

KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION
DRAFT Board Meeting Agenda | Wednesday, October 28, 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 September 30, 2026 Board Meeting minutes

4. Community Announcements & Updates

- A. Election to fill Board vacancy – three members have expressed interest

5. Financial & Administrative Reports

- A. Treasurer's Report – September financials, bank balance, income/expenses, dues in arrears
- B. Finance Committee Report – HOA portal software demos, budget for the remainder of 2026

6. Ongoing Projects & Committee Reports

- A. Dues Collection Committee – statement mailout plan; status of attorney retention
- B. Bylaws Review Committee – schedule next meeting?
- C. Care and Rehabilitation of Park Fruit Trees – October work session report
- D. Sunday Lawn Gathering Committee – insurance update; trespass & liability issues
- E. Park Maintenance – status & upkeep needs, when will next LFA treatment take place?

7. Old Business

- A. RFPs – Coconut Tree Services contract awarded, Septic System proposals requested by noon today; follow-up on Financial Audit firm selection; audit prep/reconciliation bookkeeping, target audit engagement date
- B. Attorney engagement update (authorized up to \$4,000) – select counsel; covenant refiling (dues covenant only?) & Sunday Lawn trespass/liability opinion
- C. Digital Payment Procedure – Finance Committee draft procedure for BRC; motion to continue following the procedure instituted by the previous Board until the AGM, when a new bylaw can be voted on
- D. 2025 AGM financial report – Finance Committee review of outstanding-dues figure; vs. COVID-era
- E. Website – HOA portal decision (demos scheduled?) Google workspace?
- F. Communication Plan - How best to communicate between meetings so things don't get missed?
- G. Board process – membership list update; resident census
- H. Community Infrastructure – mailbox key issuance procedure & fees to post on website (tabled)
- I. Allow remote participation at board meetings – motion for temporary bylaws interpretation of "attendance" to include remote (phone/video) attendance until the AGM
- J. Tsunami siren – interpret whether placement in the park is a significant material change requiring a majority vote of MGS in residence (Bylaws p. 3); determine how to conduct such vote

8. New Business

- A. Bank signatory status; bookkeeper authority to waive late fees (tabled from Sept 30)
- B. Volunteerism – work-for-dues proposal (Dues Collection Committee) (tabled from Sept 30)
- C. Reserve study – none since 2012; potential help with budget & dues collection (tabled from Sept 30)

9. Community Input & Q&A

- Open discussion for residents to raise concerns or questions

10. Recess to Executive Session

- RFP/contractor discussion regarding septic proposal

11. Adjourn

- Next regular meeting: Wednesday, November 25 at 2 pm