

FINAL

Kentwood Home Guardians Agenda
Monthly Board meeting Tuesday, November 10, 2015 @ 7 p.m.
Fire Station #5 8900 S. Emerson Ave.

PRESENT: Vince Bertolini , 1st VP; Greg Melton, 2nd VP; George Poppe, Treasurer; Kristine Wilson, Secretary; Suzann Rogers, Operations Manager; **ABSENT:** Michael Oliver, President

CALL TO ORDER: Vince Bertolini called the meeting to order at 7:05 PM.

SECRETARY'S REPORT: September and October monthly meeting minutes were approved. September was approved with changes per Craig Callahan's input. The special October 27th meeting minutes will be presented next month for approval.

TREASURER'S REPORT:

Motion to approve the November 10th Balance Sheet (ATTACHED) was approved. Profit & Loss Budget vs Actual June 1-November 10 (ATTACHED) \$4K numbers from last year should be plugged in and approved in January. This form will be revised to include both columns and will be reviewed and approved in January. Profit & Loss Budget 2016-17 (ATTACHED) presented for review
Salary changes from month to month because Suzann needs less time in the office after assessments are collected
Profit & Loss Budget 2017-18 (ATTACHED) presented for review
The positive balance includes a projected 20% increase
The 2 Year Budget Increase donations were reduced from \$1k to \$500

NOTE: Per Board Meeting on December 8th, 2015 – none of the financial documents provided are approved and are pending further review.

ARCHITECTURAL COMMITTEE:

The plan review submitted on October 6th is missing for 6321 81st Street. We need to get a copy of grading plan.

The Review Form is being simplified. The revised form will be shared at the December monthly board meeting.

The Tracking Form needs to be reworked and updated.

Vince Bertolini has drafted a letter to the building dept. requesting permission for KHG to access the LADBS plans the City Building Department has on file. The president of the board must submit the letter.

Mr. Bertolini is requesting a meeting with a law firm to clarify some questions regarding a legal process for violators of DPRs. The Board agreed to hold a special meeting on December 1st to review the proposed questions.

OPERATION MANAGER'S REPORT:

KHG received a bid from Dave Larsen to upgrade and manage our electronic systems including our domain, emails and a possible cloud based solution. Mr. Larsen was not present to discuss his proposal regarding upgrading the KHG current web based server solution. The Board would like to see alternative options to ensure the proposed solution is appropriate for KHG's actual needs and that the bids are competitive. Tracy Thrower Conyers agreed to reach out to stakeholders asking for volunteers to help us set up a better system.

Escrow paperwork was sent for The Grinder location today. It is not known what the location is being used for yet.

KHG emails are not being consistently received because they are bouncing back to sender.

NEW BUSINESS: Michael Oliver resigned as president. Motion to accept Michael's resignation was approved. Motion to have Adelle Wexler fill the open position on the board was approved.

OLD BUSINESS: Kentwood community volunteers are coming in to help in the KHG office through assessment season. Suzann will let the board know if she needs additional support with office duties or phones. Tracy suggested creating a page on the KHG website of frequently asked questions to better assist Suzann in managing calls.

OPEN FORUM: No Comments

ADJOURNMENT: Meeting was adjourned at 8:13PM