Kalapana Seaview Estates Community Association

RR 2 Box 4537 Pahoa, HI 96778

**November 11, 2013 BOD Meeting Minutes**

**DRAFT**

**1. Call to order:**3:45pm KSECA Park Pavilion

**Board Members Present:** Kevin Sugit, Kelly Finn, Camilla Du Lac, Patti Lightcap, James McRae, River Rogers

**Members present:** Athena Peanut, Michael Finn, Greg Ward.

 **A. President’s report on Lawsuit:** BOD members; Kevin, Patti, James, Kelly and Camilla met with attorney, Steven Strauss in regards to the indemnification suit brought by Pat Rocco. Pat Rocco’s garnishment request was accepted by the court on October, the garnished funds ($6118.32). Rocco’s lawyer must release the funds so they can be placed in a neutral (client trust) account until the suit is settled. Depositions and statements were offered in support of KSECA’s case. The judge will decide the merits of our case; our attorney is confident the suit will be settled due to the erroneous nature of the suit.

 **B. Elect and install new director: Director-at large seat is currently open.**

Greg Ward was elected by the board to become the director-at-large. Motion made by Camilla DuLac; 2nd Patti Lightfoot. Vote: Ayes:4.

 **C. Announcements:** None

 **D. Amendments to the agenda:**  None

**2. Treasurer’s report:** Patti Lightcap; Treasurer

 **A.** Account balance: Total Bank assets: $57, 292.83

 **B.** Checks: 4 checks were used to pay the monthly costs of upkeep totaling $401. Check Registry attached Garnishment from our account to satisfy the summons in the lawsuit by Pat Rocco, $7437.00, was deposited in an escrow account until the suit is settled but another check to our attorney in this matter for $6118.32, will replace that garnished amount.

 **C.** Treasurer’s report accepted, Motion Kelly Finn, 2nd Camilla DuLac. Vote: Unanimous

**3. Minutes:** River Rogers

 **A.**  October minutes tabled until December meeting due to technical difficulties.

**4. Clerk’s report:** Kelly Finn, Clerk

 **A.** Special Use Permit: moved to committees.

 **B.** Mailboxes: Mailboxes installed and approved by PO now waiting for a master key.

 **C.** Web site: Webmaster search analysis of bids and vendors resulted in Kelly Finn’s recommendation to contract with Koa Consultants. Tech support, in the way of instructions and accessibility so board members can edit and add to the site without further cost, is included in the contract.

 River Rogers made a motion that we authorize Kelly Finn to contract with Koa Consultants for webmaster services with an annual cost cap of $2000. Patti Lightcap 2nd, Vote: Unanimous

**5. Committee reports:**

 **Parks:** Mailbox installation complete, but the surrounding area is no longer level causing possible safety issue. Access area needs to be re-leveled. Camilla DuLac motioned for us to contract our hauler, Adrian Strowski to deliver base coarse (1 inch minus) with spreading. River Rogers 2nd. Vote: Unanimous. Patti Lightcap will contact Adrian; Kevin Sulgit will assist with delivery and spreading. Vote: Unanimous

 **Bylaws:** Bylaw committee recommendation for changing the bylaws section regarding proxy voting presented by Athena and River at the previous meeting. Other changes to the bylaws are necessary to comply with current laws. Discussion around the management of the voting at the AGM using the corrected bylaws resulted in a recommendation to have the bylaws committee meet to summarize the changes in the bylaws so that a report can be emailed to the board prior to the newsletter printing deadline. Changes should be grouped into two categories: simple word and grammar changes, and significant policy or procedure changes. Board requested that the Bylaws committee meet with the board to finalize the required bylaw changes in order to meet the newsletter deadline.

 **Special Use Permit:** To legalize the use of the park pavilion, Paperwork has been secured and analyzed, one- time cost $500. Board was polled on support for continuing the process for a special use permit. General response was since we have not needed the permit to use our community pavilion, we probably will not need one BUT if there is contention within the broader community which might possibly require this permit, we should be prepared to submit the application. Board requested that the SUP committee continue in the application process for a Special Use Permit for large gatherings at our park pavilion.

**6. Old Business:**

**A.** Volunteer Fire department report unavailable. Mannix Miller not present.

 Item tabled by President.

**B.**  In December, BOD needs to solicit community for new candidates for the board. In our yearly newsletter, each candidate’s has a section which should be of biographic information in 100 words or less, according to state laws, our board should have a biannual rotation. Since all board members are new as of the 2013 AGM, the staggering of terms needs to be discussed. Camilla Du Lac stated she will step-down in April; River Rogers accepted only an interim appointment and will not seek re-election in April. Decision on number of candidates needed tabled by President.

C. **Newsletter:** Patti Lightcap moved that Greg Ward become this year’s newsletter. 2nd River Vote: Unanimous.

 Soliciting for newsletter articles will be posted at the community bulletin board. This year’s newsletter will be printed in black and white only; Athena Peanut has archived copies of previous year’s newsletters for use as template.

D. **Contracts:**  As of January 2014, weed-eating edges and around trees with the east and west upper park lots mowed by David Hoffsteller; the front park mowed and weed-eating as needed by Paradise Landscape Services, without much cost difference annually on a trial basis. Motion Patti Lightcap, 2nd Kelly Finn. Vote: Unanimous

**7. New Business:**

**A. Seaview Representative to Kapono Association:** Removed from agenda due to discussion in October BOD meeting and resulting announcement.

B.  **Community Park Concerns:** Bulletin Board vandalism, use and posting rules discussed. Area needs monitored, but that is impossible without cost. It was suggested we reinstall cover but upgrade to a locked cover, with board member access only and a deposit box for future postings. Possible Rules posted to establish procedures and guidelines for use of the community board.

Motion to authorize Kevin to purchase needed materials to maintain both boards at the mailbox to be secured from theft, abuse and vandalism made by River Rogers. Kelly Finn 2nd. Vote: Unanimous

**C. Reaffirmation of Seaview’s “Night Sky” policy:**  to be added to newsletter as friendly reminder.

**D.**  **Post on our website both the old and new amendments to the Kalani Honua and SPACE Special Use Permit applications to the County:** A Pdf file link has been added with the SPACE SU Permit. A separate reference to the Kalani Honua SU permit is also linked there so our community can be informed**.**

**E. Adopt a standard release form (hold harmless form) that must be signed by all persons or companies which contract to work for KSECA.**  River Rogers will search for an appropriate generic form to be customized. Form to be presented at next meeting to be adopted.

**8. Adjournment:** Due to darkness, Patti Lightcap moved to adjourn. 2nd, Camilla. VOTE: unanimous. BOD meeting adjourned at 5:30pm**.**

 **Next meeting scheduled for: Monday, Dec. 9, 2013 at 3:30 pm.**