KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

Board of Directors – DRAFT June 23 Meeting Minutes

Date: Tuesday, June 23, 2026, 2:15 pm

Location: Pavilion, Kalapana Seaview Estates

Presiding: LeʼAnn Milinder

Scribe: Lahi Verschuur (remote)

Board members present: LeʼAnn Milinder, Robert Adler, Lorne McElhone (arrived late), Lahi Verschuur (remote); Carrie Delos Santos, elected Treasurer during this meeting (see Item 4B).

Also present: Cindy Hartman (appointed Director Pro Tem for this meeting only – see Item 4B), Cindy Hill, James Haskins, Abbie Rabinowitz, Kristin Barrett, Kevin Kalley, and John DuBois.

1. Call to Order & Roll Call

The meeting was called to order at 2:27 PM. Officer and member attendance was confirmed as noted above.

2. Agenda Modifications

“May Treasurer's Report” and “Free box / pavilion upkeep discussion” were added to the agenda under Old Business.

3. Approval of Previous Minutes

The May 27, 2026 Board Meeting minutes were read by LeʼAnn. Discussion identified a motion recorded under “New Business” in the May minutes that no board member could recall or substantiate.

Motion: To accept the May 27 minutes with a friendly amendment striking the unsubstantiated New Business motion.

Vote: Motion carried unanimously.

4. Community Announcements & Updates

- Resignation: The Board received Amanda Hopkins-Minnet's written resignation as Treasurer, effective June 3, 2026.
- Board Vacancies (Vice President, Treasurer, Clerk): Cindy Hartman was appointed Director Pro Tem for this meeting only, to preserve quorum. After discussion of eligibility, remote-participation authority (a board rule permits it, though the Bylaws don't yet expressly address it – referred to July for the bylaw committee), and workload, Carrie was nominated for Treasurer.

Motion: To appoint Carrie as Treasurer.

Vote: Motion carried unanimously.

Motion: To appoint Lahi as DCCA Registered Agent (moved by Carrie, seconded by Lorne).

Vote: Motion carried unanimously.

- 2026 RFPs: Proposals were received in all categories except Fire Ant Treatment (no response yet to Robert Adler's outreach). Two proposals each for Website Management and Park Maintenance/Landscaping; one each for Bookkeeping and Coconut Tree Services. A scoring rubric was proposed as a starting point for evaluating proposals in executive session.
- Meeting Schedule: Regular meetings confirmed for 2:00 PM, last Wednesday of each month. Lahi will be out of the country until July 31 and will miss the July meeting. A neighborhood watch meeting hosted by Kevin Kushel is set for July 1 at 5:00 PM at the pavilion.

5. Financial & Administrative Reports

- Treasurer's Report (May, from bookkeeper Sandra Silva's figures): Bank of Hawaiʻi balance as of May 31 was $95,202.54; PayPal balance $3,033.72. Five payments totaling $2,544.76 were processed; bank deposits totaled $35,513.20 (20 deposits); PayPal deposits totaled $9,354.00 (45 deposits). Monthly reports should include dues in arrears per board rule; the bookkeeper will be asked to add this going forward. June financials won't be available until the books close, expected around July 20.
- Taxes & Compliance: The DCCA annual report filing is due June 30. A $7 fee covering two years of delinquency is outstanding; access to the state's new online payment portal was still being resolved as of the meeting.
- QuickBooks Access: Transfer of Primary Administrator access remains pending the return of CPA/bookkeeper Sandra, who is guiding the transition. Sandra recommended transferring access to a role-based login rather than an individual's name for continuity across board changes.
- Bookkeeping Investigation (Ad Hoc Accounting Committee) Update: Robert Adler reported the committee has met three times. A QuickBooks comparison of the prior bookkeeper's contract year (July–June) against the preceding year showed a variance of less than 1% (~$80 difference), with no evidence of unusual or excess spending on that measure. Review of other AGM concerns, including possible contract issues, is ongoing with no findings finalized.

6. Old Business

- Financial Audit RFP: The Board discussed amending the draft RFP from two-year audit “snapshots” to tiered continuous-audit pricing (2-, 4-, 6-, and 8-year scopes beginning FY2019), so pricing options can be compared once bids are received. Audits should proceed chronologically from the end of the last completed audit (FY2018); the audit requirement arises from KSECA's Bylaws, not state law.

Motion: To amend the RFP to request tiered pricing for 2-, 4-, 6-, and 8-year continuous audit scopes beginning 2019, in place of biennial snapshot audits.

Vote: Motion carried unanimously.

The Board also authorized an additional email push to distribute the revised Audit RFP and the AGM minutes, using remaining credits from a previously authorized purchase; a proposal for an ongoing $9/month email service subscription will be added to the July agenda.

