

**KENTWOOD HOME GUARDIANS**  
**MINUTES OF THE BOARD MEETING**  
**WESTCHESTER YMCA**

**MARCH 19, 2014**

**PRESENT:** Loren Davis, President; Maria Warner, 1<sup>st</sup> VP; Bruce Nahid, 2<sup>nd</sup> VP; Clay Turner, Treasurer; Mary Putnam, Secretary; Suzann Rogers, Operations Manager.

**ABSENT:** None

**CALL TO ORDER**

Loren Davis called the meeting to order at 7:05 pm. Grace Yao, LMU Director of Community Relations, made a community presentation at the KHG February Board Meeting. The meeting provided an excellent forum for Kentwood residents to ask questions and share ideas about the two most important LMU issues (parties and parking). Although it was a good meeting, Mr. Davis pointed out that KHG needs to establish an ongoing relationship with LMU in order to monitor progress on current issues and to follow new developments. Mr. Davis proposed the formation of a KHG Ad Hoc Committee on LMU to provide an opportunity for Kentwood residents to share ideas, meet with LMU officials and participate in community meetings regarding LMU. The LMU Ad Hoc Committee would also keep the KHG Board and the Kentwood members apprised of developments.

Longtime Kentwood resident Tommy Roys, who is very knowledgeable about LMU issues, said she would consider forming such a Committee. Mr. Davis said he would meet with Ms. Roys to establish a protocol for this Committee. Ms. Roys had questions about how the Committee would be structured and Mr. Davis said he would work with her on those issues.

**SECRETARY'S REPORT**

Mary Putnam made the motion that the February minutes be approved. It was seconded and passed unanimously.

**OPERATIONS MANAGER'S REPORT**

Mr. Davis noted that there had been an oversight on the mailing of the Call for Candidates forms: the deadline date noted on the front page was 4/16/14, but on another page it was noted as 3/5/14. Mr. Davis said that KHG counsel recommended that KHG notify the membership of the misstatement. Mr. Davis notified the Board by email and the Board approved that KHG spend \$1300 to send out a corrected notice. Mr. Davis said that this would not cause a Budget variance because KHG escrow document requests have exceeded Budget forecasts and brought in higher than planned revenue.

Suzann Rogers said that KHG counsel had said that KHG could increase the fees KHG charges for providing escrow closing documents. Normally, the package is 40 to 50 pages, including the KHG Articles of Incorporation, the KHG By-Laws, the DPRs of the tract, the assessment letter and the most recent year of KHG minutes. Currently, KHG charges \$75. Ms. Rogers proposed to raise the fees to \$90. KHG members who are refinancing need a copy of the Assessment Letter. This is sent with no charge.

Mr. Davis made a motion that we increase the escrow package document fees to \$90.

Craig Callahan commented that these charges are only allowed for recoupment of reasonable costs.

The motion to increase the document fees was tabled until the April Board Meeting. Mr. Davis asked Ms. Rogers to document the costs of to produce these documents in a timely manner, including repeated phone calls and additional document requests. He asked that she include an amortized amount for the equipment cost as well.

Ms. Rogers said another issue was whether the Call for Candidate forms and mailing were included in the Budget. Ms. Rogers will check on this.

Members have asked whether KHG could again distribute the car stickers saying "Kentwood." Residents believe the stickers could help to identify Kentwood cars. Ms. Rogers said that in the past KHG had sent out one per residence. She suggested that KHG could send them out with the election materials. Ms. Rogers presented two samples. The printer said the cost for 6000 would be \$580; for static cling on inside, it would be \$675. The Safety and Security Committee will address this topic later in the meeting.

The IRS penalty case has been put on hold until 5/12/14. When the prior KHG Operations Manager passed away suddenly, some taxes were not filed. The penalty is \$2592. Ms. Rogers will contact the KHG accountant for an update and report the results at the April Board Meeting. KHG had been put on hold pending review of the case.

A member who owns adjacent property would like to purchase one of the Manchester strip lots. KHG has three left. KHG counsel would have to give an opinion about whether KHG may sell it. In 2013, when the KHG Sepulveda strip lots were transferred to WSIA there was no money involved, KHG just transferred the property. Mr. Nahid said he didn't know if there were other legal issues to consider if money is involved. Mr. Davis said KHG also never resolved where and when to place a monument which would legally be sufficient to qualify KHG as a Davis-Stirling organization. KHG has up to 18 months from the original transfer date to notify WSIA that KHG wants to have a monument on the transferred strip lots. A "monument" can just be a plaque or medallion in the sidewalk. John Ruhlen, the President of WSIA, said that the medallion would not be a problem. It would be worked out even if the pavement were already in.

