

KENTWOOD HOME GUARDIANS

MINUTES OF THE BOARD MEETING

FIRE STATION #5 COMMUNITY ROOM -- 8900 S. EMERSON AVE

TUESDAY, AUGUST 19, 2014 7PM

PRESENT: Maria Warner, President; Kristine Wilson, 2nd VP; Tracy Thrower Conyers, Outreach Committee Chair; Mary Putnam, Secretary; Suzann Rogers, Operations Manager.

ABSENT: Michael Oliver, 1st VP

CALL TO ORDER

Maria Warner called the meeting to order at 7:10 pm.

SECRETARY'S REPORT

Mary Putnam made the motion that the July Board Meeting Minutes be approved as submitted. Because only two Board members were present who were also present at the July Board Meeting, the vote was delayed until the September Board Meeting (when Michael Oliver would be present). Ms. Putnam presented for attachment to the August Board Minutes the Election Results Report from the KHG Annual Member Meeting on May 31, 2014 (**Attached**) prepared by Craig Callahan for the Election Inspectors and submitted to the Board in June.

TREASURER'S REPORT

Maria Warner presented the KHG Balance Sheet as of 7/31/14 (**Attached**).

OUTREACH COMMITTEE

Ms. Putnam discussed the October Newsletter and asked for suggestions from the Board members about topics for articles which would be helpful to the Members. Ms. Putnam pointed out that the October newsletter is sent to all KHG members; it is an annual opportunity to reach everyone.

Ms. Putnam said that KHG was planning a Community Emergency Preparedness Meeting for November 18, 2014 at the Westchester Fire Station which would be coordinated by the Outreach Committee. Maria Warner introduced Tracy Conyers to the Board and Membership as a new Board member elected by the Board at the July Board Meeting to replace Clay Turner

who had resigned. Ms. Conyers will be the chair of the Outreach Committee, which is a natural extension of her current role as the KHG website coordinator.

Ms. Conyers will also be taking responsibility for issues such as a possible new KHG logo, a proposed new member welcome basket, "Kentwood" parking stickers, and safety and security email blasts. Ms. Conyers said that she will be developing an Outreach plan. She pointed out there is a way to subscribe members to safety and security alerts on the website.

Ms. Putnam distributed to Board members a rough draft of an updated Assessment Letter and information regarding the use of PayPal as an optional method for paying the annual assessment. Discussion ensued regarding updates/improvements to the Assessment Letter and the expense and record-keeping issues relating to PayPal. Ms. Conyers offered to work on these projects in preparation for the Annual Assessment mailing to be sent out in early October.

Ms. Warner commented that the KHG Collection Policy which is included in this mailing needed to be updated to reflect KHG-specific requirements. Adams-Kessler has agreed to update the KHG Collection Policy at no cost. Ms. Warner confirmed this will be taken care of in time for the Annual Assessment mailing.

WAYS AND MEANS COMMITTEE

Ms. Warner reported that the Ways and Means Committee had met and discussed the KHG Architectural Committee structure. In 1952, a series of Amendments to the Kentwood DPRs had been signed and notarized by Superior Oil after each Kentwood tract was sold (see **Attached** sample for Tract 13316). These Amendments transferred the Architectural Committee responsibilities described in the KHG DPRs from the Superior Oil Co. to Kentwood Home Guardians' Board of Directors. These Amendments specify that Architectural Committee members are to be duly elected members of the Board of Directors and are responsible for making decisions and communicating those decisions to the homeowners.

Discussion ensued. Ms. Warner and Kristine Wilson, both Architectural Committee members, pointed out that community members who advise the Architectural Committee are vital to its success and expressed their appreciation for the work that has been done. Ms. Conyers said that it was important that KHG review the KHG legal document files to identify all amendments to the DPRs in order to ensure that the Board is analyzing this issue with all pertinent amendments.

Maria Warner made a motion that for 30 days the Architectural Committee will consist of two elected Board members assisted by advisers; all decisions will be made by the two Board members. The motion was seconded and approved unanimously.

ARCHITECTURAL COMMITTEE

Community member Vince Bertolini reported on the Architectural Committee meeting of August 12, 2014. The minutes of that meeting are **Attached**.

OPERATIONS MANAGER'S REPORT

Suzann Rogers will be putting together a letter for residents regarding the legal times that trash cans may be put out and are required to be brought inside. Ms. Putnam offered to work with her on this.

NEW BUSINESS

Ms. Warner announced that Ms. Putnam had agreed to step into the Treasurer position. The Secretary position will now be open.

At the last Board meeting, Ms. Warner had reported that the Adams Kessler legal fee from the prior Board term was a little over \$4000, however, Ms. Warner has discussed the charges with Adams Kessler representatives and it has been reduced by \$1,112.50.

The September KHG Board Meeting will be on Tuesday, September 16 at 7pm at the Westchester Fire Station.

The meeting was adjourned at 8:30 pm.

Submitted by Mary Putnam, Secretary

ATTACHMENTS

Election Results Report of the KHG Annual Member Meeting 5/31/14

KHG Balance Sheet as of 7/31/14

Amendment to Declaration of Protective Restrictions (1953, Tract 13316)

Minutes of the KHG Architectural Committee Meeting 8/12/14