- 2025 AGM Minutes: Nothing received from previous board. John DuBois confirmed he holds an audio recording of the May 2025 AGM.

Motion: To draft the 2025 AGM minutes from John's audio recording, once transcribed (moved by Le'Ann, seconded by Lorne). Lahi can work on them after her return in August.

Vote: Motion carried unanimously.

- 2026 AGM Minutes: Draft sent to the webmaster for posting. Language attributing an assessment of the prior bookkeeper's work to Robert Gluckson will be revised to (1) remove the prior bookkeeper's name in favor of "previous bookkeeper (2024–2025)," (2) reclassify the item from "Bookkeeping Report and Financial Irregularities" to "Bookkeeping Discussion," and (3) clarify the statement as his individual assessment, not a formal finding, striking the unverified claim that contracted work was not completed.

Motion: To table review and approval of the 2026 AGM minutes to the July meeting.

Vote: Motion carried unanimously.

- Website / Digital Asset Recovery: Deferred; no update recorded this meeting.
- Communication Plan / Board Email: board@kseca.org remains the primary board address, forwarding to the board Gmail account, now secured to the current board members only. The website's contact-page hyperlink still routes directly to Gmail and needs updating by the webmaster. Long-term goal remains Google Workspace with archived, role-based addresses; the Treasurer will confirm KSECA's tax-exempt classification with Sandra, back July 6. While Lahi is traveling, the remaining three board members will monitor the board Gmail account. Further communication/workflow discussion was tabled.
- Budget: Draft budget will be updated for the July meeting to reflect approved annual contracts and anticipated audit costs.
- Mailing Service Refund / CPA Invoice: The prior board had approved use of the bookkeeper/CPA's contracted mailing service for newsletter mailing. An error in the first mailing (incorrect invoices) was corrected and re-sent at the CPA's cost. Her invoice for the reissued mailing (~$2,000 for ~999 pieces) was reviewed and approved for payment by Le'Ann as consistent with the Board's understanding.
- Board Process / Workflow: Tabled.

7. Ongoing Projects & Committee Reports

- Septic System Project: The current RFP (posted July 2, 2024) is minimal in scope; a Seaview contractor who previously bid on it is willing to resubmit but has not yet done so. The Board discussed the benefits of reissuing the original RFP versus adopting a more extensive draft prepared by the previous board but never posted. A question was raised whether contracting with community members conflicts with the Association's non-distribution clause; determined that payment for services rendered is not profit distribution, therefore not a conflict.

Motion: To table the Septic System RFP discussion to the July meeting, with board members to work on a revised RFP in the interim.

Vote: Motion carried unanimously.

- Park Maintenance: Lorne plans to purchase the catchment tank cover later this week, per prior board authorization.
- Community Infrastructure (Mailboxes, signs, bulletin board, pavilion): Lorne continues posting to the bulletin board. The previous clerk has not turned over the mailbox key issuance procedures. Lorne will review the association handbook for the procedure and follow up with Marcy Parco regarding turnover of related records.
- Care and Rehabilitation of Park Fruit Trees: Robert Adler met with Galen Alpine and walked the pavilion park trees. He proposes an initial volunteer workday, then more substantive restoration, and will post a call for volunteers.
- Board Turnover: Le'Ann believes the board has now received all available records from the previous board (materials from Doug Walker, Robert Gluckson and Amanda, and items from Marcy). Significant gaps remain; some records were reportedly lost or damaged during an earlier period of board disruption and are not expected to be recovered.
- Sunday Lawn Gathering: The Board discussed options for addressing the unauthorized Sunday vending/gathering activity, including the possibility of formalizing it as a permitted, insured, revenue-generating community event, and noted state/county requirements applicable to any for-profit vending on Association property.

Motion: To form a Sunday Lawn Gathering committee.

Vote: Motion carried unanimously. Carrie volunteered to chair the committee.

8. New Business

Given the hour, the Board unanimously tabled all remaining New Business — Board Digital Asset Policy, Digital Payment Procedure review, 2026–27 contracts, and Audit Prep Bookkeeping Work — to July. Brief discussion favored separating routine annual bookkeeping from one-time audit-prep/reconciliation work.

9. Community Input & Q&A

A new owner asked about obtaining a mailbox key for a property under construction. The Board directed the owner to follow up with Lorne and Le'Ann after the meeting.

10. Recess to Executive Session

Per HRS §421J-5(c), the Board announced it would recess to executive session to review contractor proposals. The general nature was announced in open session; the executive session is recorded separately and not subject to member inspection under HRS §421J-8.

Motion: To recess (moved by Carrie, seconded by Cindy). Carried unanimously. Meeting recessed at 4:14 pm.

Next BOD meeting: Wed., July 29, 2026, 2:00 PM.