Mr. Davis asked if the Board supported asking the attorney whether we could sell a strip lot to a member for compensation and whether or not we should pursue the issue of placing a medallion in the strip lot to preserve our Davis-Stirling status. Mr. Davis will contact the attorney regarding these issues.

Mr. Davis brought up another issue: the status of the assessment collection letters. There are now 263 delinquent accounts outstanding. This is down from 372 last month. Mr. Davis suggested that in the future KHG should charge members for reminder letters. The letters cost about \$1.60 each to send out.

## **WAYS AND MEANS COMMITTEE**

Craig Callahan recommended that the Ways and Means Committee have a meeting the following week. Two people have responded to the call for candidates. Since nominations can be from the floor, even if there are only two candidates, KHG must still conduct an election to allow nominations from the floor to be voted on.

The Ways and Means Committee must approve the ballot form so the Board can vote on it at next meeting before the ballots are sent out on May 1. The election is May 31 and it is booked for the Fire Station.

At the next Board Meeting the election rules must be approved. Ms. Rogers said that there haven't been any public comments so far. At the next Board Meeting, KHG must appoint election inspectors. The Board may appoint one or three. At the next Board Meeting, KHG must conduct the candidates' forum. Ms. Rogers should notify the

candidates. The mailing of the election packets is May 1, therefore, by April 22 everything needs to go to the printer. Also, Mr. Callahan will provide a standard proxy form to have available in the KHG Office.

The main job of the election inspectors is to confirm ballot submissions are valid based on the KHG homeowner list. The name and address associated with ballots will need to be checked against the homeowner list by the election inspectors between May 10 and May 30. Ms. Rogers keeps the homeowner list up to date on a daily basis. When a house closes, she enters the new owners into KHG's QuickBooks accounts. On day of election, Mr. Callahan noted that the election inspectors will need to have extra ballots on hand for those who may come to the Annual Meeting without their ballots.

Mr. Callahan said that the Board conducts the Annual Membership Meeting on the day of the election. The inspectors tally the votes and announce the results. To save time, there will be one ballot for each proxy holder, instead of one ballot for each vote. Mr. Davis called for a meeting of the Election Committee on Tuesday, March 25 at 5:30.

Ms. Roys commented that she had been planning to comment on the election rules, but it now seemed as if they could not be changed anyway because the Board is required to give the entire membership notice of any changes. Mr. Callahan responded that the election rules can be changed, but only for next year's election because any modifications would have to be re-circulated for public comment. He said that people can make comments, but the Board alone has the power to decide whether to adopt those comments.

Mr. Davis said KHG should extend an invitation to Mike Bonin for the Annual Meeting. Ms. Rogers will take care of this.

#### **ARCHITECTURAL COMMITTEE**

Maria Warner stated that the AC has reviewed all of the plans that have been submitted. Additional information has been requested on some of the plans.

A letter from the KHG Board was sent to the NCWP. A copy was sent to the builders and planners of the Emerson-Manchester project, as well as Mike Bonin's office. The letter said that roofs were required to be sloped according to the KHG DPRs. It included a list of concerns put together by Mark Kellogg and Vince Bertolini : guest parking, emergency vehicle turnaround, trash pickup, and the location of driveway.

The letter was circulated via email to the Board in early March. Mr. Nahid said he did not see this.

The Emerson-Manchester project was not on the agenda at the last NCWP meeting. Ms. Warner said that the AC is hoping that the developers will respond, but have not heard anything.

Mr. Bertolini suggested that a Welcome Package be given to new Kentwood homeowners containing information about KHG and its DPRs. He also suggested some recognition of beautification projects.

A number of homes have been built with flat roofs in Kentwood when the DPRs were not being enforced. Mr. Davis asked to have a joint meeting of the Ways and Means Committee and the AC to discuss KHG's architectural standards and the process of submission and approval of plans.

