

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

KSECA Board of Directors Meeting
Tuesday, July 12, 2016, 4:00 P.M. at the Pavilion

Final Minutes

1. Call to Order: 4:00 PM by John DuBois, Vice-President

Board of Directors Present: John DuBois, Kelly Finn, Phil Hartman, Jean Howell, and Archer.

Hazen Komraus arrived at 6PM. Absent: Jan Patenaude

Members Present: Uschi Snover, Rose Jeranium, Patti Lightcap, Jack D. Hash, and Ben Wariner

A. Additions/Corrections to Agenda: Board best practices moved up on agenda.

B. Announcements: The pavilion has been scheduled for use on Aug 2nd from 4-7:30 PM.
Archer resigned as Treasurer but remains on the Board.

2. Treasurer's Report – Patti Lightcap, Contractor

See attached

Motion by Kelly, seconded by Jean to accept the May and June treasurer's reports as read. Four ayes; one abstention, John D.; motion passed.

3. Minutes June BOD Meeting-

Kelly read the minutes. Phil made a motion to approve the draft June minutes, seconded by Jean. Unanimous; motion passed. Uschi S. requested that the results of the executive minute be included in the May minutes and ask that we correct the minutes accordingly. Jean will look into doing this.

4. Clerk's Report

A. Website

Contracts for webmaster are under review. Daniel is currently doing it and has submitted a bid in response to our RFP.

B. Mailboxes

Currently there are no available boxes. A list of boxes with locks to be changed is being given to the post office after conferring with them on their status. Uschi asked about getting a cluster of new boxes for new people.

5. Resident Concerns

No reports.

6. Committee Reports

A. Permaculture Garden

July 29th is Scott Stone's next committee meeting in the pavilion.

B. Parks

Signs for the front park as voted on at last meeting should be made. Hazen is scheduled to produce the flyers regarding not parking in the park.

John made a motion, seconded by Kelly, to replace the plexiglass on the pavilion board. 2 ayes, rest nays; motion failed.

C. Mailbox Center

No committee chair present, no report. One resident asked about the bid process and if there had been bids submitted; we did not know the answer.

7. Old Business

A. Lawsuits

B. Albizia Eradication- BIISC and neighborhood volunteers treated 13 lots and killed over 2,000 albizia trees. This was on lots that owners had given permission.

Kelly made a motion to give Uschi work vouchers for her 3 lots for the many hours of volunteer service she has spent organizing albizia eradication workshops and monitoring the ovitraps in the park, seconded by Jean. 4 ayes, one abstention (John D.); motion passed. The next albizia workshop is Aug. 3rd, 9AM in the pavilion park.

C. 2014 Audit – Tabled

D. Legal Issues

John wants to go to a lawyer to ask about people with letters of authorization being legally on the board. The AGM had a motion to change the bylaws to make it clear that these members can serve on the board. Kelly working with lawyer to put together a countersuit to recoup expenses incurred by KSECA and individuals who were sued by Pat Rocco.

8. New Business

Kelly made a motion nominating Phil as Treasurer, seconded by Jean. 3 ayes, 2 abstentions (Archer and John); motion passed.

Jean nominated Archer as a Director-at-Large, seconded by Kelly. 3 ayes, 2 abstentions (Archer and John); motion passed.

A. Special Use Permit- Being considered; no decisions yet.

B. Contracts

1. Fire Ants- We discussed keeping KFA on board to continue treating parks. John made a motion, seconded by Hazen, to test parks for fire ants and then decide after this test. Unanimous, motion passed.

2. Pavilion park maintenance- John will follow up with a potential bidder; no decisions yet.

3. Palm Frond removal from front park- Bid(s) submitted for review; no decisions yet.

4. Pavilion bathroom cleaning- deferred.

5. Upper parks lawn care- deferred.

6. Bookkeeping-deferred.

7. Webmaster- Daniel bid for \$100/month. Kelly made a motion to contract with Daniel retroactively from May for webmaster duties as read. One nay (John D.); motion passed.

8. Treasurer duties- deferred.

C. Indemnification Insurance- Policy is up for renewal in September.

D. Board Best Practices

Jean discussed the workshop we attended and how to run a meeting without raising voices, as this is considered verbal abuse. Jean wants us to look into this topic and come to a consensus on how we are going to run our meetings in the future.

9. Announcement of Date of Next BOD Meeting

Next meeting was set for Tuesday August 9, 2016, 4PM in the pavilion. Meeting was adjourned at 6:50 PM.

Minutes submitted by Kelly Finn.

