

# Kentwood Home Guardians Meeting Minutes

Monthly Board Meeting • Tuesday, January 16, 2018 @ 7:00 p.m.  
Fire Station #5 Community Room • 8900 S. Emerson Avenue

**Present:** Tracy Thrower Conyers, President; Aaron Torrence, 1<sup>st</sup> Vice President; Todd Harris, Treasurer; Marian Koh, 2<sup>nd</sup> Vice President; Audrey Melton, Operations Manager

**1. Call to Order:** Called at 7:03 pm by Tracy Thrower Conyers

**2. Officer Reports:**

- a. Secretary's Report: Motion made, seconded and unanimously carried to approve October minutes and "accept" November notes (no approval needed because no official business was conducted for lack of a quorum).
- b. Treasurer's Report: Suggestion made by Tracy that each month's financials should be attached as an exhibit to the minutes posted on the website.

**3. Committee Reports:**

a. Architectural Committee:

- i) Aaron reported that the committee hopes to have the neighborhood survey tracked and completed by next meeting.
- ii) Construction spreadsheet needs to be reported each month to the Board with committee recommendations for approved/not approved by the Board.
- iii) Discussion on proposed Architectural Review Committee (ARC) process (draft attached). Process is not only for homeowners but for the Board; important that we review all of the construction in the neighborhood – not just those that have submitted plans; Board would likely have to take an action outside monthly Board meetings to keep process on timeline prescribed in the DPRs; need limited scope review to ensure review can be done within 2 weeks; maybe more architects are needed to review plans; would it be possible to charge for the review process?

Tracy suggested that the proposal requires additional review and discussion and that the matter be put over to the next agenda. The audience was invited to send in comments on this document.

- iv) Aaron reported that he is working on developing a relationship with building inspectors at LADBS with the intention of getting KHG review into the official plan check.

b. Outreach Committee

Tracy reported that PayPal worked adequately our first year of collecting assessments online, but is clunky and not user-friendly for our Operations Manager, and will be re-worked for next year.

Tracy also reported that the newsletter needs a new editor and that she is running out of ideas for finding this person. Dropping the newsletter is not an option, as we use it for a fundraiser.

Our Annual Meeting is coming up in a few months. Marion was asked to research possibly having the meeting as a picnic or some other alternative venue to increase attendance.

#### **4. Operation Manager's Report**

- a. Assessment Update – almost finished with phase 1; delinquent assessments mailing being prepared.
- b. Office Move Proposal – Neighboring tenant continues to push for us to move KHG's office across the breezeway to a similar sized space so that he can take our office which is contiguous to his. Audrey was asked to investigate: (1) whether the landlord (who is pushing this move) would agree to extending our lease for five years at the current rate; (2) the possibility of having the tenant who wants our space pay a few months of KHG rent; (3) getting a quote from one or two moving companies; and (4) how many KHG personnel hours would be needed to facilitate the move.
- c. NEW: Community Concerns Log - Audrey introduced a new log to keep track of requests for assistance from stakeholders for Board review. Comment from audience raised as to whether this log would create some kind of implicit promise that KHG will help/resolve problems.

#### **5. New Business**

- a. Colleen Fracisco's October Resignation – motion made, seconded and unanimously carried to accept resignation.
- b. Appoint Christopher Blatter to Board – Tracy introduced Chris as an attorney, a Kentwood homeowner, an LMU grad and someone that she worked with on the Manchester RV restricted parking project. Motion made, seconded and unanimously carried to appoint Chris to complete Colleen Fracisco's term on the Board.
- c. Amend ByLaws to clarify Board's rulemaking authority – comment from the audience that proposed 3<sup>rd</sup> Amendment to ByLaws is too broad and should go back to the attorneys to trim down. Tracy responded that KHG's attorneys prepared the amendment and rendered a legal opinion that the amendment was necessary and appropriate for the Board to adopt to manage the affairs of the corporation. A motion was made (and seconded) to adopt the Bylaw Amendment as presented. All Board members voted in favor, with new Board member Chris Blatter abstaining.
- d. Adopt Fine Policy to address DPR violations – motion made, seconded and unanimously carried to approve the Fine Policy in DRAFT and send with the special mailing approved in October.

