KALAPANA SEAVIEW ESTATES COMMUNITY ASSOCIATION

DRAFT Board Meeting Agenda | Wednesday, November 25, 2026 | 2:00 PM

1. Call to Order & Roll Call

- Welcome remarks – Leʻ Ann Milinder
- Officer and member attendance

2. Additions or corrections to today's agenda

3. Approval of Previous Minutes

- Review and approval of October 28, 2026 Board Meeting minutes

4. Community Announcements & Updates

A. Board vacancies – Vice President and Clerk; nominees Edie Hope (Clerk) and Lexy Lee (Vice President); confirm good standing; vote
B. 2026 Pahoa Holiday Parade (Saturday, Dec 5, 9:30 a.m.) and Neighborhood Watch meeting/potluck (date TBD, week after Thanksgiving) – Kevin Kushel - looking for Seaview group to march in parade

5. Financial & Administrative Reports

A. Treasurer's Report – October financials, bank balance, income/expenses, dues in arrears; 2025 federal return status
B. Finance Committee Report – draft 2027 budget (Nov 19 working session); HOA portal software demos

6. Ongoing Projects & Committee Reports

A. Dues Collection Committee – statement mailout for dues collection
B. Bylaws Review Committee – schedule next meeting; vice chair Paul Hope? Work on remote/electronic meeting/voting policy
C. Care and Rehabilitation of Park Fruit Trees – December pruning party?
D. Sunday Lawn Gathering Committee – counsel/insurance advice; park event-approval policy (referred by Board); committee membership
E. Park Maintenance – LFA contract, next treatment (last treated May 19); coconut tree work start and certificate of insurance (Hans Heinz)

7. Old Business

A. Septic system and restroom project – 2027 budget and cash reserve, restroom usage/maintenance plan and costs, schedule and permits
B. Financial audit (AKP Financial Services; engagement Jan 1) – scope and cost options for 2019–2024 (reconstruction and audit vs. financial review); whether to recommend to members at the AGM
C. Attorney engagement status (authorized up to $4,000) – questions for counsel: whether refiling is recommended, form and cost, consequences of not refiling; Sunday Lawn trespass/liability opinion
D. Digital Payment Procedure – Finance Committee draft written procedure for Bylaws Review Committee (continuing prior board's procedure until the AGM)
E. 2025 AGM financial report – Finance Committee review of outstanding-dues figure vs. COVID-era policy
F. Website – HOA portal decision (demos; Google Workspace); board portal duties-division of labor within the portal, like Sandra, Robert & Carrie over financials, dues, contact info, someone over website, someone over surveys & inbound member contacts, etc.
G. Communication Plan – review of trial protocol (texts for urgent items, inbox labels, 30-day move)
H. Board process – membership list update; resident census
I. Community Infrastructure – mailbox key issuance procedure & fees to post on website (tabled)
J. Tsunami siren –Leʻ Ann report on response to the county
K. Bank signatory status – confirm signers (Leʻ Ann, Carrie, Lorne) with the bank; two signatures required on checks; bookkeeper authority to waive late fees (tabled)
L. Directors & Officers insurance policy – renews Jan 18, 2027; assign one director to summarize coverage; 2027 premium
M. Reserve study – none since 2012; review 2012 study and best practices for the 2027 budget
N. Payment plans for owners who contact the Board and wish to return to good standing (replaces work-for-dues)
O. Meeting microphone/sound system for older members and recording; Kevin Kalley offer to contribute

8. New Business

A. Select Newsletter editor
B. Ratify seating of directors, confirming 4 members slated to serve through 2028 (Leʻ Ann, Robert, Lahi, Lorne) and 3 members up for re-election in 2027 (Carrie, Lexy, Edie). Lahi to update BREG as needed.

9. Community Input & Q&A

- Open discussion for residents to raise concerns or questions

10. Recess to Executive Session

- Approve October 28 executive session minutes; bookkeeping services update and transition plan; contractor vetting for septic project

11. Adjourn

- Next regular meeting: Wednesday, Dec. 30, 2026, 2 pm