Kalapana Seaview Estates Community Association Balance Sheet

As of June 30, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
5447054 Bank of Hawaii	54,287.18
ING Savings/Capital One	48,137.09
Total Bank Accounts	\$102,424.27
Accounts Receivable	
1110 Accounts receivable	225.00
Total Accounts Receivable	\$225.00
Other current assets	
1299 Undeposited Funds	0.00
Total Other current assets	\$0.00
Total Current Assets	\$102,649.27
Other Assets	
1080 Certificate of Deposit	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$102,649.27
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	18,050.00
Total Long-Term Liabilities	\$18,050.00
Total Liabilities	\$18,050.00
Equity	
3001 Opening Bal Equity	-6,366.51
3010 Unrestrict (retained earnings)	60,958.44
Net Income	30,007.34
Total Equity	\$84,599.27
TOTAL LIABILITIES AND EQUITY	\$102,649.27

Wednesday, Aug 03, 2016 11:25:09 AM PDT GMT-10 - Cash Basis

Kalapana Seaview Estates Community Association Check Detail

June 2016

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
5447054 Bank of Hawaii						
06/01/2016	Check	1892	Hawaiian TelCom			-21.34
				5/1-6/3		21.34
06/04/2016	Check	1893	David Hoffeld			-600.00
				May mow & weed whack upper parks		600.00
06/07/2016	Check	1894	PATTI LIGHTCAP			-340.00
				Accounting services for May		340.00
06/08/2016	Check	1896	ROSE JERANIUM			-505.66
				May cleaning & trash removal		385.00
				toilet paper, bleach, mop head, sink strainers, keys & tether ball		120.66
06/13/2016	Check	1895	Urusula Snover			-75.00
				Albizia workshop lunch reimcursement from donations		-75.00
06/13/2016	Check	1897	Business Insurance Services			-3,314.60
				Liability Ins. Policy #CPS2255180 Eff. 7/8/16 to 7/8/17		3,314.60
06/21/2016	Check	1898	Mark Pistolese			-100.00
				mailbox deposit returned		-100.00
06/22/2016	Check	1899	Hawaiian TelCom			-21.44
				6/4/16 - 7/13/16 phone		21.44
06/30/2016	Check	1900	PARADISE PROPERTY			-550.00
				May front park care		550.00

Wednesday, Aug 03, 2016 11:27:14 AM PDT GMT-10

Kalapana Seaview Estates Community Association

Deposit Detail

June 2016

Date	Transaction Type	Num	Client	Vendor	Memo/Description	Clr	Amount
5447054 Bank of Hawaii							
06/04/2016	Deposit						3,205.00
		569	4632				-100.00
		3979	4609				-100.00
		17-374720001	4687				-100.00
		1016	4596				-100.00
		266	4518				-100.00
		450	040-066				-50.00
		71	040-018				-50.00
		482	039-108				-50.00
		482	039-109				-50.00
		4884	040-126				-50.00
		154	035-066				-50.00
		154	035-071				-50.00
		1019	039-001				-515.00
		118	037-047				-50.00
		1101	038-082				-665.00
		8442	038-078				-50.00
		8442	038-077				-50.00
		395	036-085				-160.00
		394	036-086				-565.00
		2096	034-070				-50.00
		2096	039-088				-50.00
		2096	034-064				-50.00
		2096	036-002				-50.00
		2096	036-003				-50.00
		2096	036-004				-50.00
06/13/2016	Deposit						2,520.00
		10408	040-104				-50.00
		7870565515	040-053				-200.00
		305	034-046				-50.00
		1120	040-019				-50.00
		564	041-015				-50.00
		3061	040-006				-110.00
		3812	039-058				-50.00
		1474	035-065				-50.00
		868	039-005				-50.00
		1035	034-058				-105.00
		1307	035-045				-50.00
		846	040-049				-50.00
		2632	041-107				-50.00
		10425	037-033				-50.00
		211	041-088				-50.00
		212	041-087				-50.00
		213	035-013				-50.00
		3223	041-024				-50.00

3223	041-023		-50.00
5348	038-047		-50.00
1471	040-046		-50.00
7150	041-065		-50.00
5282	037-029		-50.00
995057	037-072		-50.00
1037	034-038		-50.00
1037	034-032		-50.00
2290	039-002		-50.00
2290	039-003		-50.00
1004	038-097		-50.00
570104075	036-081		-50.00
570104075	036-081		-100.00
123242403	040-078		-100.00
123242485	035-071	dues	-50.00
123242437	035-071		-100.00
570103804	038-053		-105.00
570103804	038-053		-100.00
570104285	041-093		-50.00
570104285	041-093		-100.00
214	034-080		-50.00
06/27/2016	Deposit		1,900.00
1355	038-126		-50.00
165	036-083		-215.00
164	037-019		-160.00
3487	040-109		-50.00
3488	040-138		-50.00
123243064	035-036		-100.00
123243072	041-006		-100.00
1151	035-067		-50.00
1151	039-113		-50.00
1151	034-057		-50.00
131	034-021		-665.00
7877	036-070		-50.00
1255	041-061		-50.00
1255	041-060		-105.00
100084377	041-008		-55.00
100084378	041-008		-100.00

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