

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

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

FINAL MINUTES

1. Call to Order: At 4:07 PM by Hazen Komraus, President

Board members present: John D., Phil H., Jean H., Kelly F., Stone O., and Hazen K. Absent: Archer. Members present: Scott Stone, Rose Geranium

- A. Opening Statement
- B. Additions/Corrections to Agenda
- C. Announcements

2. Treasurer's Report

A. February Report- Phil read the report (see attached). There is now \$152,722 in arrears, however, new invoices just went out. Jean made a motion to accept the report as read, seconded by John. Unanimous; motion passed.

3. Minutes February BOD Meeting

Hazen read the minutes of last month's regular meeting and John read minutes from the reconvened meeting (John took minutes). Jean made a motion to accept the minutes, seconded by Hazen. Two abstentions (Kelly & Stone); motion passed.

4. Clerk's Report

- A. Filing Documents

Filing with DCCA is due on April 1st. Eight on the mailbox waiting list.

5. Resident Concerns

Music from the pavilion party on Sunday was reported to have been very loud and the event was not on the calendar and therefore no advance notice provided.

6. Board Business Reports

A. Permaculture Garden- Scott Stone announced the design plans are nearly complete. The citrus trees should be fertilized and pruned after they flower; Scott will put together a bid for this work. He announced two upcoming meetings to decide on the design for permaculture plantings on the park perimeter that will serve to block cars from driving in the pavilion park at night. The meetings are March 20 (to decide on plant list) and April 7 to get quotes for work to be done; both at 3PM in the pavilion.

- B. Parks

This past Sunday there were many cars parked in the front park and later the pavilion park. Rose Geranium reported there was a lot of food trash, candy wrappers, etc. left in the park. People heard the music in the very upper parts of Seaview. In addition, the front park was jammed with people, however, few were Seaview residents. Following fire ant treatment, KFA reported finding human feces, garbage and opened coconuts that can collect water in the vegetation in the

front park. By some accounts, it appears we are losing control of our parks. In the future we may want to cease the Sunday gatherings and barricade the park temporarily. This matter will be brought up at the AGM.

C. Mailbox Center – Jean read a report in response to the Board’s request to the Chair of the committee that they research placing the new mailbox structure in the unused upper park, that this was not part of their scope and therefore not done. We discussed requesting to Hele-On bus that the bus go up to the upper parks.

7. Old Business

A. Board Best Practices: Jean read information on parameters to adopt for board decorum, conduct, and meeting efficiency. Jean made a motion to adopt the board best practices that we developed on November 28, 2016, seconded by Phil. One nay (John D.); motion passed.

B. Contracts: The RFP will be issued and all contracts reviewed according to our bylaws.

C. Dues in Arrears and Budgetary Issues: No report

D. Legal Matters: No report

E. AGM – No facilitator has been found.

F. Formalize Pavilion reservation and sound policies – The policy will be posted on the website and a sign made. Violations procedure will be discussed at the AGM as the policy was an AGM vote.

G. Welcome Letter: John read the latest version. Kelly made a motion to accept the welcome letter as read, seconded by Phil. Two abstentions (Jean and Stone); motion passed.

H. Work Party: Work ideas include painting and trash pick up. Saturday, March 25 at 8:30AM a work party to pick up trash and palm fronds will occur in the front park.

8. New Business

A. Recording Procedures: Tabled

B. Seminar: Some discussion, Jean may attend and report back to us.

9. Announcement of Date of Next BOD Meeting

A motion to adjourn passed at 7:15 PM. The next meeting was set for Monday, April 10, 2017.

