

Kentwood Home Guardians Monthly Board Meeting

Meeting:	September 19, 2017 Meeting	Date:	September 19, 2017	Start:	1902
Purpose:	Monthly meeting	Location:	Fire Station 5, 90045	Finish:	2026
Directors Attendance:	President: Tracy Thrower Conyers, Vice President, 2 nd Vice President: absent, Secretary: Colleen Fracisco, Treasurer: Todd Harris, GM: Audrey Melton	Recorder:	Colleen Fracisco		

Absent: Aaron Torrence

MINUTES

Minutes should reflect decisions and reasons for those decisions, not conversations with resident's names.


<i>Strategic PPM Measures</i>	<i>Topic</i>	<i>Reporting</i>	<i>Discussion Summary</i>	<i>Commitment/ Progress <small>(Action, Status, Outcome)</small></i>	<i>Accountable <small>(Who/When)</small></i>
<i>(President)</i>	Call to Order And other updates	Tracy T.C.	Welcome: Update on new KHG Director onboarding. Adams and Stirling law firm held Davis-Stirling training for new and old members.		
	Officer Reports: Review of Minutes	Tracy giving former Secretary Report from May, June	<ul style="list-style-type: none"> ✓ Review of, June & July August minutes ✓ June minutes printed will re reviewed r/t question on how people can opt. out of being published in tract <p>The following was only touched on. This information will be on Oct. agenda:</p> <p>Following is the option for handling communications with members who opt-out of the membership list: Clarifying process in October mgt.</p> <p><u>HOA Applies Labels.</u> Members who want to mail a letter to opted-out members can deliver to the association their letter in sealed envelopes with postage already applied. The association (or its management company) then applies mailing labels to the envelopes and drops them in the mail.</p> <p>Will Audrey will set up envelopes Will f/u to set rules in place and policies...</p> <ul style="list-style-type: none"> ✓ July minutes reviewed: approved ✓ August minutes reviewed: approved 	<p>Re-review June & May minutes</p> <p>This method will be voted on for Oct. meeting</p> <p>July minutes</p> <ul style="list-style-type: none"> • Approved • Second <p>August minutes</p> <ul style="list-style-type: none"> • Approved • Second 	

	Treasurer's Report	Todd	<ul style="list-style-type: none"> ✓ Todd meeting with George next week to transfer duties 	<ul style="list-style-type: none"> • Todd to f/u (follow up) 	<ul style="list-style-type: none"> • Todd to f/u
	Grinder Property presentation by Developers		<ul style="list-style-type: none"> ✓ Presentation given. Presenter had architectural drawings for community to view. Owner was present as well to answer questions. Detail of presentation available in the Office. 	n/a	n/a
	Operation Manager's Report		<ul style="list-style-type: none"> ✓ Attorney next door wants us to move b/c they want the space- They will pay of moving costs ✓ Space on 2nd floor no elevator ✓ Increase in rent? Yes – is there room for negotiation ✓ Ask Edgar for three alternative comparable locations for us to rent with comparable prices. ✓ Not ADA compliant is a question ✓ Will do an operational review related to move to weigh risks and benefits ✓ Escrow packet up date ✓ Annual notice of assessment letter updated: will add new option to put paypal on website to pay ✓ Must be paid by Nov- no later than Dec 	<p>Will come back with regarding negotiation for move</p> <p>Tracy to make sure link to pay pal will be live before October 1st.</p> <p>Web Page dedicated to assessments</p>	<p>Audrey</p> <p>Tracy</p> <p>Tracy</p>
	New Business		None		
	Community Comments Comments are also in the discussion portion of the Presentation above- as Q- for question A- for answer		<p>Concern for what a resident does to opt out of not having their information put out in public: envelops can be submitted to Audrey with information</p> <ul style="list-style-type: none"> ✓ Rule enforcement policy question 6a. ✓ See above: which will be reviewed in Oct. mgt <p>Q&A=Distance from lot line and building is 0. So no setback</p> <ul style="list-style-type: none"> ✓ Traffics study questions. Not up to developers- it is up to DOT to make the decisions—Concern for traffic and flow. 		

			Q: Why are minutes not on the website this is not compliant with law? A: Minutes are available in hard copy form for public in the office, which meets the compliance rules of Davis Stirling law. Tracy will upload them with in the week	Tracy will upload minutes to KHG website so residents will have easier access	Tracy
	Motions		Approval of July and August Minutes	All in favor	
	Adjourn Meeting	Tracy	Good Night. Thanks for coming!		
		NEXT MTG:	October, 2017, 1900-2000, Fire Station 5		

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.


 Colleen Fraisco MSN, BSN, RN, CAPA, Secretary KHG

10/10/2017
 Date