

Kalapana Seaview Estates Community Association  
R.R. 2, Box 4537, Pahoia, HI 96778

**KSECA Board of Directors Meeting**  
**Monday, December 12th, 2016, 4:00 P.M. at the Pavilion**

FINAL MINUTES

1. Call to Order At 4:00pm by John Dubois

Board members present: John D., Phil H., Jean H., Kelly F., Stone O'Daugherty and Hazen K.  
Members present: Chris Hammer

- A. Additions/Corrections to Agenda
- B. Announcements

2. Treasurer's Report

- A. November Report

Phil read the report for the month ending November 30<sup>th</sup> and the dues in arrears is down to \$107,582. Jean made a motion to accept the report, seconded by Hazen. Five ayes, one abstention: Stone; motion passed.

3. Minutes November BOD Meeting

Hazen read the November board meeting minutes; a few minor corrections were made. Jean made a motion to accept the minutes, as corrected, seconded by John. Unanimous; motion passed.

4. Clerk's Report

- A. Filing Documents-No report

Jean reported we are out of mailboxes at this time.

5. Resident Concerns-None

6. Board Business Reports

- A. Permaculture Garden – Scott Stone has not finished his report yet.

- B. Parks

- 1. Horsemats for playground – Hazen will contact Dave Hoffeld about this.
- 2. Volleyball Nets – A new net was purchased
- 3. Signs – John made a motion to get 2 signs stating to watch out for falling coconuts and fronds for the pavilion and lower parks, seconded by Jean. Unanimous; motion passed. John made a motion to buy 3 No Parking signs, seconded by Hazen. Five ayes, one abstention: Stone; motion passed.

- C. Mailbox Center – No report

- D. Social Chair – No report

## 7. Old Business

### A. Board Best Practices

1. Review meeting – The Committee met on November 28<sup>th</sup>. Jean read a statement of intent we could read at the beginning of our board meetings. John made a motion to accept the Statement of Intent, as corrected, seconded by Hazen. Unanimous; motion passed.

### B. Contracts – No discussion

C. Dues in Arrears and Budgetary Issues – John is working on letters to send out to international owners whose dues are in arrears.

We've discussed raising transfer fees and attempting to get all dues in arrears paid. Hazen noted that we currently may spend more than we bring in; Phil will put together numbers to determine this. John made a motion to carry over our budget from 2016 to 2017, seconded by Hazen.

Unanimous; motion passed.

### D. Legal Matters – Our lawyer is to give us a quote.

## 8. New Business

A. Transfer Fee and New Owner Welcome Package – The board members will review the proposed letter written by John and have comments ready for the next meeting. Jean proposed we increase our transfer fee from \$100 to \$200. John said that this fee must be applied to all sales and not just those that go through a title company.

B. AGM Newsletter and Timeline – Articles are due by the next meeting. We discussed the hiring of a facilitator for the next AGM.

C. Special Use Permit (SUP for Pavilion) – Stone is going to look into taking this on.

D. Formalize Pavilion reservation and sound policies – We discussed the need to develop and formalize a policy.

## 9. Announcement of Date of Next BOD Meeting

The next meeting is January 9, 2017 at 4:00 PM.

John made a motion to adjourn at 6:05PM, seconded by Hazen. Unanimous; motion passed.