KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

DRAFT Board Meeting Agenda | Wednesday, September 30, 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 August 26, 2026 Board Meeting minutes (motion to attach Tada's Lawn Gathering report)

4. Community Announcements & Updates

A. Board Vacancies – one seat remains unfilled

B. Neighborhood Watch update (Kevin Kushel – 5 minutes, Q & A – 3 minutes)

5. Financial & Administrative Reports

A. Treasurer's Report – August financials, bank balance, income/expenses, dues in arrears

B. Finance Committee Report (Note item 7.G if discussion needed)

6. Ongoing Projects & Committee Reports

A. Dues Collection Committee update

B. Bylaws Review Committee update (Discussion to follow in 8.E. under new business)

C. Care and Rehabilitation of Park Fruit Trees Committee update

D. Sunday Lawn Gathering Committee – insurance update

E. Park Maintenance – status & upkeep needs, tsunami siren update

7. Old Business

A. 2025 AGM Minutes – vote to approve

B. 2026 AGM Minutes – vote to approve

C. RFPs – responses to Financial Audit & Coconut Tree Services due today, revisit need for Septic System & Audit Prep/ Reconciliation Bookkeeping RFPs

D. Website – HOA portal decision / Communication Plan / shared hosting service

E. Board process/responsibilities – membership list update

F. Community Infrastructure – mailbox key issuance procedure & fees to include on website

G. Digital Payment Procedure – Finance & Bylaws Committee review, discussion if needed

H. Budget — Review, amend & approve for presentation

I. Special Fall Membership Meeting – Nov 1 – Finalize agenda including:

1) Bylaws amendments: 1) to allow remote participation at board meetings; 2) require annual budget; 3) fall meeting requirements; 4) allowing election to fill open board positions 5) digital payment procedure
2) Present KSECA operating budget & discuss dues
3) Proposal to hire attorney to draft covenants & make an opinion on Sunday Lawn trespass event ($3-4,000)
4) Vote on tsunami siren placement in our park (need ⅔ membership vote or simple majority?)

Approve printing & mailing of notices (budget $1,500–2,000)

8. New Business

A. Bank signatory status & authority for bookkeeper to waive late fees

B. Volunteerism – work-for-dues proposal (Dues Collection Committee)

C. Request from campaign to hold coffee-and-talk-story session at pavillion

D. Reserve study – Haven't done one since 2012 – might help with budget & dues collection

E. Vote on bylaws language to be mailed in notice of Special Fall General Meeting

9. Community Input & Q&A • Open discussion for residents to raise concerns or questions

10. Recess to Executive Session • RFP/contractor discussion

11. Adjourn • Next regular meeting: Wednesday, October 28 at 2 pm