

KENTWOOD HOME GUARDIANS MEETING MINUTES  
Monthly Board Meeting – Thursday, August 16 ,2018 @ 7:00pm  
Location – Westchester YMCA (8015 S. Sepulveda)  
Fireside Room Annex Building @8020 Alverstone

Present: Tracy Thrower Conyers, President; Aaron Torrence 1<sup>st</sup> Vice President; Christopher Blatter, Secretary; Todd Harris, Treasurer; Brian Rosenstein (new board member)

1. Call to Order – meeting called to order at 7:08
2. Officer Reports
  - a. Secretary’s Report – review and approve minutes for June and Notes for July
    - i. Approve and adopted by the board (Brian Rosenstein abstained)
  - b. Treasurer’s Report – review and approve May P & L
    - i. \$782 in income (low due to time of year)
    - ii. Expenditures up because of annual meeting costs
    - iii. \$119,000+ in asset as of May 2018
    - iv. Cash in hand \$85,751.80 in money market and approx. \$8,488.42 in checking
    - v. Brian has questions about categorizations for Audrey based on assessments received, which Audrey will investigate
    - vi. Report will not be approved for this month to answer these questions
3. Committee Reports
  - a. Architectural Report
    - i. A lot of remodels currently in the community
    - ii. List of projects:
      1. 6409 Wynkoop – Have notified owners that design does not meet DPRs for flat roof – some slopes and some sections of flat roof
      2. 8337 Westlawn – Convert Garage to ADU – Allowed by the city / checking DPRs
      3. Other houses:
        - a. 7732 Kentwood – Approved
        - b. 7584 McConnell – Addition approved / Changing address to be on the 77<sup>th</sup> with face house
          - i. No plans submitted to KHG
          - ii. Potential violations of DPRs:
            1. Setbacks are not far back enough (only 18.6 ft) on one side
            2. No residence part of the building shall not be any closer than 10 ft to any side street line
            3. Owner builder
            4. Front of house is now going to be on 77<sup>th</sup>
        - c. 7456 Henefer – Been requesting plans since May without response

- d. 7401 El Manor – Just submitted application to put solar panels on roof – DPRs don't contemplate and therefore do not prohibit
    - iii. ADUs – Lots of questions from community regarding allowances for ADU in Kentwood
      - 1. City is still developing rules so building right now is subject to state rules
      - 2. Tracy suggests a townhall once city develops rules to allow our community to weigh in on what action, if any, KHG should take
      - 3. ADU's - Architectural Committee to put content together for eventual posting on website once Board has discussed and reviewed. It would be a community alert in the form of "What's happening in our neighborhood – ADU's are here"; with background that current rules are state rule motivated by housing shortage; City is still working on its own rules. Big concern with KHG members so far is privacy issues when 2<sup>nd</sup> story unit is built on top of garages
      - 4. Question was posed whether HOA's can regulate against ADU's. Councilman Bonin's Planning Deputy is supposed to be investigating this question
      - 5. KHG should encourage "good neighbor policies" be included in ADU leases
    - b. Outreach Committee
      - i. Annual Meeting Review – meeting was well attended with an upbeat tone overall. Councilman Bonin spoke at length and answered questions. He also honored the association with a special recognition certificate, which will be brought to next meeting
- 4. Operations Manager's Report
  - a. Office Move (from suite #102 to suite #118) – tentatively scheduled for Monday, August 20 contingent upon Board approving the new office lease and moving expenditures at tonight's meeting. All expenses will be reimbursed by the Law Offices of Edgar Saenz (up to \$1500) including printing of new envelopes with the new address. Community member stated that this is the second time Mr. Saenz has requested KHG to move. Tracy stated that we agreed to the move because we are getting a longer lease at a favorable rent and to be a "good neighbor." Space is the same size.
  - b. Board members reviewed the new lease as this is a commitment to a long-term economic expense. Current rent is \$551 and old lease was through December, 2019. The new lease extends 1 ½ years, effective August 1, 2018. Rent increases \$25 per year. All provisions in the lease are the same as in current and past leases. KHG's rent is below current market rates in the community. Drollinger Properties, the landlord is reportedly doing substantial rent increases with other tenants in the building. As an aside, Tracy expressed that it's not too early to start discussing where the office would move (possibly downsizing) in the future

with rents in the community going up. Although this lease offers an extra year and a half at this location, it doesn't offer any stability for the long term.

- c. Recommendation was made to approve and sign the new lease. Motion unanimously approved.
  - d. Accounts Receivable Report – 371 properties are delinquent in some fashion with some substantially delinquent, adding up to approx. \$21,000, including late and finance charge. Brian asked whether these accounts could be sent to a debt collector, paying a percentage of what they collect once we are within the Collection Policy timeframe. Tracy suggested that the Board member that won't have any officer duties take on this project, closely following the Collection Policy. Part of this project would be to determine if some of the delinquent properties are rental properties and whether we are sending the assessment statement to an incorrect address. The dedicated Board member would have to bring a proposal to the rest of the board on a suggested game plan. As long as the Collection Policy is followed, liens are valid.
5. New Business
- a. Appointing New Officers:
    - i. Tracy recommended that Brian become the Treasurer given his experience on other Boards. Aaron nominated Brian for Treasurer, motion was seconded and approved. Brian abstained from the vote.
    - ii. Nomination was made for Tracy to remain as President – Tracy stated she was willing to do so – motion was seconded and approved. Tracy abstained.
    - iii. Aaron was nominated to continue as 1<sup>st</sup> VP – seconded and approved. Aaron abstained.
    - iv. Chris Blatter was nominated to continue as Secretary; motion was seconded and approved. Chris abstained.
    - v. Todd was nominated to be 2<sup>nd</sup> VP; motion was seconded and approved. Todd abstained.
  - b. As the 2<sup>nd</sup> VP, Todd will undertake the Accounts Receivable project. He will develop a plan to collect delinquent assessments and bring it back to the Board.
6. Unfinished Business
- a. Draft Fine Policy Update – no action to be taken at this time as Brian needs to have an opportunity to get up to speed. The hope is to have something more to report at the next meeting. The concern is whether we have to go back to the community (for notice, not vote) with the extensive revisions that are being considered to the proposed fine policy. The question is whether we can make extensive changes to the draft fine policy after it was circulated for community feedback without re-noticing the community – the issue with re-noticing is the expense. Stuart Blashill volunteered to make the extensive changes which are not substantive but more tailored to our DPR's; the other version was a boilerplate copy from the Davis Stirling website. Our legal counsel has not reviewed the new version.
7. Community Comments

- a. A community member raised concerns that multiple Board meetings were rescheduled in the previous year.
- b. Another community member took issue with the fact that election results were not posted until 24 hours after the election.
- c. Community member stated that with future elections, in keeping with KHG's Election Policy, the listing of candidate names/bios in mailings and on the ballot should be done by pulling names from a hat, not in the order received, as was done this time.
- d. Community member questioned whether a board member has a "personal agenda" with her board position.
- e. Community member asked for accounting for newsletter subscription fees.
- f. Community member asked that the Board pick the Annual Meeting date now for 2019.
- g. New community member was very pleased and thanked the Board for having Councilman Bonin speak at the annual meeting. Member asked whether KHG was part of the Neighborhood Council. It was explained that KHG is not, but board members try to attend NC meetings and report back. There are members on the council that cover our area. Member thanked the Board for their volunteerism.
- h. Adjourn Meeting – meeting adjourned at 8:50pm