

**KENTWOOD HOME GUARDIANS**

**MINUTES OF THE BOARD MEETING**

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

**TUESDAY, September 16th, 2014 7PM**

**PRESENT:** Maria Warner, President; Michael Oliver, 1<sup>st</sup> VP, Tracy Thrower Conyers, Outreach Committee Chair; Mary Putnam, Treasurer; Kristine Wilson, Secretary; Suzann Rogers, Operations Manager.

**CALL TO ORDER:** Maria Warner called the meeting to order at 7:10pm.

**SECRETARY'S REPORT:**

Motion made to approve July Meeting Minutes as submitted. July Minutes approved. Tracy Conyers and Kristine Wilson abstained because they were not present for the July meeting. Motion made to approve August Meeting Minutes as submitted. August minutes approved.

**TREASURER'S REPORT:**

No Financial Report

**OUTREACH COMMITTEE:**

Ms. Conyers is drafting outreach plan. There was no update on KHG "Kentwood" Parking Stickers.

**WAYS & MEANS**

The KHG Assessment Collection Policy was approved. (ATTACHED)

**ARCHITECTURAL COMMITTEE**

Community member Vince Bertolini provided the Architectural Committee Agenda (Attached) and reported on the Architectural Committee Meeting of September 9, 2014. Request was made to the board for attorney time to help develop a letter for building plans that were not approved and well as address questions from the Architectural Committee. In an effort to be prudent with KHG's finances, Ms. Warner suggested we would not spend money for a lawyer until we had a specific list of questions prepared. The decision requiring at least 2 board members to approve or disapprove plans submitted by the Architectural Committee was extended an additional 30 days.

**OPERATION MANAGER’S REPORT:**

Discussion included the timing for the collection notification process in regards to when notifications had to be sent out in order to record liens against delinquent payment assessments and impose a possible late fee.

**NEW BUSINESS:** Ms. Warner announced that Kristine Wilson would be taking on the responsibilities of Secretary. Michael Oliver accepted the open position on the Architectural Committee.

**AJOURNED:** The meeting was adjourned at 8:30 pm.

**ATTACHMENTS:**

KHG Assessment Collection Policy

Architectural Committee Agenda