

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

Board of Directors – **DRAFT** May 27 Meeting Minutes

DRAFT – Pending Board Approval

Date: Wednesday, May 27, 2026, 2:00 PM

Location: Pavilion, Kalapana Seaview Estates

Presiding: Le'Ann Milinder

Scribe: Lahi Verschuur

Attendance

Board members present: Le'Ann Milinder, Robert Adler, Lahi Verschuur, Amanda Hopkins-Minnet, Lorne McElhone

Also present: Marcy Parco, (joined late): Abbie Rabinowitz, T. Marion Dooley, Kristin Barrett, Mary Love

A quorum was confirmed. A sign-in sheet was circulated.

1. Call to Order & Roll Call

Officer and member attendance was confirmed as noted above. The Board proceeded to the election of officers.

Election of Board Officers

Nominations were made as follows:

- Lahi Verschuur nominated Le'Ann Milinder for President.
- Le'Ann Milinder nominated Lahi Verschuur for Scribe.
- Amanda Hopkins-Minnet nominated herself for Treasurer.
- Robert Adler nominated himself for an At-Large Director seat and to serve on the Finance (Ad Hoc Accounting) Committee.
- Lorne McElhone offered to serve as either an At-Large Director or Vice President.

A question from the AGM arose regarding Lorne McElhone's eligibility to serve, pending confirmation of property ownership. Ownership was confirmed during the meeting via the County's TMK (Tax Map Key) records website.

Following discussion, the Board voted on the following slate as a whole:

- President: Le'Ann Milinder
- Scribe: Lahi Verschuur
- Treasurer: Amanda Hopkins-Minnet
- Directors at Large: Robert Adler, Lorne McElhone

Motion: *To accept Robert Adler as a board member for a two-year term, with the understanding that either he or Le'Ann Milinder will abstain from votes presenting a conflict of interest as determined by the board.*

Vote: Motion carried unanimously.

Motion: *To approve the full slate of officers as presented.*

Vote: Motion carried unanimously.

2. Agenda Modifications

Changed "Action Items from Previous Meetings" to "Action Items from Previous Meetings/Old Business"

3. Approval of Previous Minutes

The May 17, 2026 AGM minutes were not available for review at this meeting.

Motion: *To table approval of the previous minutes to the next regular meeting.*

Vote: Approved by unanimous consent.

4. Community Announcements & Updates

- Board Vacancies: Recruitment will continue for the Vice President and Clerk positions.
- 2026 RFPs: The Board confirmed that the 2026 RFPs (Park M]aintenance/Landscaping, Coconut Tree Services, Fire Ant Treatment, Website Management, and Bookkeeping) are to be posted soon.
- Discussion was held regarding which previous board members held responsibility for various outstanding items, in order to clarify follow-up and accountability going forward.

5. Financial & Administrative Reports

- Treasurer's Report: Not yet available; the bookkeeper had not yet provided the report.

Motion: *To table the Treasurer's report to the Friday meeting.*

Vote: Approved.

- Taxes & Audit Update: The Board discussed the need for a multi-year audit to bring KSECA's financial records current, noting that a full multi-year audit could cost approximately \$30,000. The Board discussed next steps, including a possible RFP for an independent auditor.
- Contracts and RFPs are to be circulated to the Board by email for individual review; the general nature of further contract and RFP discussion was identified as a matter for the Friday session (see Recess, below).

6. Ongoing Projects & Committee Reports

- Septic System Project: Status update tabled.
- Park Maintenance: A concern was raised regarding the park's free box being accessed inappropriately at night. The matter of addressing this, including a possible volunteer or contracted role, was tabled to Friday's session.
- Community Infrastructure: Pavilion upkeep was discussed, a catchment cover purchase (approximately \$100) was discussed, with follow-up assigned to Lorne McElhone.
- Sunday Lawn Gathering: The Board discussed vendor and liability concerns, including possible coordination with police regarding unauthorized vendors, and considered drafting a letter to clarify the Board's position.

7. Action Items from Previous Meetings

- Communication plan / new board email address: ongoing.
- Create budget: in progress.
- Accounting committee investigation / audit preparation: Board voted to create an ad hoc Accounting Committee as voted on at the 2026 AGM with members Patti Lightcap, Jon Dubois, Robert Adler, Lorne McElhone and Amanda Hopkins-Minnet. Previous board members are to be available to assist.
- Care and rehabilitation of park fruit trees: Committee created with Robert Adler as chair.
- Refund from mailing/printing service: Marcy Parco reported that the previous board used the bookkeeper's mailing service. Board will contact her.

8. New Business

- Annual review of contracts: Confusion regarding board rule to review past year's contracts vs. reviewing templates and upcoming contracts after bids are received. Amanda and Lorne tasked to draft a treasurer's review/report for Friday, Le'Ann and Lahi agreed to review RFP templates.
- Filing requirements with the State: Marcy Parco reported that KSECA did not file with the State last year, and confirmed she holds the account password for the relevant filing portal. Lahi will follow up.
- Board process/workflow: discussed generally in connection with the new agenda format and officer transition.

Motion: *[Description of motion under New Business – please confirm exact subject for the record.]*

Vote: Motion carried unanimously.

9. Community Input & Q&A

The floor was opened for community input, Kristin Barrett raised questions about the Sunday Lawn Gathering.

Recess

At 4:24 PM, the meeting was recessed, with the Board to reconvene on Friday in executive session to review contracts and finalize RFPs. The general nature of that business was announced during this regular session, consistent with HRS §421J-5(c). Minutes of the executive session are recorded separately and are not subject to member inspection under HRS §421J-7.

Action Items

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1. Distribute contracts and RFPs to the Board via email for individual review.
 2. Reconvene Friday in executive session to finalize RFPs.
 3. Treasurer to obtain and distribute financial report.
 4. Develop RFP for independent financial auditor.
 5. Follow up on catchment cover purchase (~\$100) – assigned to Lorne McElhone.
 6. Continue recruitment for Vice President and Clerk vacancies.
 7. Follow-up on mailing/printing service refund status.
 8. Determine state filing requirements – assigned to Lahi Verschuur.
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Respectfully submitted,

C. Lahi Verschuur

Lahi Verschuur, Scribe – Kalapana Seaview Estates Community Association

Approved by the Board of Directors on: _____