KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

Board of Directors – DRAFT July 29 Meeting Minutes

Date: Wednesday, July 29, 2026, 2:00 pm

Location: Pavilion, Kalapana Seaview Estates

Presiding: Leʻ Ann Milinder

Scribe: Lahi Verschuur (minutes prepared from the meeting audio recording; not in attendance)

Board members present: Leʻ Ann Milinder, Robert Adler, Lorne McElhone; Carrie Del Santos, Treasurer (by phone).

Also present: Tada Dalotto and Krissy Barret (each appointed Director Pro Tem for this meeting only – see Item 1); Kevin Kalley, Deborah Davis, John Dubois, and Jack Hash.

1. Call to Order & Roll Call

The meeting was called to order at 2:06 pm. Officer and member attendance was confirmed as noted above; the Vice President and Clerk positions remain vacant. Tada Dalotto was appointed Director Pro Tem to establish quorum. A point of order was raised by community member John Dubois questioning the appointment (citing Article VI(E) and Board Rule 5B); following discussion, the Board additionally appointed Krissy Barret as a second Director Pro Tem.

Motion: To appoint Krissy Barret as a second Director Pro Tem for purposes of quorum (Robert Adler; seconded by Lorne McElhone). **Vote:** Motion carried unanimously.

Leʻ Ann continued to preside and facilitate the meeting but abstained from voting for its duration.

2. Agenda Modifications

Carrie Del Santos requested discussion of the 12th edition of Robert's Rules of Order (electronic meetings/voting) be added under Item 8B. John Dubois requested his participation be reflected in the Bookkeeping Investigation Committee update under Item 5D.

3. Approval of Previous Minutes

The June 23, 2026 Board Meeting minutes were reviewed.

Motion: To approve the June 23 minutes as written (Lorne McElhone; seconded by Robert Adler). **Vote:** Motion carried, 3–0, with one abstention from Krissy.

4. Community Announcements & Updates

- **Board Vacancies:** Vice President and Clerk positions remain open; continuing to solicit interested members in good standing.
- **2026 RFPs:** Contracts are in place for all categories except Coconut Tree Services (reposted after the sole proposal proved too costly). A signed contract is in place with bookkeeper Sandra Silva; landscaping was awarded to Scott Stone. Webmaster Ashley O'Connor's proposed contract terms were discussed.

Motion: To extend and repost the RFP for Website Management (Tada Dalotto; seconded by Lorne McElhone). **Vote:** Motion carried unanimously.

- **Neighborhood Watch & Siren Installation:** Kevin Kushel was not present to report. Leʻ Ann and Robert met with the County regarding a proposed tsunami siren site near the pavilion park. The Board determined siren placement is a significant change to the park requiring member approval at an AGM or special general meeting, and will advise the County accordingly.
- **Sunday Lawn Gathering Committee:** A committee was formed to study the issue, welcome community input, and report back to the Board.

Motion: To form the committee, comprised of Robert Adler, Carrie Del Santos, Tada Dalotto, and Krissy Barret (Robert Adler; seconded by Tada Dalotto). **Vote:** Motion carried unanimously.

A follow-on motion by Robert Adler to direct the Board President to meet with the district police chief and, absent cooperative action within two weeks, hire security (up to $500) to serve cease-and-desist notices on vendors, drew extended community discussion and was tabled to let the new committee address the matter first.

Motion: To table Robert's motion (seconded by Krissy Barret). **Vote:** Motion carried unanimously.

A prior community survey on the lawn gathering, whose results were never publicly released, was also discussed; a possible updated survey was referred to the committee.

5. Financial & Administrative Reports

- **Treasurer's Report (June, Carrie Del Santos):** Attached

Motion: To accept the Treasurer's Report (Tada Dalotto; seconded by Krissy Barret). **Vote:** Motion carried unanimously.

Motion: To form a Dues Collection Committee to review and update membership/dues data and propose a more active collection procedure (Robert Adler; seconded by Lorne McElhone). **Vote:** Motion carried unanimously. Committee: Carrie Del Santos (chair), Robert Adler, Lorne McElhone, and Kevin Kalley (upon achieving member-in-good-standing status within 30 days).

Motion: To designate the President, Treasurer, and Lorne McElhone (as Director at Large) as the three signers on the Association's bank account, with two-of-three signatures required; the third-signer designation may be revisited once a Vice President or other willing director is seated (Krissy Barret; seconded by Robert Adler). **Vote:** Motion carried unanimously.

Motion: To authorize payment of the general liability insurance renewal ($8,954.33), contingent on confirming a pro-rated refund is available if the Association changes carriers, and to shop comparison quotes this year (Robert Adler; seconded by Lorne McElhone). **Vote:** Motion carried unanimously.