#### **TREASURER'S REPORT**

Clay Turner presented the financial statements for January and February. Mr. Nahid and Mr. Davis discussed the accrual of assessments. It was not clear what portion was accrual and what portion was delinquent. Mr. Davis

asked how does KHG report what has not been received? Mr. Nahid asked why the budget amount of assessments (column e) was \$33,250 and the actual amount of assessments was \$33,236? He didn't understand why they weren't the same if assessments were accrued.

Mr. Davis said that by the April Board Meeting, accrued assessments should be broken out into delinquent assessments and paid assessments. There should be a category in expense relating to collection of assessments, but this is very difficult to break out.

Mr. Turner agreed that this was an important issue and said he would research it and report on it at the April Board Meeting.

## **OUTREACH COMMITTEE**

Mary Putnam suggested that the Mike Bonin Public Safety Meeting notice should be posted on the website and sent out in an email to members.

Ms. Putnam said that the newsletter would be published at the beginning of May and would include articles about the KHG Election, the KHG Annual Meeting, and the new Safety and Security Committee. She told the Board she would be sending out specific requests for articles to some Board members, but reminded everyone that ideas and suggestions are always appreciated. Ms. Rogers said a woman who lives on Beland Ave had written a flyer about tree trimming and she would forward it to Ms. Putnam.

Ms. Putnam said that according to KHG counsel the newsletter can have paid advertising. As long as KHG is not profitable we can use advertising revenue to offset deficiencies in other operations. Ms. Putnam suggested that an article asking the membership for comments and suggestions could be included in the May newsletter. Mr. Davis pointed out that such advertising would reduce deficits and encourage commercial partners to start taking an interest in KHG.

Ms. Putnam distributed an outline of "KHG Website Navigation" produced by Tracy Conyers. Ms. Conyers and Ms. Putnam with the help of Ms. Rogers have been working on a "dummy" KHG website set up at Wordpress.com. Ms. Putnam said that the website will be easy to use and update, will make it easier for members to find information and is far more complex and complete than the current KHG website. It will be available for the Board to review in the next two weeks. Ms. Putnam believes it could be ready to be live by May 1. Mr. Davis said that would be a Board decision.

Ms. Rogers suggested that we give members the option of adding their email address to our list and Dennis Wolfe suggested that in the future perhaps members could pay their dues online.

## **SAFETY AND SECURITY COMMITTEE**

Dennis Wolfe reported that the Safety and Security Committee met for the first time on Tuesday, March 18. 14 members were present and everyone was engaged and enthusiastic. Mr. Wolfe had drafted a preliminary mission statement: "To organize by and on behalf of the residents of Kentwood for the timely dissemination of information regarding crime in the neighborhood, while educating residents about crime prevention and interfacing with local law enforcement and other Kentwood stakeholders to coordinate reporting and prevention efforts." Mr. Wolfe distributed an outline of the Committee's discussion points and action items (attached hereto)

Mr. Wolfe believes the website is very important for posting information and communicating with the membership about safety and security. He reported that Security Service Systems for \$10 per month per household (if 200

homeowners subscribe) would provide 4 hours of armed patrol in Kentwood daily. This includes phone and vacation service. If homeowners see suspicious activity, they can call Security Service Systems and SSS coordinates with the police. He presented a step-up scale showing how the hours of daily service increase with the number of residents who are signed up. Another option for Kentwood residents is to pay a little more and also get their home alarm system from SSS. PAL Security installs alarms and cameras in Kentwood and works with SSS.

Mr. Wolfe said that the KHG Board needs to decide whether it will support an effort to encourage Kentwood residents to sign up. Mr. Wolfe will work on a flyer for a sign up campaign. Mr. Davis suggested that Mr. Wolfe outline what KHG is expecting from SSS and to ask SSS to give us a document on their letterhead showing the terms of the offer.

Ms. Roys said the membership meeting would be a great opportunity for SSS to make a presentation to the membership.

Mr. Callahan noted that if KHG becomes involved, there could be a liability issue. KHG cannot be actively involved, not more than a conduit for information. Mr. Callahan recommended that KHG get legal advice on this matter. Mr. Davis said possibly KHG needs a disclaimer form.

The meeting was adjourned at 9:10.

Submitted by Mary Putnam, Secretary

#### **ATTACHMENTS**

Timeline for Pre-Election Actions

Letter dated 3/3/14 from KHG to NCWP re Emerson Manchester Project Issues

Financial Reports

Notes Regarding the KHG Safety and Security Meeting (SASC) 3/18/14