

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION
Draft Board Meeting Agenda | Wednesday, July 29, 2026 | 2:00 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 June 23, 2026 Board Meeting minutes

4. Community Announcements & Updates

- A. Board Vacancies – need to fill Vice President and Clerk positions
- B. 2026 RFPs – contract awardees, contracts signed & hard copies filed
- C. Neighborhood Watch & New Siren Installation – Update (Kevin Kushel)
- D. Sunday Lawn Gathering Committee – call for interested members to participate

5. Financial & Administrative Reports

- A. Treasurer's Report – June financials, bank balance, income/expenses, dues in arrears
- B. Taxes & Compliance – DCCA annual report filing confirmation; non-profit/tax-exempt classification confirmation (Sandra)
- C. QuickBooks Access – Status of Primary Admin transfer
- D. Bookkeeping Investigation Committee – Update (Robert Adler)

6. Old Business

- A. Financial Audit RFP – research and send to CPA firms
- B. 2025 AGM Minutes – Status of transcript from John DuBois’ audio recording
- C. 2026 AGM Minutes – Review & approval
- D. Website / Digital Asset Recovery – update
- E. Communication Plan – \$9/month email service proposal vs. HOA portal option (See 8.F.)
- F. Budget Creation – status
- G. Board process/workflow
- H. Septic System RFP – revised draft
- I. Community Infrastructure – mailbox key issuance procedure

7. Ongoing Projects & Committee Reports

- A. Park Maintenance – status & upkeep needs
- B. Care and Rehabilitation of Park Fruit Trees – volunteer workday
- C. Board turnover – Accuracy of current membership list? Responsibility and procedure for keeping it updated?

8. New Business

- A. Ad Hoc Accounting Committee – AGM/Board minutes discrepancy on committee formation & governing bylaw; discussion & vote on sub-committee proposal (John DuBois)
- B. Create Board Digital Asset Policy and update mailbox fees
- C. Digital Payment Procedure – review of changes from written checks with two signatures
- D. Audit Prep Bookkeeping Work
- E. Liability Discussion – hiring Association members as contractors; insurance agent consultation
- F. HOA Portal Subscription – payment processing (hoa-sites.com), per Sandra's June 28 email

9. Community Input & Q&A

- Open discussion for residents to raise concerns or questions

10. Adjourn

- Next regular meeting Wed, August 26 at 2 pm