

Kentwood Home Guardians Minutes

Monthly Board Meeting • Tues., January 10, 2017 @ 7 p.m.
Fire Station #5 • 8900 S. Emerson Ave. – Community Room

1. CALL TO ORDER: Tracy Thrower Conyers called the meeting to order at 7:03 pm.

Present: Tracy Thrower Conyers, 1st VP; Ilan David, 2nd VP, George Poppe, Treasurer; Audrey Melton, Interim Operations Manager. **Absent:** Greg Melton, President; Marion Koh, Secretary

2. OFFICER REPORTS:

- **Secretary's Report:** Motion made to approve the December 13 minutes. Unanimous approval subject to the correction of the header (from agenda to minutes).
- **Treasurer's Report:** George reviewed bank account information. Community member asked how to collect unpaid assessments. Board acknowledged that we need to determine follow-up action after 2nd notice. Member Craig Callahan encouraged Board to re-familiarize themselves with KHG Collection Policy to ensure we are in compliance. Tracy asked George to circulate the Collection Policy to the Board for review.

3. COMMITTEE REPORTS:

- **ARCHITECTURAL COMMITTEE:** had a meeting 1/9/17; George reviewed minutes; issue with flat roof house on 79th still open. No new plans have been turned in and that is a concern. Board members still working on reporting construction/homes for sale in their assigned territory. Audrey to send plan request letter once information is reported back to office.
- **OUTREACH COMMITTEE:** Tracy reported that the 1st quarter newsletter is in draft and she asked for articles/ideas from stakeholders and other Board members. Tracy also asked for suggestions on materials to display at the Community Connections event.

4. OPERATION MANAGER'S REPORT:

- Assessment Update – approx. \$15,000 still outstanding in unpaid and past due assessments; Board to determine per Collection Policy what the next steps will be.
- Audrey to send out letter to local realtors reminding them of KHG's existence and their responsibility to communicate that to the escrow companies. Existence of HOA is supposed to be disclosed on MLS.
- Tracy & Audrey to meet to determine the appropriate email campaign tool for the office to use. GoDaddy has a program available for a small monthly fee. The way we currently send out our email blasts results in a lot of returned/undelivered emails.

5. NEW BUSINESS:

- None

6. OLD BUSINESS:

- The previously approved letter was sent to Mike Bonin's office regarding the Centinela construction staging area on behalf of Kentwood Bluff residents (per Eric Taylor request). Waiting for a response.
- Discussion about current neighbor disputes. Garrett Smith said that the City Attorney, Claudia Martin sometimes gets involved in neighbor disputes. Homeowner should be reporting each incident (i.e., car vandalism) with LAPD so it is on record.

7. OPEN FORUM - COMMUNITY COMMENTS:

- Community Member asked how many "subscriptions" we've received for the newsletter had what is the Board's plans to do with those additional funds.
- Community Member asked status of a new member "Welcome Package" discussed by the Board in the past. Another Community Member suggested that a welcome package would hold more weight than an Assessment Letter as an introduction to the Association, and that new homeowners would pay attention to it. It was suggested that the welcome package include information about what Westchester/Kentwood has to offer: 4th of July Parade, Farmer's Markets, Senior Center, Community Events, LMU, reminder of HOA/assessments and what you get for your dues; architecture/construction reminder; volunteer options

8. ADJOURNMENT: Meeting adjourned at 8:30 PM.