Motion: To pay the outstanding $200 state tax/compliance bill (Tada Dalotto; seconded by Robert Adler). **Vote:** Motion carried unanimously.

Motion: To table Robert Gluckson‘'s reimbursement request for AGM porta-potty costs (prior and current year), pending confirmation that a previously issued, uncashed reimbursement check was never deposited (Krissy Barret; seconded by Robert Adler). **Vote:** Motion carried unanimously.

Motion: To discontinue the Association's unused cell phone service (approximately $140/month; no current user identified) (Tada Dalotto; seconded by Robert Adler). **Vote:** Motion carried unanimously. Cancellation requires an in-person carrier-store visit with governance documentation.

Motion: To issue a separate RFP for an independent "reconstruction" bookkeeper — excluding Sandra Silva and other parties connected to the ongoing bookkeeping investigation — to help prepare historical books for the multi-year audit (Robert Adler; seconded by Krissy Barret; friendly amendment to exclude conflicted parties accepted). **Vote:** Motion carried unanimously.

Le‘Ann proposed the Board consider a special fall membership meeting (in addition to the spring AGM) focused on finances and the annual budget; no vote was taken, and the topic was referred to the August agenda.

- **Taxes & Compliance:** The DCCA annual report has been filed, and the Association's nonprofit/tax-exempt classification was confirmed.
- **QuickBooks Access:** Primary Administrator access has been transferred from Doug Walker to Le‘Ann. The Board intends to move to a role-based/generic login for continuity once established, pending Lahi's return.
- **Bookkeeping Investigation Committee (Robert Adler; John Dubois added per his request):** Review remains ongoing. John Dubois reported information alleging payment for incomplete work; Carrie Del Santos, having since spoken with bookkeeper Sandra Silva, confirmed some billed items may not have been completed and recommended the review extend to work performed under both Aloha Analytics and Sandra's company. John Dubois will schedule the committee's next meeting separately.

6. Old Business

- **Financial Audit RFP:** Le‘Ann was unable to locate Lahi's previously drafted tiered-pricing RFP; the revised RFP (2/4/6/8-year continuous audit scopes) will be finalized from that draft upon Lahi's return and sent to CPA firms in August.
- **2025 AGM Minutes:** John Dubois has not yet extracted his audio recording of the May 2025 AGM from his phone; a volunteer will assist with the transfer.
- **2026 AGM Minutes:** John Dubois requested the minutes reflect his original motion (police report/lien procedure) together with four friendly amendments (proposed at the AGM by Daniel, "Lexi," and Jeremy Bass) that preceded the final motion forming the Ad Hoc Accounting Committee. As exact wording could not be confirmed at the meeting, approval was tabled to August pending written documentation from John.
- **Website/Digital Asset Recovery:** No progress; Ashley O'Connor has not transferred site credentials, and the site remains on hosting she controls.
- **Communication Plan:** The Board discussed a $9/month upgraded email-service option. Carrie Del Santos raised concern that the Association's digital-asset access currently depends on bookkeeper Sandra Silva's company (echoing the Ashley situation) and will research the Association's control over the HOA portal, reporting back in August.
- **Budget Creation:** The Board will finalize a budget from Le‘Ann's earlier draft; a dedicated fall budget meeting was discussed and referred to August New Business.
- **Board Process/Workflow:** Believed to concern dividing officer responsibilities given the limited board roster; referred to August for fuller discussion.
- **Septic System RFP:** No revised draft yet prepared. An informal poll of residents suggested a near-even split between prioritizing septic/restroom compliance work and audit spending; septic compliance is legally required, while other priorities depend on the still-pending budget. Le‘Ann will prepare a revised draft.
- **Community Infrastructure (mailbox key procedure):** Not reached, carried to August.

7. Ongoing Projects & Committee Reports

- **Park Maintenance:** Lorne McElhone completed replacing the catchment tank cover and repainted park benches/tabletops, drawing community appreciation. Tsunami siren placement is addressed under Item 4C.
- **Care and Rehabilitation of Park Fruit Trees:** Not formally reported; a general discussion of volunteer/work-for-dues models (tree care, gate fabrication) occurred in connection with Item 5A and will be developed further via the Dues Collection Committee and the August "Volunteerism" discussion (Item 8).
- **Board Turnover:** Not reached; carried to August.

8. New Business

All remaining New Business tabled to August: the Ad Hoc Accounting Committee governance question (John Dubois); Board Digital Asset Policy/mailbox fee update; Digital Payment Procedure review; Audit Prep Bookkeeping Work/RFP; Liability Discussion (hiring members as contractors); and the HOA Portal Subscription proposal as well as a general discussion about volunteerism

Motion: To table the remainder of the agenda to August (Robert Adler; seconded by Tada Dalotto). **Vote:** Motion carried unanimously.