#### **6. Unfinished Business**

Fiscal year discrepancy – As was reported at the last meeting, the ByLaws state that KHG's fiscal year begins 6/1 while the DPR's state 7/1. Tracy consulted KHG's attorneys and on their advice, KHG will continue with the fiscal year running from June 1 to May 31, as has been the association's practice.

## **7. Community Comments:**

- a. Community member asked about Grinder project's status. Was advised that the developer is scheduled to join us at the next Board meeting.
  
- b. 83<sup>rd</sup> & Kenyon – question was posed whether KHG has the funds to start legal action. Aaron reported on permits pulled and discussion with building inspector, Marion Podra - 25' height of garage is within City limitation. Some audience members expressed that KHG should “show muscle” – “right and responsibility” to take legal action. Member asked whether a building inspector takes the DPR's into consideration when inspecting and approving plans for a home in Kentwood. Aaron reported that we are presently working on whether we can make that happen.
  
- c. Stakeholder David Bonneau commented that he's lived in Kentwood for 18 years and that he left Santa Monica because he didn't like that community. He's witnessed DPR violations over the years that circumvent the process. He asked why he should comply if nobody else did. He also reported that he believes he is seeing more than two units on some of the Dunbarton duplex lots. Stakeholder Craig Callahan stated that he likes what is happening with the Dunbarton duplexes – even though they flat roofs. Neighborhood needs to change, per Callahan.

## **8. Adjournment:** Called at 9:25 pm by Tracy.

**Kentwood Home Guardians**  
**Profit & Loss**  
**January 2018**

	<u>Jan 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3000 · Income</b>	
3100 · Assessments	12.00
3110 · Interest from Members	9.04
3140 · Transfer Fee	525.00
3150 · Donations- NOT Tax Deductible	462.18
3160 · Late Fee	268.00
3210 · PayPal fees charged to members	117.90
3850 · Crime Prevention	650.00
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<b>Total 3000 · Income</b>	2,044.12
3870 · Return Check Fees	10.00
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<b>Total Income</b>	2,054.12
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<b>Gross Profit</b>	2,054.12
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<b>Expense</b>	
<b>5000 · Program Services</b>	
5150 · Office Expense	353.40
5160 · Payroll	1,705.45
5170 · Payroll Taxes	388.15
5190 · Rent	1,116.00
5220 · Write Offs - Receivables	0.80
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<b>Total 5000 · Program Services</b>	3,563.80
<b>6000 · Supporting Services</b>	
6120 · Assessment Expense	3,885.28
6180 · Legal	644.00
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<b>Total 6000 · Supporting Services</b>	4,529.28
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<b>Total Expense</b>	8,093.08
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<b>Net Ordinary Income</b>	-6,038.96
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<b>Net Income</b>	<u><u>-6,038.96</u></u>

**Kentwood Home Guardians**  
**Balance Sheet**  
As of January 31, 2018

	<u>Jan 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · One West Bank Checking	34,131.87
1015 · One West Bank Money Market	85,710.22
1209 · Petty Cash - Cash on Hand	<u>388.88</u>
<b>Total Checking/Savings</b>	<u>120,230.97</u>
<b>Accounts Receivable</b>	
1110 · Accounts Receivable	<u>21,486.88</u>
<b>Total Accounts Receivable</b>	<u>21,486.88</u>
<b>Other Current Assets</b>	
1215 · Undeposited Funds	2,760.39
1250 · Prepaid Expenses	<u>520.82</u>
<b>Total Other Current Assets</b>	<u>3,281.21</u>
<b>Total Current Assets</b>	<u>144,999.06</u>
<b>Fixed Assets</b>	
1410 · Furniture and Equipment	6,806.80
1510 · Accumulated Depreciation	<u>-6,085.23</u>
<b>Total Fixed Assets</b>	<u>721.57</u>
<b>Other Assets</b>	
1890 · Rent Deposit	<u>496.00</u>
<b>Total Other Assets</b>	<u>496.00</u>
<b>TOTAL ASSETS</b>	<u><u>146,216.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	
2121 · Federal, FICA, MCare Withheld	417.13
2131 · SDI, CA Withheld	73.72
2120 · Payroll Liabilities - Other	<u>815.12</u>
<b>Total 2120 · Payroll Liabilities</b>	<u>1,305.97</u>
<b>Total Other Current Liabilities</b>	<u>1,305.97</u>
<b>Total Current Liabilities</b>	<u>1,305.97</u>
<b>Total Liabilities</b>	<u>1,305.97</u>
<b>Equity</b>	
2910 · Accumulated Revenue net of Exp	121,732.09
Net Income	<u>23,178.57</u>
<b>Total Equity</b>	<u>144,910.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>146,216.63</u></u>

