

**KENTWOOD HOME GUARDIANS**  
**MINUTES OF THE BOARD MEETING**  
**WESTCHESTER YMCA**  
**DECEMBER 11, 2013**

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

**ABSENT:** Clay Turner, Treasurer.

**CALL TO ORDER**

Loren Davis called the meeting to order at 7:10 pm. He reviewed the success of the KHG Neighborhood Safety and Security Meeting on November 20, 2013. Estimates were that 350 residents attended the forum. It was reported that following the meeting many residents expressed interest in and support of KHG.

Mr. Davis believes that the Safety and Security Meeting was an example of KHG working with other community organizations, such as the LAPD and Neighborhood Watch, to promote the well-being of our neighborhood. Covenant Presbyterian Church graciously offered their auditorium for the forum. KHG will send them a thank you contribution of \$100.

Due to the great interest in security within our community, Mr. Davis proposed an ad hoc KHG Safety and Security Committee to support Neighborhood Watch and encourage the formation of block NW groups. The committee would hopefully be chaired by a member of the KHG Board and co-chaired by a neighborhood volunteer.

As of August, 2013 KHG had approximately 60 email addresses of members. As a result of a targeted effort KHG now has more than 1000 email addresses. The KHG Board would like to use these email addresses in the future to communicate with members about meetings, especially meetings that address broader issues such as neighborhood safety, LMU parking, and LMU student behavior.

Mr. Davis hopes that KHG will sponsor a mini-forum in February and another in April to address issues of community interest and concern prior to the general elections set for May.

### **SECRETARY'S REPORT**

Mary Putnam presented the minutes of the last Board Meeting on October 16, 2013. A draft of the minutes had been posted on the website early in order to give the membership an opportunity to review the minutes prior to their approval at the December Board Meeting. Ms. Putnam made the motion that the October Board Minutes be approved as submitted. The motion was seconded and approved unanimously.

In lieu of minutes from the Neighborhood Safety and Security Meeting on November 20, 2013, the handouts from the meeting (including an agenda describing the topics to be addressed by each presenter and handouts from Cyndi Hench of Neighborhood Watch) will be posted on the KHG website. Ms. Putnam will be writing an article about the Meeting for the January KHG newsletter which will be posted on the KHG website at that time.

### **TREASURER'S REPORT**

Mr. Davis reported that Mr. Turner was unable to attend the December Board Meeting due to a last minute personal scheduling conflict. At a Finance Committee Meeting on Monday, December 9, some new reports were close to being finalized. They will be available for the January Board Meeting. The most important reports are the final 2013 Balance Sheet and the 2014 Budget. Mr. Nahid asked if these reports could be emailed to the Board when they are ready and not wait until the January Board Meeting. Ms. Rogers said that every effort would be made to do so.

## **OPERATIONS MANAGER'S REPORT**

Suzann Rogers reported that she has recently deposited close to \$30,000 of revenue income. This is not just assessments, but also payments for escrow documents. Ms. Rogers estimates that KHG has open invoices of \$10,000, the majority of which are over a year old.

Ms. Rogers reported that she had just recently gained access to the Kentwood Home Guardians Facebook page. The Outreach Committee will address how to use this page to establish better communication with Membership.

Approximately 800 residents have subscribed to the newsletter and about 900-1000 residents have given their emails to KHG.

Our office space lease renewal was signed and renewed last week. KHG is now contractually required to carry \$1 million in insurance. The increase from \$500k will cost \$67 per year. Mr. Davis made the motion that the insurance coverage be increased to \$1 million. The motion was unanimously approved.

Ms. Rogers recommended and the Board agreed that KHG does not need a bulk-mailing permit renewal for 2014. This would be used to pay for return-response postage and is quite expensive. It was agreed that the use of return-response postage will not be employed by the current Board.

The KHG office needs a backup protocol for our computer files. One suggestion was an external storage device for the office. This would cost between \$100 and \$200. Frank Channel suggested that KHG should get Carbonite. Carbonite is an off-site storage service which would remotely back up and safely store computer files. Mr. Channel said that the service would cost between \$50 and \$100 per year. Mr. Davis asked Ms. Rogers to get more information about Carbonite.

It was requested that Ms. Rogers give the Board a more precise report on where collections stand at the next Board meeting.