9. Community Input & Q&A

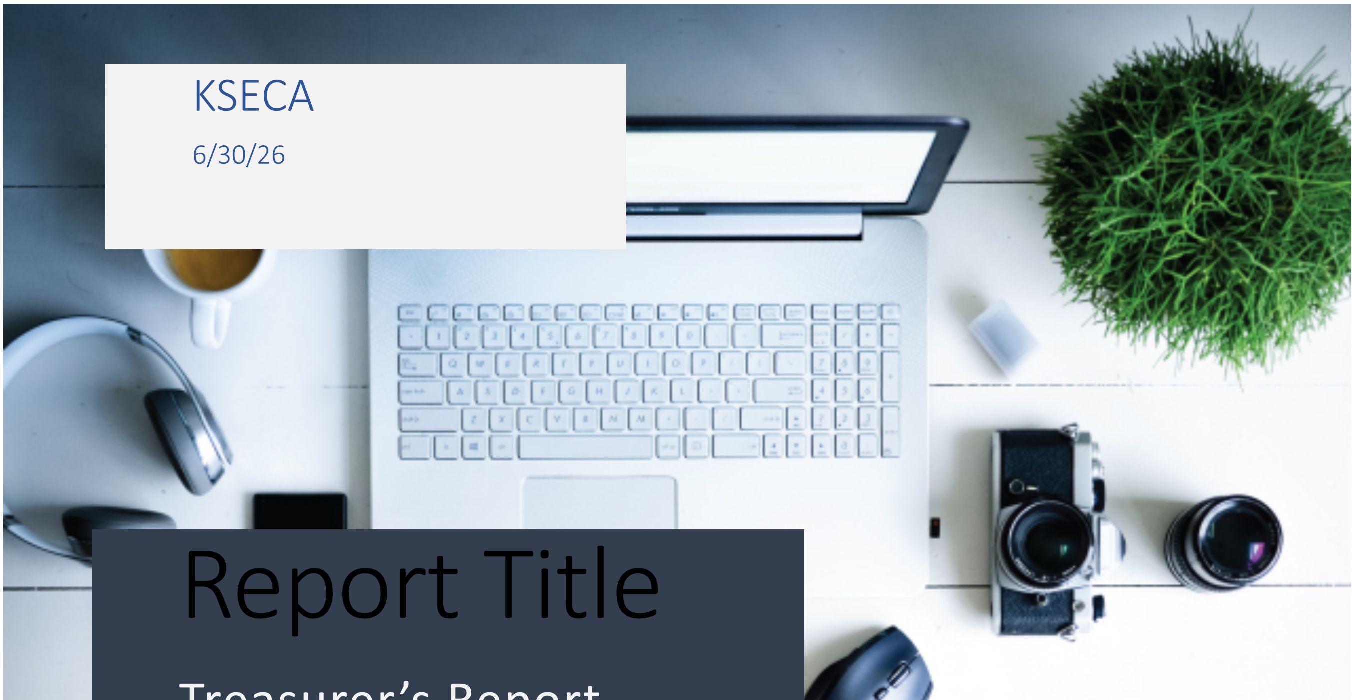
Community member Jack Hash spoke on dues as voluntary in spirit, County pressure on septic/siren compliance, insurance costs, and the value of volunteer labor, and thanked Lorne for his park upkeep work.

10. Adjournment

Le‘Ann called for a motion to adjourn.

Motion: To adjourn (Lorne McElhone; seconded by Robert Adler). **Vote:** Motion carried unanimously. Meeting adjourned at 4:05 pm.

Next BOD meeting: Wed., August 26, 2026, 2:00 PM.



KSECA

6/30/26

Report Title

Treasurer’s Report

Aloha Members,

In June, the KSECA Board elected a new treasurer, yours truly, as we continue to transition our community representation, and move forward in service to you, our friends, neighbors, and fellow members.

Please allow me to present the following update to all things Treasury for the month of June:

As of June 30, 2026, our combined cash balance (bank account + Paypal) was $101,146.58.

Deposit and payment information was a bit skewed due to our bookkeeper’s well-deserved vacation. Updated figures will be provided for July.

Outstanding Accounts Receivable totals remain very high, $265,151 as of this writing, July 29, 2026. This amount has been reduced by an average of $15,000/month over the last 90 days.

80% of the total due is beyond 90 days outstanding.

This is a serious concern for the Board and for the many faithful owners who consistently meet their financial obligations on time. If you are currently delinquent on your dues, please contact us via the website to make payment arrangements. This will help us to avoid increased costs for all of us.

Last, but not least, thank you for your confidence in allowing me to serve as your Treasurer. It is a fidelity I don’t take lightly and will do my utmost to honor well.

Mahalo nui loa,

Carrie Delos Santos