

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

**KSECA Board of Directors Meeting
Monday, February 13th, 2017, 4:00 P.M. at the Pavilion**

FINAL MINUTES

1. Call to Order: At 4:06 PM by Hazen Komraus, President

Board members present: John D., Phil H., Jean H., Kelly F., Archer, and Hazen K.

Members present: Kevin Sulgit, Eufloria, Dave Hoffeld, David Ream

A. Opening Statement

B. Additions/Corrections to Agenda

C. Announcements

2. Treasurer's Report

A. January Report- Tabled

3. Minutes January BOD Meeting

The minutes of last month's meeting were read and a few corrections made. Jean made a motion to accept the minutes, as corrected, seconded by Phil. Unanimous; motion passed.

4. Clerk's Report

A. Filing Documents

No news to report other than no available mailboxes at present.

5. Resident Concerns

Eufloria commented on an issue of squatters camping on an undeveloped lot with no facilities. We gave recommendations and will talk to involved parties.

6. Board Business Reports

A. Permaculture Garden: No report

B. Parks

Kelly brought up reports of people taking water from the spigot of the pavilion park catchment tank which is non-potable water. John D. made a motion to remove the spigot, seconded by Kelly. 2 ayes, 4 nays (Hazen, Jean, Phil, archer); motion failed.

1. Horsemats for playground - Dave H. is going to pick up the mats for the playground

2. Fire Ants – KFA has not tested our parks for fire ants for a few months so we will have them come out in March to test.

C. Mailbox Center – Bob Kirk is working on getting County permits. John made a motion to ask the Mailbox Committee to explore the possibility with the County of putting the new mailbox center in the upper (empty) park, seconded by Hazen. Unanimous; motion passed.

Kelly is contacting the USPO to procure agreement for delivery to the upper park.

D. Social Chair

Archer reported the November potluck had 25 people and the walk to the sea had 15 people. This Saturday, Feb. 18th, is the chocolate glow party in the pavilion. Archer has received \$100 in donations for future social events. Future events will be held the Saturday before the regular Board meeting. Next event is March 11, a bike ride, meet at top of Seaview at Kamoamoa.

7. Old Business

A. Board Best Practices: The board will reconvene to formalize protocols.

B. Contracts: John made a motion to put out a RFP for all contracts with bids due at the end of April, seconded by Hazen. One abstention (Kelly); motion passed.

C. Dues in Arrears and Budgetary Issues: John made a motion to assess a 10% penalty for owners in arrears who do not pay in full by May 2017, seconded by Jean. Unanimous; motion passed.

D. Audit: Phil has gotten 3 bids so far. Kelly F. will add a proposed bylaw change to have mandatory audit every four years instead of two.

E. AGM and Newsletter: We reviewed the newsletter articles. We discussed the AGM including the food. Kelly made a motion to re-hire Phet Chara to make the food again this year for a maximum of \$350, seconded by Jean. Unanimous; motion passed.

Kevin Sulgit volunteered to facilitate the AGM. We have been looking for a facilitator but so far the only available ones charge a high fee.

F. Formalize Pavilion reservation and sound policies – We discussed the subject of removing privilege of members who violate the sound/permission policy.

8. New Business

A. Ballot Voting

John brought up the use of ballots in voting for new Board members and for issues at the Annual General Meeting (AGM) scheduled for April 30, 2017. This issue had come up for vote at the 2012 AGM, however, the outcome of the vote and the precise implementation of the vote was not clear to most on the Board. To implement ballot voting the Board was supposed to run this through legal review, amend the bylaws and then carry it out. These steps, however, have not been taken. The current Board is not opposed to using ballots, however, proper protocol for doing so has not been established. Despite this, John maintains that we should be using ballots for this year's AGM votes, and he further stated that if this was not done then he intended to "invalidate the [AGM] meeting." This topic will be continued at the reconvened meeting.

9. Announcement of Date of Next BOD Meeting

The meeting was unanimously recessed at 7:40 PM and will reconvene at 4:00 PM on Sunday, February 26, 2017, at Hazen's house to go over legal matters for the AGM, and use of ballots.