Kalapana Seaview Estates Community Association Balance Sheet

As of March 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5447054 Bank of Hawaii	49,187.55
ING Savings/Capital One	48,566.16
Total Bank Accounts	\$97,753.71
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	\$98,028.71
Fixed Assets	
1670 New Mailbox Structure	1,250.00
Total Fixed Assets	\$1,250.00
Other Assets	
1080 Certificate of Deposit	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$99,278.71
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	17,950.00
Total Long-Term Liabilities	\$17,950.00
Total Liabilities	\$17,950.00
Equity	
3001 Opening Bal Equity	-6,366.51
3010 Unrestrict (retained earnings)	82,709.38
Net Income	4,985.84
Total Equity	\$81,328.71
TOTAL LIABILITIES AND EQUITY	\$99,278.71

Saturday, Apr 29, 2017 08:34:10 PM PDT GMT-10 - Cash Basis

Kalapana Seaview Estates Community Association

Check Detail

March 2017

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
5447054 Bank of Hawaii						
03/01/2017	Check	1961	URSULA SNOVER	Lunch reimbursement; volunteer albizia eradication crew; supplies		-347.13
				Lunch reimbursement; volunteer albizia eradication crew; supplies		-347.13
03/02/2017	Check	1962	David Hoffeld	February, 2017: Mow & weed whack upper parks		-600.00
				February, 2017: Mow & weed whack upper parks		600.00
03/03/2017	Check	1963	PATTI LIGHTCAP	Accounting Services; February, 2017		-310.00
				Accounting Services; February, 2017		310.00
03/03/2017	Check	1964	KFA Property Maintenance	Fire ant treatment of parks; March, April, May, 2017		-600.00
				Fire ant treatment of parks; March, April, May, 2017		600.00
03/03/2017	Check	1965	Del's Tractor Supply Co	Horse Stall Mats for Pavilion Playground		-138.39
				Horse Stall Mats for Pavilion Playground		138.39
03/03/2017	Check	paypal	Daniel Levy	This is a duplicate payment that Daniel returned through paypal. Posted in October		-200.00
				March Web maintenance & newsletter layout		200.00
03/07/2017	Check	1966	Hawaii Printing	Printing 2017 newsletter		-617.92
				Printing 2017 newsletter		617.92
03/08/2017	Check	1967	USPS	Postage for 2017 AGM Newsletter and Invoice		-426.09
				Postage for 2017 AGM Newsletter and Invoice		426.09
03/09/2017	Check	1968	Guy Shepard	IRS; Bank Statement; Invoices: Training		-165.00
				IRS; Bank Statement; Invoices: Training		165.00
03/13/2017	Check	1969	PARADISE PROPERTY	February, 2017, front park care		-550.00
				February, 2017, front park care		550.00
03/19/2017	Check	1970	ROSE JERANIUM	Cleaning, trash removal, and supplies for the pavilion park, for February, 2017		-567.70
				Cleaning, trash removal, and supplies for the pavilion park, for February, 2017		567.70
03/24/2017	Check	1971	Edward W. Mantyla	Mailbox Deposit Reimbursement; Box 4605		-100.00
				Mailbox Deposit Reimbursement; Box 4605		-100.00

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
03/25/2017	Check	1972	Robert C. Smelker	Architectural Services for New Mailbox Structure		-750.00
				Architectural Services for New Mailbox Structure		750.00
03/26/2017	Check	1973	Phil Hartman	Office supplies, envelopes, paper, folding, additional postage for 2017 AGM		-295.23
				Office supplies, envelopes, paper, folding, extra postage for 2017 AGM		272.76
				Additional postage, Invoices/newsletter, 2017 AGM		22.47
03/27/2017	Check	1974	Hawaiian TelCom	Split phone bill; March, 2017		-21.00
				Telephone, March, 2017		21.00

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Kalapana Seaview Estates Community Association

