

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

**KSECA Board of Directors Meeting  
Monday, December 12th, 2016, 4:00 P.M. at the Pavilion**

FINAL MINUTES

1. Call to Order At 4:00pm by John Dubois

Board members present: John D., Phil H., Jean H., Kelly F., Stone O'Daugherty and Hazen K.  
Members present: Chris Hammer

- A. Additions/Corrections to Agenda
- B. Announcements

2. Treasurer's Report

- A. November Report

Phil read the report for the month ending November 30<sup>th</sup> and the dues in arrears is down to \$107,582. Jean made a motion to accept the report, seconded by Hazen. Five ayes, one abstention: Stone; motion passed.

3. Minutes November BOD Meeting

Hazen read the November board meeting minutes; a few minor corrections were made. Jean made a motion to accept the minutes, as corrected, seconded by John. Unanimous; motion passed.

4. Clerk's Report

- A. Filing Documents-No report

Jean reported we are out of mailboxes at this time.

5. Resident Concerns-None

6. Board Business Reports

- A. Permaculture Garden – Scott Stone has not finished his report yet.

- B. Parks

- 1. Horsemats for playground – Hazen will contact Dave Hoffeld about this.
  - 2. Volleyball Nets – A new net was purchased
  - 3. Signs – John made a motion to get 2 signs stating to watch out for falling coconuts and fronds for the pavilion and lower parks, seconded by Jean. Unanimous; motion passed. John made a motion to buy 3 No Parking signs, seconded by Hazen. Five ayes, one abstention: Stone; motion passed.

- C. Mailbox Center – No report

- D. Social Chair – No report

## 7. Old Business

### A. Board Best Practices

1. Review meeting – The Committee met on November 28<sup>th</sup>. Jean read a statement of intent we could read at the beginning of our board meetings. John made a motion to accept the Statement of Intent, as corrected, seconded by Hazen. Unanimous; motion passed.

### B. Contracts – No discussion

C. Dues in Arrears and Budgetary Issues – John is working on letters to send out to international owners whose dues are in arrears.

We've discussed raising transfer fees and attempting to get all dues in arrears paid. Hazen noted that we currently may spend more than we bring in; Phil will put together numbers to determine this. John made a motion to carry over our budget from 2016 to 2017, seconded by Hazen.

Unanimous; motion passed.

### D. Legal Matters – Our lawyer is to give us a quote.

## 8. New Business

A. Transfer Fee and New Owner Welcome Package – The board members will review the proposed letter written by John and have comments ready for the next meeting. Jean proposed we increase our transfer fee from \$100 to \$200. John said that this fee must be applied to all sales and not just those that go through a title company.

B. AGM Newsletter and Timeline – Articles are due by the next meeting. We discussed the hiring of a facilitator for the next AGM.

C. Special Use Permit (SUP for Pavilion) – Stone is going to look into taking this on.

D. Formalize Pavilion reservation and sound policies – We discussed the need to develop and formalize a policy.

## 9. Announcement of Date of Next BOD Meeting

The next meeting is January 9, 2017 at 4:00 PM.

John made a motion to adjourn at 6:05PM, seconded by Hazen. Unanimous; motion passed.

# Kalapana Seaview Estates Community Association Balance Sheet

As of November 30, 2016

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
5447054 Bank of Hawaii	46,001.69
ING Savings/Capital One	48,469.72
<b>Total Bank Accounts</b>	<b>\$94,471.41</b>
<b>Accounts Receivable</b>	
1110 Accounts receivable	225.00
<b>Total Accounts Receivable</b>	<b>\$225.00</b>
<b>Other current assets</b>	
1299 Undeposited Funds	0.00
<b>Total Other current assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$94,696.41</b>
<b>Fixed Assets</b>	
1670 New Mailbox Structure	500.00
<b>Total Fixed Assets</b>	<b>\$500.00</b>
<b>Other Assets</b>	
1080 Certificate of Deposit	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$95,196.41</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 Accounts payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-Term Liabilities</b>	
4005 Mailbox Deposits	18,050.00
<b>Total Long-Term Liabilities</b>	<b>\$18,050.00</b>
<b>Total Liabilities</b>	<b>\$18,050.00</b>
<b>Equity</b>	
3001 Opening Bal Equity	-6,366.51
3010 Unrestrict (retained earnings)	60,958.44
Net Income	22,554.48
<b>Total Equity</b>	<b>\$77,146.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$95,196.41</b>

Friday, Dec 09, 2016 06:49:55 PM PST GMT-10 - Cash Basis

# Kalapana Seaview Estates Community Association Check Detail

November 2016

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>						
11/02/2016	Check	1928	PATTI LIGHTCAP	Accounting services October, 2016		-210.00
				Accounting services October, 2016		210.00
11/03/2016	Check	1929	David Hoffeld	Mow/Weed Upper Park; October, 2016		-600.00
				October: Mow & weed whack upper parks		600.00
11/04/2016	Check	1930	PATTI LIGHTCAP	Office supplies; printer ink		-40.59
				Office supplies; printer ink		40.59
11/04/2016	Check	paypal	Daniel Levy	This is a duplicate payment that Daniel returned through paypal. Posted in October		-100.00
				Website management November		100.00
11/10/2016	Check	1931	ROSE JERANIUM	Cleaning/trash removal; pavilion pk, Sept, '16		-588.91
				Cleaning and trash removal at pavilion for October, 2016		588.91
11/11/2016	Check	1932	URSULA SNOVER			-115.70
				Albizia lunch reimbursement, 11/2/16		-115.70
11/15/2016	Check	1933	Greg Ward	"Non Potable Water" signs for the Pavilion Park		-12.62
				2 ea. "Non Potable Water" signs for the Pavilion Park		12.62
11/19/2016	Check	paypal	Daniel Levy	This is a duplicate payment that Daniel returned through paypal. Posted in October		-25.00
				display past events on calender		25.00

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# Kalapana Seaview Estates Community Association

## Deposit Detail

November 2016

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>							
11/11/2016	Deposit						2,060.00
		175	039-104		Association Fee, 2016 plus arrears		-415.00
		123248230	038-103		Association Fee 2016		-50.00
		123248232	038-103		Transfer Fee		-100.00
		570109123	037-068		Association Fees		-105.00
		570109123	037-068		Transfer Fee		-100.00
		123248429	035-033		Association Fee 2016		-50.00
		123248430	035-033		Transfer Fee		-100.00
		570109320	036-033		Association Fees		-440.00
		570109320	036-033		Transfer Fee		-100.00
		1023	4539		Mailbox Fee		-100.00
		1053	4726		Mailbox Fee		-100.00
		2056	4591		Mailbox Fee		-100.00
		2646	4684		Mailbox Fee		-100.00
		19614124642	4686		Mailbox Fee		-100.00
		17-454371378	4568		Mailbox Fee		-100.00
11/28/2016	Deposit						200.00
		123249262	040-086		Transfer Fee		-100.00
		570109855	037-055		Transfer Fee		-100.00

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