

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

Board of Directors – DRAFT August 26 Meeting Minutes

Date: Wednesday, August 26, 2026, 2:00 pm

Location: Pavilion, Kalapana Seaview Estates

Presiding: Le'Ann Milinder

Scribe: Lahi Verschuur

Board members present: Le'Ann Milinder, Robert Adler, Lahi Verschuur; Carrie Delos Santos (by phone, non-voting)

Also present: Tada Dalotto (appointed Clerk – see Item 1); Cindy Hartman, John Dubois, Kevin Kalley, Krissy Barret, Robert Gluckson

1. Call to Order & Roll Call

The meeting was called to order at approximately 2:00 pm. Le'Ann appointed Tada Dalotto Clerk. Lahi moved to suspend member participation in board deliberations pursuant to Article 3, §2A of the Bylaws; after discussion, the **Motion** was withdrawn as unnecessary given the smaller group.

2. Agenda Modifications

Carrie requested additions regarding association governing documents/covenants (Item 6) and confirmed the liability-for-hired-members discussion tabled from July would be addressed under Old Business. A Front Lawn Committee presentation was folded into the Sunday Lawn Gathering Committee item. Per Lahi's recommendation, Ongoing Projects & Committee Reports was moved ahead of Old Business; items are renumbered below accordingly. A thank-you letter to Space Resilience Hub was added to New Business.

3. Approval of Previous Minutes

Motion: To suspend the reading of the July 29 minutes (Lahi; seconded Robert). **Vote:** Motion carried unanimously.

Motion: To approve the July 29 minutes as written (Robert; seconded Tada). **Vote:** Motion carried unanimously.

4. Community Announcements & Updates

- **Board Vacancies:** The VP position remains vacant; Tada is unsure of his availability to serve as Clerk. Continuing to solicit members.
- **Financial Audit RFP:** Already posted (revised to consecutive-year, tiered scope as previously directed). The Board will revise the proposal due date to noon, September 30 (before the next regular meeting) and confirm the scope excludes "reconstruction"/forensic bookkeeping work.
- **Audit Prep/Reconciliation Bookkeeping:** Discussion of a possible ~\$500 engagement for reconciliation work this month deferred pending Finance Committee input (see Item 6B).
- **Coconut Tree Services:** No new proposal received from the prior provider; a former provider expressed interest in submitting.

Motion: To extend the Coconut Tree Services RFP to September 30 (Lahi; seconded Robert). **Vote:** Motion carried unanimously.

- **Website Management:** Contractor terms to be discussed in executive session if needed.

5. Financial & Administrative Reports

- **Treasurer's Report:** Attached. Carrie mentioned credits were from property-transfer/double-charge corrections rather than collections. She also noted discrepancies between the bookkeeper's figures and QuickBooks, to be reviewed with the Finance Committee.
- **Budget:**

Motion: To direct Le'Ann and Carrie, joined by Robert Adler and Kevin Kalley, to draft an annual budget for presentation at the September meeting (Le'Ann; seconded Robert). **Vote:** Motion carried unanimously.

6. Ongoing Projects & Committee Reports

- **Dues Collection Committee** (Robert Adler): A significant volume of returned dues invoices remains outstanding; the committee is working through it. Carrie reported that KSECA's dues-paying covenants expired in 1999, but a formation-year clause (Association formed 1991) may mean dues remain mandatory; the County and State Bureau of Conveyances could not confirm without an attorney. Attorney Ekimoto & Morris (O'ahu) gave an informal opinion supporting continued mandatory dues; a formal opinion/confirmation-of-covenants filing is estimated at \$3,000–\$4,000 (8–10 hrs), covering both this question and the Sunday Lawn Gathering liability question below. Carrie will circulate a written report and requested retainer documents for board review.
- **Ad Hoc Accounting Committee final report** (Robert Adler): A QuickBooks comparison across bookkeeper transitions showed less than 1% variance, with no obvious misappropriation found; some procedural irregularities were noted (invoice timing, an unclear journal entry, removal of accounting records from the website, and checks issued by a former treasurer who remained a bank signer). The committee recommends the incoming auditor be briefed on these findings. Scope of the committee is complete.
- **Finance Committee formed:** Robert Adler recommended replacing the AGM-directed Ad Hoc Accounting Committee with an ongoing Finance Committee to review bookkeeping/QuickBooks questions and lead budget work.

Motion: To create a Finance Committee to address accounting questions and budget creation/review, subsuming the Budget Committee; the Ad Hoc Accounting Committee's work is concluded (Lahi; seconded Robert). **Vote:** Motion carried unanimously.

