

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

Draft Board Meeting Agenda Tuesday, June 23, 2026 | 2:15 PM

1. Call to Order & Roll Call

- Welcome remarks – Le'Ann Milinder
- Officer and member attendance

2. Agenda Modifications

- Additions or corrections to today's agenda

3. Approval of Previous Minutes

- Review and approval of May 27, 2026 Board Meeting minutes

4. Community Announcements & Updates

- A. Written resignation received from Amanda Hopkins-Minett on June 3
- B. Board Vacancies – need to fill vice president, treasurer, and clerk positions
- C. 2026 RFPs – Update on distribution and bid responses received
- D. Regular Board meetings scheduled at 2 pm the last Wed of each month going forward

5. Financial & Administrative Reports

- A. Treasurer's Report – Bank balance, income/expenses, dues in arrears
- B. Taxes & Compliance – DCCA annual report filing status, confirm 2025 tax return filed
- C. QuickBooks Access – Status of Primary Admin transfer
- D. Bookkeeping Investigation Committee – Update (Robert Adler)

6. Old Business

- A. Financial Audit RFP
- B. 2025 AGM Minutes – Status of drafting from John DuBois audio recording, per AGM directive
- C. 2026 AGM Minutes - update
- D. Website / Digital Asset Recovery - update
- E. Communication Plan / Board Email Address: board@kseca.org
- F. Budget Creation – status
- G. Mailing Service Refund / CPA or mailing service Invoice
- H. Board process/workflow

7. Ongoing Projects & Committee Reports

- A. Septic System Project – Status and next steps
- B. Park Maintenance – Status & upkeep needs
- C. Community Infrastructure – Mailboxes Lorne update
- D. Care and Rehabilitation of Park Fruit Trees
- E. Board turnover – missing 2025 signed contracts, March & April '26 minutes, May '25 minutes, AGM minutes '25
- F. Sunday Lawn Gathering

8. New Business

- A. Board Digital Asset Policy - add to board rules
- B. Digital Payment Procedure – review of changes made by prior board from written checks with two signatures
- C. 2026-27 contracts
- D. Audit prep bookkeeping work

9. Community Input & Q&A

- Open discussion for residents to raise concerns or questions

10. Recess to executive session to review contractor proposals

- Next regular meeting Wed, July 29 at 2 pm