Mr. Davis presented a proposed Unpaid Assessment Balance Letter to be sent to homeowners who had not paid their assessments as of January 1, 2014. This letter is intended to notify homeowners that their assessments are currently not

paid and are overdue. It is a preliminary letter to the Notice of Delinquency, which is delivered by certified mail at the end of March and is followed by the filing of a lien per the adopted Board rules of enforcing a delinquent assessment. If someone is delinquent, KHG has 120 days from the date of the assessment to file a lien should the assessment remain delinquent.

Ms. Rogers has calculated that the costs involved in filing a lien for non-payment would be approximately \$120. That is the total of 3 hours of Ms. Rogers' time (3 x \$20) plus \$6 for certified mail plus \$27 for filing the lien and \$27 for removing the lien. These costs are added to the homeowners' original assessment together with unpaid interest and the total must be paid by the homeowner before the lien is removed. KHG's attorney has confirmed that KHG can pass these costs on to the delinquent homeowner, as described in the KHG Collection Policy which was mailed to each homeowner with their assessment notice. These costs were not itemized in the Collection Policy, but this letter will make it clear to delinquent homeowners what the costs for non-payment of an annual assessment will be.

Discussion of the letter ensued and suggestions were made for improvement. Mr. Callahan wanted to be sure that the homeowners understood that the estimated \$120 is a result of delinquency, Ms. Warner wanted it to be clear that this was a warning letter which would be followed by a Notice of Delinquency, and Mr. Nahid wanted to ensure that the homeowners realized that they owed this money and they had to pay it. Mr. Davis proposed that Board members and others who had comments email those comments to him by 12/21/13. He will come up with a letter to incorporate these suggestions for the January meeting.

The Unpaid Assessment Balance Letter will be approved by the Board at the January meeting and sent out in late January.

## **ARCHITECTURAL COMMITTEE**

Maria Warner reported on two substantial ongoing projects: Chick-Fil-A at the corner of Manchester and Sepulveda and the multi unit condominium development planned for the corner of Emerson and Manchester.

Chick- Fil -A has given KHG their plans twice. KHG has concerns about architectural compliance as required by the DPR's and also has general community concerns regarding traffic and parking as those issues would adversely affect our Membership. Mr. Davis commented that KHG could only enforce requirements of our governing documents but could comment (not comply enforcement) on other matters (such as traffic, parking, etc.) as a general "on the record" notice to owners and builders.

At the corner of Emerson Ave and Manchester, on a 19000 square foot lot a developer is planning to build 12 homes, 3 stories each, with garden rooftops. This has caused concerns about privacy, parking and trash pickup, among other issues. Mr. Bertolini added that this is C-2 and could be re-zoned R-4 multifamily. He said driveways must be 70-90 feet from the corner. There are no side yards and no guest parking. Each home would have 3 trash cans. Concerns were stated that 36 trash cans lined up on 85<sup>th</sup> Pl. each Monday for trash collection may cause some street impediment. Ms. Warner pointed out that if homeowners used their garages for storage, the street parking would be very difficult and certainly affect the neighbors' quality of life. Mr. Nahid asked Mr. Bertolini if this was a "small-house subdivision" which has particular requirements.

Ms. Warner said that the AC would be following up and would keep everyone up to date. She also reported that El Manor had been re-paved and the roots removed. She reported that she had sent a thank you card to Councilman Mike Bonin's office to thank the City officials and their staffs for cooperation in completing this project.

Mr. Bertolini announced that the AC now has 5 members. Sam Hanna and Mark Kellogg, both local architects, have joined the Committee. Mr. Hanna has had experience doing the plan checks as he has assisted Mr. Bertolini in the past.

Mr. Bertolini is preparing a procedures checklist so the KHG AC will have a more formalized response process for plan submission to the AC.

## **JOHN RUHLEN, WESTCHESTER STREETScape IMPROVEMENT ASSOCIATION**

John Ruhlen, a Kentwood resident, a member of the Westchester/Playa Neighborhood Council and President of Westchester Streetscape Improvement Association was introduced by Mr. Davis. Mr. Ruhlen began his presentation regarding Westchester streetscape improvements by discussing his idea for “gateway” entrances into Kentwood. At the corner of Sepulveda and 80<sup>th</sup>, Covenant Presbyterian Church is planning to re-landscape their front and side properties and across the street the YMCA is considering plans to change their parking which could leave more room for landscaping. This would be an opportunity to get a gateway started. If these two organizations could work together with the same plant material, such a project would create an identifiable entrance into Kentwood and blend well with the upcoming streetscape work along Sepulveda. There are also two entrances off Manchester which would be appropriate for gateway entrances. Mr. Ruhlen mentioned that he would be talking to the developers of the project at the corner of Emerson and Manchester about financing an entryway.

