

Kentwood Home Guardians Minutes

Monthly Board Meeting – Tuesday, April 11, 2017

Fire Station - #5 – 8900 S. Emerson Avenue

Present: Greg Melton - President, Tracy Thrower Conyers – 1st Vice President; George Poppe – Treasurer; Audrey Melton – Interim Operations Manager

Absent: Marion Koh – Secretary and Ilan David – 2nd Vice President. Audrey will be taking minutes in Secretary's absence.

1. **Call to Order:** Called at 7:10 pm by Greg Melton

2. **Officer Reports:**

a. Secretary's Report

- March 14 minutes not available – approval moved to May meeting.

b. Treasurer's Report

- March P&L reviewed - no income this month; expenses of \$4,790. Accounts Receivable is at \$10721 from unpaid assessments.
- 2017-18 budget presented for review and approval. Budget includes a 20% increase in annual assessments. Estimating a total income of \$78173.24 but budgeting for net loss of -\$496.92 Motion made to approve 2017-18 budget - seconded and approved.
- Assessment and Reserve Funding Disclosure Summary presented for approval to be included with the election mailing. Currently .20 per foot; increasing to .24; reserve required to maintain 3 strip lots. Total increased to \$4911 due to increase in insurance costs. Motion made to approve Assessment and Reserve Funding Summary; seconded and approved.
- Fiscal Year 2016 Budget through March 31, 2017 presented. Question raised about Category #5220 - Write Offs - Receivable are from previous years' errors that were corrected. Stakeholder Craig Callahan asked about the income balance of \$6327.77. George reminded everyone that this Fiscal Year 2016 budget is prepared through end of March, 2017 and there are 2 more months in the fiscal year with outstanding expenses where we do not have exact figures, including payroll, invoices not yet received, legal fees, etc.; Motion made to approve Fiscal Year 2016 Budget; seconded and budget approved - will be included in annual election mailing.

Greg mentioned that he researched the average HOA fees in Los Angeles @ \$3500/year. Stakeholder Callahan objected, saying those associations have more common area than we do. Greg responded that \$12 may be a lot to some people, but \$12 isn't a lot to function properly and help protect the things that are good in the community.

3. **Committee Reports:**

a. Architectural Committee

- Committee reports that once board members started canvassing Kentwood to note construction projects and sending out request for plan letters, we've seen an increase in the number of plans submitted.
- 7334 Kentwood approved; 6583 Firebrand plans have been submitted and are out for review; 7906 Beland not approved – committee to review further; 6313 Riggs Pl. plans submitted; 6640 W. 81st St. plans received in digital form; waiting for hard copies; 8321 Chase – 2nd request sent for plans; may have to send another cease & desist letter

b. Outreach Committee

- An invitation has been extended to current LAPD SLO Sophie Castenada to present an update neighborhood crime and answer community questions at our Annual Member

Meeting. Have not yet heard back from her. Request made to Stakeholder Garrett Smith (in the audience) to confirm that Officer Castenada will continue to be our SLO and is not "interim," in case we directed our invitation to the wrong party.

4. Operations Manager's Report:

- a. Assessment update - at the last meeting there were 366 outstanding assessments, now down to 315. More assessments being received that were multi-years late.
- b. Realtor Letter - Sent out 5 letters to realtors that were not part of the original mailing based on new names being seen in Kentwood. This is a letter sent out to remind local realtors that Kentwood is part of an HOA and they are to include that information on the MLS; ensure communication between the buyer and seller and remind the title/escrow companies.

5. New Business:

- a. Annual Member Meeting & Election scheduled for May 20, 2017. One volunteer election inspector has been identified so far. No one connected to the candidate (family/friend) can be an inspector. There are three open Board seats and two candidates who submitted prior to the cut-off date. While there will likely be no vote needed this year, in an abundance of caution a ballot and proper return envelope are being included in the election materials mailed to members. Discussion to include an additional statement on the ballot that informs those that are mailing in their ballot, that there may/could be nominations from the floor on the day of the meeting. A motion was made; seconded and approved to include a ballot with the statement.

A ¼ neon colored insert will also be included in the mailing as another reminder to community to submit construction plans and for the community to notify KHG of construction activity.

Three Candidates introduced themselves:

Todd Harris - move to Kentwood three years ago on 77th St. Loves community and wants to maintain its integrity. Concerned about crime prevention. Real Estate and investment background.

Colleen Fracisco - Audrey read Colleen's intro letter in her absence; looking for avenues to be more involved in the community. Passionate, smart, excited. Lives on 85th Place.

Aaron Torrance - interested in becoming a Board member but missed the Call for Candidate deadline. He can be appointed/nominated at the meeting. He has owned property on Cowan for about four years. As a licensed architect and general contractor, he is looking to maintain development standards in the neighborhood and wants to be involved or advise in that area or participate on another level.

Outgoing board members plan to have a transition period with the new board members to meet and share what they've learned. New board members will have phone/email contact info. Stakeholder Craig Callahan inquired about the availability of the Davis Stirling board orientation seminar/training for the new board. Audrey will inquire as to how it works this year (cost-if any) and availability.

Stakeholder Vince Bertolini commented that the new board member needs to familiarize themselves with the DPR's and Davis Stirling Act. They have a responsibility to uphold the rules and protect the DPR's in a reasonable manner and an obligation to protect the community and hold a stewardship to represent the oldest HOA in U.S.

- b. Board Member attendance expectations. Board needs to adopt a rule that a board member shall or maybe officially asked to resign if they have missed 3 consecutive meetings. Review By-Laws and Davis Stirling for proper rule.
- c. Homeowners running businesses out of their homes/garage is becoming a bigger issue with more community members reporting/complaining to the office of businesses being run out of garages where there is the presence of commercial vehicles, toxic fumes, noise, etc. Office instructs them to report violation to LADBS as the first step. Stakeholder Vince Bertolini made suggestion that a member of the Arch Committee do a drive by to see if they can determine what is going on as well and report back on the complaint to determine if KHG should get involved.
- d. Monetary penalties for DPR/construction violations – the draft KHG Policy is a work in progress and under discussion. There needs to be a way to levy a fine on a homeowner who is in complete disregard of the DPR's. Board approved to have documentation forwarded to attorney for further review which includes proper wording and implementation procedures (**draft attached**), including a schedule of communications to the violator.

Greg noted that the objective is not to turn this into a policing situation or nitpicking to levy fines, but to address current and correctable DPR violations and neighbor concerns.

- e. Protocol for contacting property owners during construction: Audrey asked what the expectation is to contact the homeowner during construction when there is not contractor/developer signage; mail is returned. Tracy stated that all we can do is mail to their address on record in the office. With returned mail, we can look at public property records to see if an alternate address is available that way. Stakeholder Aaron Torrance is under the impression that it's required by law to have a mailbox at the construction site. He will investigate and get more information.

6. Old Business:

- 8321 Chase - homeowners pulled their request for a front variance at the City level but have not yet submitted plans or paid assessment to KHG. Homeowners made demands of KHG for extensive records. KHG is incurring additional legal consultations on this matter. Audrey sent a Cease & Desist letter on the construction but they haven't stopped construction.

7. Community Comments:

- Stakeholder Vince Bertolini expressed appreciation to the board members for their time and efforts, acknowledging they are all volunteers.

8. Adjournment: Called at 8:41 p.m. by Greg Melton