes March BoD meeting.

Diana Angell read the minutes from the February 13, 2023 meeting.

Uschi proposed that under 6. Board Reports, sect 3, it should read that a new board was elected on July 10, 2022 instead of "the current Board as a whole was elected on July 10".

Typo: Skyler's name needs to be corrected on page 3.

Uschi motioned to accept the minutes as corrected. Jayne seconded. Ayes from Robert, Uschi, Jhayne, Diana to accept the minutes. Motion carries.

5. Treasurer's Report.

Robert gave the treasurer's report in Kevin's absence.

Bank balance: \$26,076.09 on February 28. The financial statements are posted on the website.

Robert said that the expenses for printing the newsletter and the postage were not posted in Quickbooks yet. Due to these expenses the bank balance is low until dues payments come in.

Resident: How many people are paying dues?

Robert: The dues are mandatory under the Bylaws. If somebody doesn't believe it they can run for the Board and pursue a Bylaw change.

John: What about people who paid \$50 dues in advance before the dues were raised? Also how many dues are in arrears?

Jhayne: In future we will add the arrears information to the Treasurer's Report.

John: What about the \$50? Uschi: their invoice will show that they still owe another \$50.

Skyler joined the meeting at 4:47 pm via phone.

6. Board reports.

a. Taxes and Audit

Robert will contact Ron Dolan&Associates about an audit. Uschi: Sandra is swamped but will probably get us a bid in May. The latest tax returns the Board has found were from 2010. Documentation shows that income taxes were paid in 2017 and 2018.

Jhayne asked if we can find out who did the tax declarations? Patti Lightcap agreed to check the checkbook to see if there is a record.

b. KSECA Phone

Uschi: We need to decide if to get an Iphone or an Android?

Uschi motioned to buy an iPhone for up to \$300. Robert amended to get an Android if an iPhone exceeds this amount. Robert seconded. Robert, Uschi, Jhayne and Skyler voted yes. Diana abstained. Motion passed.

Uschi moved to rescind the \$200 allocation from last month, Jhayne seconded. Robert, Uschi, Jhayne and Skyler voted yes. Diana abstained. Motion passed.

Robert: KSECA's phone number is attached to Patti's personal account. We've been working with AT&T and Hawaiian Telcom for over a month to separate KSECA's number from Patti's account and port the number over to AT&T. If it can't be done we will have to get a new phone number.

c. Front Park

Robert: Has noticed a lot of fallen fronds in the front park recently. Ben agreed 3 months ago to invoice KSECA on a monthly basis showing the date he did the work but the Board has not received invoices in 3 months.

Jhayne motioned that Robert ask Ben in writing if he has resigned due to services not provided and invoices not sent. Uschi Seconded.

Jayne amends motion to state If he does respond, he can explain himself if he doesn't respond, that would be considered a resignation. Then we can give the business to Coco Dave.

Unanimous vote in favor. Motion passes.

Resident: How long do contracts go out in advance? Robert: RFP's are posted 30 days before the Board votes on the bids.

d. Pavilion Park - Maintenance swings/playground, Ohia posts, Power Wash

Robert: Kevin, Coco Dave and Hazen are planning to power wash before the AGM. Robert will remind him.

Robert: Dave put bars on the bathroom window. We appreciate Dave's services.

Jhayne: A Board was threatened with a knife at the Pavillion. Jhayne emphasized the need for security or Neighborhood Watch. It is not the job of the Board to police the parks and put themselves in danger.

Diana: The Ohia posts need to be treated for termites. Gary suggested to cut the lower termite infested part off and replace it with concrete footers. Robert suggested to address this after AGM and maybe form a committee.

e. Bookkeeper

Robert: The Board has only received 2 bids for the amended RFP that offers \$35 per hour. Three Board members interviewed the most qualified applicant, Sandra Blackburn.

Diana motions to accept Sandra's bid as administrative assistant/bookkeeper. Uschi seconded. Robert, Diana, Skyler, Uschi vote in favor. Jhyane abstained. Motion passes.

Patti will train Sandra, who will be paid \$25 per hour for the training.

7. Old Business

a. AGM

- Lunch: After a lengthy discussion between the Board and the attending residents it was decided that Diana will get the pricing per slice for pizza and work with Jhayne on formulating a budget for the AGM lunch to be presented at the next Board meeting.

Jack: People should only be allowed one proxy. He objected to Board Members or others having multiple proxies.

Robert: A number of neighbors wanted Robert to vote on their behalf. If people trust a person, why should they not be able to pick who they want to represent them?

Jack: This isn't democratic. If one person has 10 votes and others have only 1 or 2, that is not fair. He questioned how proxies are collected and said that some people solicit them.

John: The bylaws can be changed to have only 1 proxy or the like, but it would have to be done by formal process.

John: Robert will be collecting the mail and write the date proxies were received on each proxy and give them to Uschi for entering them into her list of received proxies. She will hand them then on to John. Every item will be accounted for. Patti will provide payment information.

- Volunteers sign-in table

Uschi makes a motioned to form a AGM committee with John as the Chair. Robert seconded. Unanimous vote. Motion passed.

Uschi, Patti, Sandra and Robert volunteered to be on the committee. Jhayne can help but doesn't want to formally sign up for the committee.

8. New Business

- ### a. Update Board Rules was tabled due to lack of time.

9. Adjournment/Recess.

Robert moved to recess the meeting with the possibility of an executive session at 6:02 pm. Uschi seconded. All voted in favor.

The next Board Meeting will be held on April 10, 2023 at 4pm.

Minutes submitted by Dana Butler.