

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION
Draft Board Meeting Agenda | Wednesday, August 26, 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 July 29, 2026 Board Meeting minutes

4. Community Announcements & Updates

- A. Board Vacancies – need to fill Vice President and Clerk positions
- B. Open RFPs – Coconut Tree Services, Website Management, Financial Audits, and Audit Prep/Reconciliation Bookkeeping

5. Financial & Administrative Reports

- A. Treasurer's Report – July financials, bank balance, income/expenses, dues in arrears
- B. Budget

7. Ongoing Projects & Committee Reports

- A. Dues Collection Committee update
- B. Bookkeeping Investigation Committee update
- C. Ad Hoc Accounting Committee – AGM/Board minutes discrepancy on committee formation & governing bylaw; discussion & vote on sub-committee proposal (John Dubois)
- D. Park Maintenance – status & upkeep needs, tsunami siren
- E. Care and Rehabilitation of Park Fruit Trees – update, volunteer workday
- F. Sunday Lawn Gathering Committee – Park policy review, Participant/Vendor input

6. Old Business

- A. 2025 AGM Minutes – status of transcript from John Dubois' audio recording
- B. 2026 AGM Minutes – final revisions (John Dubois?), need to post
- C. Septic System RFP/seek revised proposal
- D. Website – Digital Asset Recovery / need for creation of Digital Asset Policy
- E. Communication Plan – \$9/month email service proposal vs. HOA portal option, could include payment processing
- F. Board process/responsibilities – accuracy of current membership list; procedure for updating
- G. Community Infrastructure – mailbox key issuance procedure, update mailbox fees
- H. Digital Payment Procedure – review of current procedure

8. New Business

- A. Volunteerism – general discussion of volunteer/work-for-dues models
- B. Special Fall Membership Meeting – proposed additional meeting (beyond spring AGM) focused on finances/budget
- C. CC&R Discussion
- D. QuickBooks Use
- E. Liability Discussion – hiring Association members as contractors; insurance agent consultation
- F. BOD Schedule – remainder of 2026

9. Community Input & Q&A

- Open discussion for residents to raise concerns or questions

10. Recess to Executive Session

- Contractor discussion

11. Adjourn

- Next regular meeting: Wednesday, September 30 at 2 pm