Deposit Detail

March 2017

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
5447054 Bank of Hawaii							
03/10/2017	Deposit						450.00
		123253533	038-098		Park Maintenance Fee: 2017		-50.00
		123253539	038-098		Transfer Fee		-150.00
		123253252	034-035		Park Maintenance Fee: 2017		-50.00
		123253251	034-035		Transfer Fee		-150.00
		123253197	035-018		Park Maintenance Fee: 2017		-50.00
03/13/2017	Deposit		035-018		To correct deposit slip error. Was \$150.00; changed to \$100.00 (PH)		100.00
		123253199	035-018		Transfer Fee		-100.00
03/18/2017	Deposit						2,580.00
		184	038-123		Assoc Dues: 2015, 2016		-105.00
		5660	035-078		Assoc Dues; 2017		-50.00
		805	034-075		Assoc Dues; 2017		-50.00
		2108	041-053		Assoc Dues; 2017		-50.00
		7423	038-109		Assoc Dues, 2017		-50.00
		7423	038-110		Assoc Dues: 2017		-50.00
		347	038-130		Assoc Dues; 2016, 2017		-105.00
		1001	039-134		Assoc Dues: 2017		-50.00
		1001	039-135		Assoc Dues: 2017		-50.00
		846	038-035		Assoc Dues: 2016, 2017		-105.00
		123253340	041-092		Assoc Dues: 2011 thru 2017		-470.00
		123253340	041-092		Transfer Fee		-150.00
		570113029	036-010		Assoc Dues: Final payment, 2017		-30.00
		570113029	036-010		Transfer Fee		-150.00
		123253901	038-089		Assoc Dues: 2016, 2017		-160.00
		123253901	038-090		Assoc Dues: 2016, 2017		-160.00
		123253902	038-089		Transfer Fee		-150.00
		123253902	038-090		Transfer Fee		-150.00
		123254030	041-110		Assoc Dues: 2012 thru 2017		-345.00
		123254029	041-110		Transfer Fee		-150.00
03/22/2017	Deposit						1,555.00
		153	041-091				-300.00
		1009	037-069				-50.00
		3751	038-044				-50.00
		787	039-089				-50.00
		6622	038-113				-50.00
		6622	038-112				-50.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		1904	034-079				-50.00
		119	037-103				-50.00
		0906	038-120				-50.00
		1400	035-058				-50.00
		4034	037-045				-50.00
		1909	040-111				-50.00
		6723	037-042				-50.00
		698	036-078				-50.00
		899	035-012				-50.00
		225	035-031				-50.00
		3825	041-038				-50.00
		1563	039-097				-50.00
		1452	037-075				-50.00
		639	034-067				-50.00
		1678	034-044				-50.00
		988	040-084				-50.00
		727	039-029				-105.00
			041-020				-50.00
		212	038-055				-50.00
03/22/2017	Deposit						247.07
		1dk03246t60934412	034-013				-49.22
		00l31635xe5386103	038-018				-49.22
		8jr63142y78694846	037-044				-50.19
		9w567172sx651345e	041-113				-49.22
		1ht33462279904522	037-060				-49.22
03/22/2017	Deposit						1,665.00
		749	038-002		Association Dues, 2017		-50.00
		749	038-003		Association Dues, 2017		-50.00
		1096	038-117		Association Dues, 2017		-50.00
		20213	040-104		Association Dues, 2017		-50.00
		104	034-033		Association Dues, 2017		-50.00
		105	038-037		Association Dues, 2017		-50.00
		1023	034-100		Association Dues, 2017		-50.00
		278	035-019		Association Dues, 2012 thru 2017		-345.00
		2884	036-090		Association Dues, 2017		-50.00
		640	038-048		Association Dues, 2017		-50.00
		226	034-018		Association Dues, 2017		-50.00
		226	034-019		Association Dues, 2017		-50.00
		226	034-020		Association Dues, 2017		-50.00
		5597	038-099		Association Dues, 2017		-50.00
		332	035-061		Association Dues, 2017		-50.00
		123254284	037-018		Transfer Fee		-150.00
		123254283	037-018		Association Dues, 2010 thru 2017		-470.00