Mr. Ruhlen also recently had presented a plan to the LA Public Works Commission and obtained approval for removing the ficus trees and repairing the sidewalks north of 77<sup>th</sup> on the west side of Sepulveda.

By March, 2014 a contractor should be selected for the Maxine Waters project which extends along the west side of Sepulveda from 80<sup>th</sup> to Manchester. Construction could start in May, 2014. This portion of the Sepulveda improvement is a City of LA project and not within the control of WSIA. By the end of 2014 the west side of Sepulveda should be finished from Howard Hughes Parkway to Manchester.

The east side of Sepulveda should start some time in 2014. On the east side of Sepulveda the City of LA has a federal grant for safe routes to schools which will pay for new sidewalks and landscaping from 80<sup>th</sup> St. to 83<sup>rd</sup> St. using the same landscape architect as the west side of Sepulveda project.

The remaining portion of the east side of Sepulveda (79<sup>th</sup> St. to Howard Hughes Parkway) has \$1.8million in funding donated by Howard Hughes Corporation. \$1million will be used for construction and \$800,000 has been invested with the interest to provide funds for maintaining the landscaping. WSIA will also be providing for the maintenance of the medians on Sepulveda.

WSIA has planted several hundred trees on Manchester which were donated by the California Science Center.

Ms. Rogers reported that Scott Carney of Westchester Park recently had security cameras installed which cover all 22 acres. This should be a security enhancement.

### **WAYS AND MEANS COMMITTEE**

Craig Callahan reported that he and Maria Warner are working on improving and clarifying KHG election rules and procedures. The goal is to have somewhat self-explanatory, step-by-step instructions so that KHG can run its own elections without needing the services of an outside company. Mr. Callahan plans to finalize the recommendations at an upcoming Ways and Means Committee meeting and present the results to the Board for discussion at the January meeting. He noted that without a majority vote of all the property owners, proxies cannot be eliminated, but they can be regulated.

Mr. Davis said that KHG would pay the outstanding invoice from Adams-Kessler regarding review of the assessment rules. Mr. Davis needs clarification from Azi about using paid advertising in the KHG newsletter to defray costs.

A "Draft of a Proposal for Membership Comment Prior to a Board Vote" was presented at the October Board Meeting by Loren Davis. Mr. Davis made a motion to adopt the proposal as presented. The motion was seconded and approved unanimously. The approved proposal is attached.

Ms. Warner proposed that KHG donate \$100 to Covenant Presbyterian Church. The proposal was seconded and unanimously approved.

## **OUTREACH COMMITTEE**

Ms. Putnam said that the newsletter will be published at the end of January. She will notify Board members about articles which would be required for this issue.

Tracy Conyers was introduced to give the Board a look at possible new architecture and format for the KHG website. Tracy Conyers is a Kentwood resident who publishes a blog called Living@90045. She would like to help KHG to improve their website. The current KHG website is based on an old platform and is not mobile-friendly. Wordpress.com is for amateur publishers. It is very secure and inexpensive. KHG could set up a basic website and put different “dresses” on it. It is contemporary and welcoming and the architecture is simple making it easier for users to find what they are looking for. For \$99 per year it is ad-free.

Ms. Conyers suggested that if the Board decides to go forward with the project then she can move forward with a dummy mock- up until we are ready to go live.

The Board expressed their support of Tracy Conyers’ suggestions. Ms. Putnam and Ms. Conyers will move forward with the design and solicit input from Board members. Nothing will be “live” until the Board and the Operations Manager have had the opportunity to review and “test drive” the proposed website.

As a promotional effort Mr. Davis suggested that the January newsletter be emailed to everyone who gave us their email address to appeal one last time this Board term for additional newsletter subscriptions. Following the January newsletter it will only be provided to the Members who have a paid subscription.

The meeting was adjourned at 8:45pm.

Submitted by Mary Putnam, KHG Secretary