

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

**KSECA Board of Directors Meeting  
Tuesday, September 13, 2016, 4:00 P.M. at the Pavilion**

FINAL MINUTES

1. Call to Order: At 4:11 PM by John Dubois, Vice-President

Board members present: John D., Phil H., Jean H., Kelly F., Hazen K. (arrived 4:30), Archer (arrived 5:15). Members present: Bob Kirk, Christina Hazzard, Stone O'Dougherty, Scott Stone, Ben Wariner, Daniel Levy, and Uschi Snover.

A. Additions/Corrections to Agenda

B. Announcements

Phil announced he is starting a support group in Seaview for seniors with disability issues.

2. Treasurer's Report

Phil read the report. John brought up transfer fees and what new buyers get for this fee and suggested we could provide new owners with a welcoming packet. We added this topic to New Business.

Jean made a motion to accept the treasurer's report as read, seconded by Kelly. One abstention: John; motion passed.

3. Minutes August BOD Meeting

Kelly read the minutes of the August meeting and a few corrections were made. Jean made a motion to approve the minutes as corrected, seconded by Hazen. One abstention: John; motion passed.

4. Clerk's Report

Jean reported there are no boxes available; Kelly reported a list of boxes to have locks changed has been given to the Post Office. Jean reported the DCCA registration has been correctly updated.

5. Resident Concerns

Christina H. reported that last year she was unable to work off her dues as several work parties were cancelled; she requested to be given credit. The Board decided she could work off her dues by working on the mail-out of this year's annual newsletter.

Christina suggests we have future work parties on Saturday mornings, 8AM.

6. Committee Reports

A. Permaculture Garden: No report

B. Parks

Some residents expressed concern at the reggae music parties held at the pavilion on second Sundays. There was some confusion regarding the process of getting permission to hold an event and the need for resident's desiring to use the pavilion for an event to gain prior approval so it can be posted and neighbors will know what to expect.

John made a motion to approve Ben's reggae event for Sunday, October 9<sup>th</sup> 3-7PM; seconded by Hazen. 3 ayes, 2 nays, one abstention (Kelly); motion passed.

We discussed the notices given out at the front park and decided if we do this again, they need to be rewritten! A prior motion that passed regarding park signs was discussed. Kelly made a motion to hang 4 signs (2 in front, 1 in upper parks) saying “No driving in the Park; No Climbing Trees; Watch Out for Falling Coconuts and Fronds”. 3 ayes; 3 nays; motion failed.

#### C. Mailbox Center Membership

Bob Kirk reported he has gotten 2 bids to draw the mailbox center plans for \$500. He recommended we hire Daniel Bona. Jean made a motion to accept his recommendation, seconded by Phil. 4 ayes, 1 nay, 1 abstention (Kelly); motion passed.

### 7. Old Business

#### A. Legal Matters

Kelly reported Steve Strauss is again available to take our case to recoup our losses incurred to fight the Rocco lawsuits on October 5. John wants to have a lawyer go over the bylaws.

#### B. Board Best Practices, tabled

#### C. Contracts, tabled

#### D. Indemnification Insurance

Our new policy, once corrected with the number of lots in Seaview, has tripled in cost so we decided to look for other insurers’ quotes. John made a motion to pay the insurance policy, if it can be cancelled in case of finding a better rate; seconded by Hazen. Unanimous; motion carried.

#### E. Albizia Eradication, tabled

#### F. Work Party, tabled

### 8. New Business

#### A. Welcome Package, tabled

### 9. Announcement of Date of Next BOD Meeting

The Board recessed at 6:38 PM until Thursday, September 15, 2016. 5PM at the Pavilion

## **Thursday, September 15, 2016, 5:00 P.M. at the Pavilion**

1. Call to Order: At 5:08 PM by Hazen K. This meeting is a continuation of Sept. 13<sup>th</sup> meeting which was recessed at 6:38 PM.

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

### Announcements

The Mailbox Center Membership committee will meet Sept. 26<sup>th</sup> at 5PM, Missy & Frank’s house

### 7. Old Business

#### D. Indemnification Insurance

Phil gave us the insurance company’s new quote of \$4103 for one year of coverage. We decided to pay for three months and look for other less expensive quotes.

#### G. Work Party

We discussed having a work party to paint the outside of the free box, the catchment tank, and add signs in the bathroom and on the catchment tank stating non-potable water. No date was set yet; it will depend on the weather.

#### H. Dues in Arrears

John will talk to Vicky Kinley about finishing up Gary's work in sending out letters to those who are in arrears, especially those to international destinations. We discussed costs of doing this as international certified mail is quite expensive.