03/28/2017	Deposit						4,445.00
		2061	038-087				-50.00
		2061	036-015				-50.00
		2061	038-088				-50.00
		505	039-110				-50.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		505	041-107				-50.00
		505	041-108				-50.00
		495359706	034-087				-50.00
		6382	037-052				-50.00
		6382	037-052				-50.00
		324	039-114				-50.00
		324	039-115				-50.00
		324	039-116				-50.00
		324	041-115				-50.00
		324	041-116				-50.00
		812	038-107				-50.00
		901	034-095				-50.00
		535	039-009				-50.00
		535	039-010				-50.00
		1291	035-048				-50.00
		830	040-057				-50.00
		830	040-056				-50.00
		2336	034-096				-50.00
		4518	040-103				-50.00
		4643	038-004				-50.00
		2224	035-024				-50.00
		516	035-044				-50.00
		807	040-033				-50.00
		108	040-034				-50.00
		270	040-002				-50.00
		611	037-010				-105.00
		126	037-047				-50.00
		1996	038-128				-50.00
		1996	038-127				-50.00
		5345	037-090				-50.00
		5345	037-091				-50.00
		3421	041-062				-50.00
		5406	038-047				-50.00
		379	038-027				-30.00
		1375	037-038				-50.00
		3685	037-068				-50.00
		11671	038-022				-50.00
		3243	036-089				-50.00
		2126	041-099				-50.00
		6302	038-046				-50.00
		3034	038-115				-50.00
		2586	040-013				-50.00
		59304495459	041-047				-50.00
		2123	037-115				-50.00
		1991	036-098				-50.00
		1318	034-063				-50.00
		2219	041-117				-50.00
		1323	034-010				-50.00
		3562	039-124				-50.00
		3562	039-125				-50.00
		3562	039-126				-50.00
		917	036-081				-50.00
		3292	038-033				-50.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		523	041-012				-50.00
		12799	041-067				-50.00
		8209	038-086				-50.00
		560	040-037				-50.00
		560	040-038				-50.00
		560	040-039				-50.00
		560	040-041				-50.00
		1025	040-025				-50.00
		1441	036-033				-50.00
		1300	037-078				-105.00
		1227	039-036				-50.00
		619	038-103				-50.00
		995296	041-019				-50.00
		1045	041-044				-50.00
		1259	034-092				-50.00
		1259	035-041				-50.00
		2668	036-006				-50.00
		10282	036-079				-50.00
		24339110567	034-068				-50.00
		1137	035-057				-50.00
		1138	036-075				-50.00
		2409	036-035				-50.00
		1432	039-006				-50.00
		6448	039-030				-50.00
		12540794	035-020				-50.00
		2162	035-097				-50.00
		2478	034-013				-105.00
		550	041-057				-50.00
		711	040-083				-50.00
03/30/2017	Deposit						198.15
		1ou57361or4210510	035-015				-49.22
		1ou30635aw924092r	035-003				-49.22
		51827178b38888793u	040-024				-99.71
03/31/2017	Deposit						1,545.00
		24210335733	040-045				-105.00
		1163	034-091				-50.00
		308	040-036				-50.00
		1929	039-081				-50.00
		354	040-054				-50.00
		1605	038-142				-50.00
		1226	037-014				-50.00
		1593	035-050				-50.00
		1593	037-001				-50.00
		1593	035-049				-50.00
		4754	034-097				-50.00
		1405	041-068				-105.00
		1405	041-094				-105.00
		212	040-115				-50.00
		1857555	038-065				-50.00
		1857555	038-066				-50.00
		3675	040-004				-50.00

Date	Transaction Type	Num	Member	Vendor	Memo/Description	Clr	Amount
		1458	037-028				-105.00
		875	039-111				-50.00
		5031	040-126				-50.00
		1548	036-080				-50.00
		367	034-076				-50.00
		321	038-039				-50.00
		1028	039-037				-50.00
		0073691163	038-013				-50.00
		0073730795	038-137				-75.00

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