Kalapana Seaview Estates Community Association Balance Sheet

As of February 28, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5447054 Bank of Hawaii	42,090.79
ING Savings/Capital One	48,518.38
Total Bank Accounts	\$90,609.17
Accounts Receivable	
1110 Accounts receivable	275.00
Total Accounts Receivable	\$275.00
Other Current Assets	
1299 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$90,884.17
Fixed Assets	
1670 New Mailbox Structure	500.00
Total Fixed Assets	\$500.00
Other Assets	
1080 Certificate of Deposit	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$91,384.17
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)	82,709.38
Net Income	-3,008.70
Total Equity	\$73,334.17
TOTAL LIABILITIES AND EQUITY	\$91,384.17

Kalapana Seaview Estates Community Association Check Detail

February 2017

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
5447054 Bank of Hawaii						
02/01/2017	Check	1952	URSULA SNOVER	Lunch for volunteer albizia eradication crew.		-100.00
				Lunch reimbursement; volunteer albizia eradication crew.		-100.00
02/01/2017	Check	1953	PATTI LIGHTCAP	Accounting Services; January, 2017		-625.27
				Accounting Services; January, 2017		580.00
				Printing Ink for Invoices		45.27
02/02/2017	Check	paypal	Daniel Levy	This is a duplicate payment that Daniel returned through paypal. Posted in October		-100.00
				February Web maintenance		100.00
02/06/2017	Check	1954	David Hoffeld	Mow/Weed Upper Park; January, 2017		-600.00
				January, 2017: Mow & weed whack upper parks		600.00
02/07/2017	Check	1955	ROSE JERANIUM	Cleaning and trash removal at pavilion, for January, 2017		-530.00
				Cleaning and trash removal at pavilion, for January, 2017		530.00
02/10/2017	Check	1956	PARADISE PROPERTY	October & December, 2016, front park care		-1,100.00
				October & December, 2016, front park care		1,100.00
02/14/2017	Check	1957	Hawaiian TelCom	Split phone bill; January 2017		-21.30
				Telephone, January, 2017		21.30
02/14/2017	Check	1958	PARADISE PROPERTY	January, 2017, front park care		-550.00
				January, 2017, front park care		550.00
02/27/2017	Check	1959	Truck Parts Hawaii, Inc	Reflective tape for grass renewal; front park. Picked up by PH; Dave Hoffeld doing the work.		-33.75
				Reflective tape for grass renewal; front park		33.75
02/27/2017	Check	1960	HOME DEPOT	5' posts for grass renewal project; front park. Picked up by PH; Dave Hoffeld doing the work.		-112.00
				5' posts for grass renewal project; front park		112.00

Wednesday, Mar 15, 2017 07:17:00 PM PDT GMT-10

Kalapana Seaview Estates Community Association

Deposit Detail

February 2017

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
5447054 Bank of Hawaii							
02/04/2017	Deposit		039-090				99.71
		5v103220xt2594208	039-090				-99.71
02/14/2017	Deposit						1,050.00
		1343	4708		Mailbox Fee		-100.00
		570112024	037-020		Association Fee, 2016		-50.00
		570112024	037-020		Transfer Fee		-100.00
		123252021	039-007		Association Fee, 2017		-50.00
		122352020	039-007		Transfer Fee		-150.00
		570112093	040-099		Association Fee, 2017		-50.00
		570112092	040-099		Transfer Fee		-150.00
		570112093	040-100		Association Fee, 2017		-50.00
		570112092	040-100		Transfer Fee		-150.00
		123252504	038-116		Association Fee, 2017		-50.00
		123252500	038-116		Transfer Fee		-150.00
02/22/2017	Deposit						149.23
		dek79529310277712	040-076				-50.00
		dek79529310277712	038-106				-50.00
		dek79529310277712	038-124				-49.23
02/27/2017	Deposit						1,075.00
		570112318	041-090		Association fees for 2015, 2016, 2017		-160.00
		570112318	041-090		Transfer Fee		-150.00
		123252913	041-010		Association Fee 2017		-50.00
		123252910	041-010		Transfer Fee		-150.00
		2533	038-121		Association Fees: 2011 - 2016		-365.00
		123253121	038-011		Association Fee 2017		-50.00
		123253120	038-011		Transfer Fee		-150.00

Wednesday, Mar 15, 2017 07:17:40 PM PDT GMT-10