A motion that the approximate postage costs be calculated and added to the amount owed from this day forward was made by John, seconded by Kelly. Unanimous; motion carried.

#### 8. New Business

##### A. Welcome Package

John suggested we put together a welcome letter/information package to provide to new owners in Seaview. John is going to work on this.

##### B. Board Best Practices, tabled

#### 9. Announcement of Date of Next BOD Meeting

A motion was made for the Board to recess at 6:41 PM until Thursday, September 22, 2016 at 5PM at the Pavilion, by John, seconded by Jean. Unanimous; motion carried.

### **Thursday, September 22, 2016, 5:00 P.M. at the Pavilion**

1. Call to Order: At 5:08 PM by Hazen K. This meeting is a continuation of Sept. 13 and 15 meetings which were recessed.

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

No members present.

#### Announcements

It was announced that Jan Patenaude has tendered her resignation from the Board.

#### 8. New Business

##### B. Board Best Practices

Jean opened the discussion on board best practices and distributed written information that was given out at the Neighborhood Board workshop.

A motion that we eliminate the board rule (8c) that states that board members must sit in a circle during board meetings and that we eliminate board rule (6c) that states that work parties are to be convened on the weekend after a board meeting, was made by John, seconded by Phil. 5 ayes, 1 abstention (Kelly); motion carried.

We discussed agendas including whether to move up resident concerns, use of Robert's Rules including using "point of order", "point of information", and motions to limit debate.

A motion that all Board meeting attendees sign in with legal names; if you intend to speak and have not signed in, you must verbally state your name prior to speaking at a meeting, was made by Kelly, seconded by Hazen. Unanimous; motion carried.

#### 9. Announcement of Date of Next BOD Meeting

The next regular monthly Board meeting is October 13, 2016, at 4PM in the Pavilion

Minutes submitted by Kelly Finn

# Kalapana Seaview Estates Community Association Balance Sheet

As of August 31, 2016

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
5447054 Bank of Hawaii	53,921.66
ING Savings/Capital One	48,137.09
<b>Total Bank Accounts</b>	<b>\$102,058.75</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>\$102,283.75</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>\$102,283.75</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	29,641.82
<b>Total Equity</b>	<b>\$84,233.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$102,283.75</b>

Tuesday, Oct 04, 2016 07:22:33 PM PDT GMT-10 - Cash Basis

# Kalapana Seaview Estates Community Association

## Check Detail

August 2016

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>						
08/02/2016	Check	1906	ROSE JERANIUM		R	-530.00
				Cleaning and trash removal at pavilion for July, 2016		530.00
08/02/2016	Check	1907	PATTI LIGHTCAP		R	-270.00
				Accounting services for July		270.00
08/02/2016	Check	1908	Director of Finance		R	-317.64
				property taxes parks 039-025, 038-135, 034-009		317.64
08/02/2016	Expense	DM	BANK OF HAWAII	returned stmt fee	R	-5.00
						5.00
08/05/2016	Check	1909	David Hoffeld		R	-600.00
				July: Mow & weed whack upper parks		600.00
08/08/2016	Check	1910	PARADISE PROPERTY		R	-1,100.00
				June and July front park care		1,100.00
08/27/2016	Check	1911	Hawaiian TelCom			-21.35
				phone 8/4/16 - 9/3/16		21.35

Tuesday, Oct 04, 2016 07:23:32 PM PDT GMT-10

# Kalapana Seaview Estates Community Association

## Deposit Detail

August 2016

Date	Transaction Type	Num	Client	Vendor	Memo/Description	Clr	Amount
<b>5447054 Bank of Hawaii</b>							
08/25/2016	Deposit					R	1,807.00
		307	040-101				-50.00
		123245675	039-053				-100.00
		570106278	036-026				-342.00
		570106278	036-026				-100.00
		570106307	037-004				-50.00
		570106307	037-004				-100.00
		0048	041-052				-50.00
		338	039-103				-50.00
		1572	036-049				-50.00
		1572	036-051				-50.00
		1572	037-081				-50.00
		1572	037-082				-50.00
		1572	040-081				-50.00
		1572	040-082				-50.00
		0005389757	037-095				-565.00
		2044	4519				-100.00
08/29/2016	Deposit					R	148.93
		380869834G803273R	034-069				-49.22
		3TT85125E8810484S	040-108				-99.71
08/30/2016	Deposit					R	100.00
		56534866	036-008				-100.00

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