# Kentwood Home Guardians

## RECOMMENDED ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCESS

### INTRODUCTION

There has been a sharp increase of construction within the KHG neighborhood. The Board has recognized a similar increase of comments, complaints and questions regarding this construction.

It is clear that some homeowners have proceeded with construction that is in conflict with the KHG Declaration of Protective Restrictions. The Board has been, and is currently, limited in their capacity to monitor and observe the amount of construction. Special concern is the homeowner's inaction to submit proposed plans and specifications of the construction work to the Architectural Committee for review.

### PURPOSE

The purpose of this Recommended Architectural Review Committee Process is to outline requirements for:

- Homeowners planning on conducting or currently engaged with construction, whether it is an addition, remodel, or new ground-up work.
- The Board to adopt a procedural requirement for the Architectural Committee to review homeowner plans and specifications.

Per the Kentwood Declaration of Protective Restrictions, the Architectural Committee, herein referred to as the "Committee", shall receive plans and specifications of the construction work planned for a residence. The Committee shall follow the DPR rules and restrictions when reviewing the work for compliance.

The Committee shall not: a) review of any work not expressly contained within the DPR, b) validate conformance to building codes, and c) provide any waiver of DPR Articles.

The Committee shall follow the DPR requirements for review and approval. For example, the "Committee fails to approve or reject any plans within 30-days after said plans have been submitted to it, then no approval shall be necessary. If no action shall be filed, or notice of rejection recorded, by or on behalf of said Committee within 30-days after notice of completion shall be recorded covering the construction, alteration or replacement of any structure, the filing of such notice of completion of record shall be conclusive evidence of approval of such structure by Committee."

## STEP 1 – SUBMISSION OF PLANS

Homeowner obtains a copy of their specific DPR and reviews the contents. Homeowner or their agent creates plans and specifications of their work to comply with DPR.

Homeowner or their agent submits an ARC Application and a hardcopy of the plans and specifications to the Board, which can be delivered to the KHG Office or handed in person during the monthly Board meeting. The plans shall include all the necessary drawings, dimensions, and information required for review of conformance to their specific DPR.

## STEP 2 – REVIEW OF PLANS

The Board provides homeowner documents to Architectural Committee for review.

The Committee reviews the ARC Application and homeowner documents to check for accuracy and completeness. If, for any reason, the application or documents are incomplete, the Board may reject the homeowner's Application and will not review.

For accepted applications, the Board has **30-days** to respond in writing to the homeowner. The Board may choose to hold a special meeting to review Committee recommendations for approval or denial.

## STEP 3 – DECLARATION OF PLANS

IF THE PLANS ARE **APPROVED** by the ARC.

The Committee fills in the KHG Section of the homeowner's ARC Application and sends it to the Board. The Board then votes to accept the Committee's recommendation for Approval.

IF THE **BOARD APPROVES**: they notify homeowner that work may progress. No further action is required.

IF THE **BOARD DENIES**: they notify homeowner that work is not allowed to start/progress and they shall provide the homeowner of a written explanation of the denial.

IF THE PLANS ARE **DENIED** by the ARC.

The Committee fills in the KHG Section of the homeowner's ARC Application, which shall include a written explanation of the denial, and sends it to the Board for consideration.

IF THE **BOARD APPROVES THE ARC DENIAL**: they notify the homeowner that work is not allowed to start/progress and they shall provide the homeowner with a written explanation of the denial.

The homeowner may request a private or public hearing with the Board to discuss their project. The Board may schedule this as an emergency meeting (?) at a time and place that is convenient for the homeowner and the Board.

IF THE **BOARD DENIES THE ARC DENIAL**: the Board is thereby approving of the plans over the ARC recommendations of denial. The Board shall notify the homeowner that work may progress. No further action is required.