Motion: To authorize Carrie to appoint Finance Committee members (Le'Ann; seconded Tada). **Vote:** Motion carried unanimously.

- **Park Maintenance:** Tsunami siren – the County is requesting deed-specific authorization for a proposed park site rather than accepting the Bylaws as proof of authority; the Board is considering supplying copies of the relevant lot deeds (showing undivided 1/999th ownership) and researching whether unanimous or majority membership consent would be required. No action taken; discussion ongoing.
- **Care & Rehabilitation of Park Fruit Trees** (Robert Adler): Storm delays continue; small-scale volunteer cleanup was planned for the following week. Carrie advised that the Association's insurance does not cover injuries to anyone (paid or volunteer) working on park property, though volunteers are covered for bodily injury but not medical payments; the Board will develop a liability waiver for volunteer/contract work.

- **Sunday Lawn Gathering Committee** (Carrie): The committee met August 7 and will proceed cautiously, prioritizing (1) an attorney consultation and (2) review/consolidation of park policies, which law enforcement has said are currently too unclear to support enforcement. Tada presented a community outreach report on vendor/participant perspectives, cautioning against confrontational enforcement approaches. The committee (Carrie, Robert Adler, Krissy, Tada) remains open to new members.

Motion: To post a summary of the Board's correspondence with the Association's insurance agent regarding Sunday Lawn Gathering liability coverage, for the benefit of the membership (Le'Ann; friendly amendment by Lahi to post a summary rather than the full correspondence, accepted; seconded by Lahi). **Vote:** Motion carried unanimously.

7. Old Business

- **2025 AGM Minutes:** The only known audio recording remains with John Dubois, who declined to provide it.

Motion: To table the matter (Lahi; seconded Le'Ann). **Vote:** Motion carried.

- **2026 AGM Minutes:** Requested additional language was never submitted in writing.

Motion: To approve the minutes as previously drafted (Lahi; seconded Robert) was withdrawn after Lahi offered to finalize the requested language with the requesting member immediately following the meeting, for board approval by email before posting.

- **Septic System RFP:** The existing RFP remains posted; the Board will ask the prior bidder (~\$20,000 estimate) to resubmit/confirm, subject to Finance Committee review of available funds once the budget is drafted. Contractors performing work on Association common property must be bonded.
- **Website/Digital Asset Recovery & Communication Plan:** The current webmaster hosts the KSECA site on shared hosting with her other clients and cannot grant independent access; a consolidated HOA portal platform could eliminate both webmaster and hosting costs and, once the Bylaws are amended, support electronic meeting/voting. The Finance Committee will research specific platform options and costs. Personnel-specific contract terms will be discussed in executive session.

Motion: To adopt a \$9/month upgraded email service, per the Treasurer's recommendation, pending the fuller HOA portal decision (Robert; seconded Lahi). **Vote:** Motion carried unanimously. The subscription will begin once the Association's remaining email credits are exhausted.

- **Board Process/Responsibilities** (membership list accuracy): The Board discussed compiling the Association's roughly 100 pieces of returned mail into a spreadsheet of corrected contact information, to be reconciled with bookkeeper Sandra's and webmaster Ashley's existing lists.

Motion: To spend up to \$500 on temporary data-entry support to compile a returned-mail spreadsheet (Le'Ann; seconded Robert). **Vote:** Motion carried unanimously. Several volunteers, including Lahi and Kevin Kalley offered to help review the returned mail at no cost.

- **Community Infrastructure** (mailbox key/fee procedure): The website does not currently list accurate mailbox fees; Robert Adler will draft a written procedure for board review before posting.
- **Digital Payment Procedure:** The Association currently makes payments electronically through the bookkeeper without an express Bylaw or board-rule procedure authorizing this practice. Robert asked Carrie, as Treasurer, to draft a proposed procedure for Finance Committee review and eventual board approval; referred to the Finance Committee, whose first meeting was to be scheduled following adjournment.
- **Liability Discussion** (hiring members as contractors): Addressed within the Park Maintenance/Fruit Tree discussion above.

8. New Business

Motion: To send a formal thank-you letter to Space Resilience Hub for its assistance following Hurricane Lala, to be drafted by Le'Ann (Le'Ann; seconded Robert). **Vote:** Motion carried unanimously.

- **Volunteerism:** Given time constraints, the Board referred development of a volunteer/work-for-dues model to the Dues Collection Committee to bring back a proposal.
- **Special Fall Membership Meeting:**

Motion: To call a special membership meeting for the end of October, to address finances/budget and Bylaws matters including remote-participation authority and reconstituting the Bylaws Committee (Le'Ann; seconded Robert). Discussion noted the Bylaws require 30 days' advance notice to the membership (with the meeting held within 45 days of notice) and an estimated \$1,500 mailing cost, both to be accounted for in the developing budget. **Vote:** Motion carried, 3–1 (Lahi against).

- **CC&R Discussion:** Carrie clarified this concerns confirming whether dues remain mandatory following the 1999 covenant expiration (see Item 6), not drafting new CC&Rs; members were referred to HRS §421J for background.
- **QuickBooks Use:** Addressed under Item 7 (Board Process/Responsibilities) above. There needs to be documentation if anyone makes changes.
- **BOD Schedule** (remainder of 2026):

Motion: To retain the last Wednesday of each month for regular Board meetings through year-end, with a friendly amendment directing the webmaster to post the remaining 2026 meeting dates (Robert; seconded Le'Ann; friendly amendment by Lahi accepted). **Vote:** Motion carried unanimously.

9. Community Input & Q&A

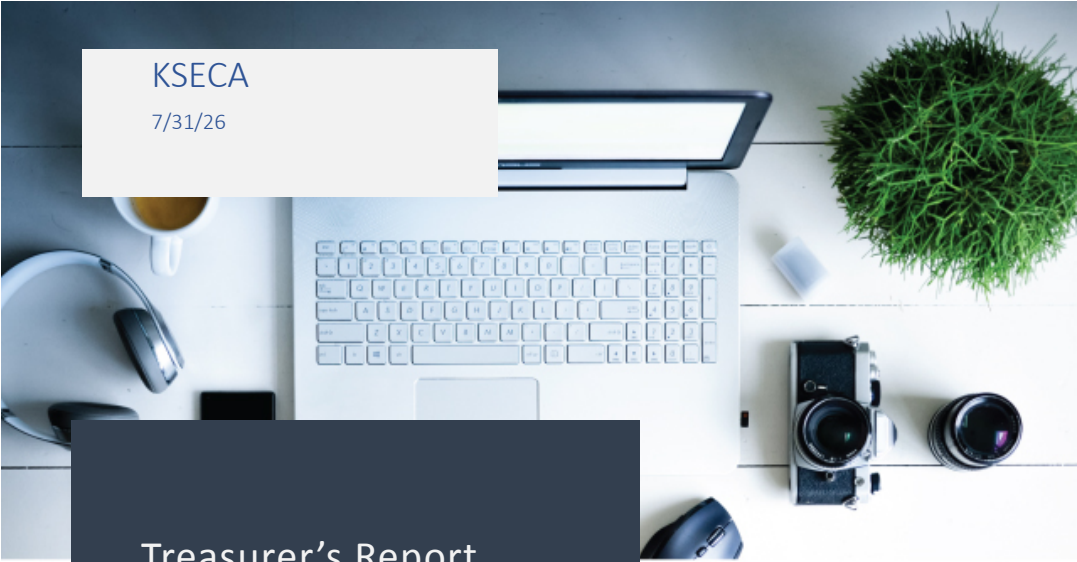
Community members raised a report of someone sleeping on the pavilion tables over several recent nights (referred to Kevin Kushel/ Neighborhood Watch; update requested for the September agenda). The Sunday Lawn Gathering Committee's next meeting will be held once the attorney consultation is scheduled. Krissy offered thanks and expressed confidence in the Board.

10. Recess to Executive Session

The Board recessed to executive session at 3:57 to discuss personnel matters; community members were thanked and excused.

11. Adjournment

The meeting adjourned at 4:27 pm. Next BOD meeting: Wed., September 30, 2026, 2:00 PM.



KSECA

7/31/26

Treasurer's Report

Aloha Members,

It is my pleasure to present the following Treasurer's Report for the month of July:

Now that all outstanding entries from June are complete, corrected numbers as of 6/30/26:

Combined cash balance: \$99,808.58 (BoH \$98,805.61, Paypal \$1,002.97)

Payments: \$5,111.36

Combined deposits: \$1,162.00 (BoH \$0, Paypal \$1,162.00)

As of 7/31/26:

Combined cash balance: \$108,867.09 (BoH \$108,577.29, Paypal \$289.80)

Payments: \$3,601.24

Combined deposits: \$12,776.38 (BoH \$12,315.90, Paypal \$460.48)

Outstanding Accounts Receivable totals were down from \$265,151 to \$259,889 at the end of July.

We have our eyes on upcoming expenses for the annual insurance renewal, as well as ongoing maintenance and administrative services.

With great relief on the other side of the storm, biggest mahalos to the helpers, and warmest aloha to all.

Carrie Delos Santos