

KENTWOOD HOME GUARDIANS MEETING MINUTES  
Monthly Board Meeting – Tuesday, April 10, 2018 @ 7:00pm  
Fire Station #5 Community Room – 8900 S. Emerson Avenue

Present: Tracy Thrower Conyers, President; Aaron Torrence, 1<sup>st</sup> Vice President; Marion Koh, 2<sup>nd</sup> Vice President; Christopher Blatter, Secretary

Absent: Todd Harris, Treasurer (excused)

1. Call to Order – Called to order at 7:10pm

2. Officer Reports

a. Secretary's Report

i. Review and propose to approve March meeting minutes

a. Question from member Craig Callahan about the unanimous written consent by the board regarding administrative expenditure on QuickBooks bookkeeping expertise

1. Board took action outside of normal meeting schedule to approve simple administrative matter due to sensitivity of time

2. Authority to do so is granted in the civil code per Tracy

b. March's meeting minutes were not approved due to issue raised with the description of the previous month's change from accepting the "notes" of the meeting rather than official minutes. Board voted unanimously to table the approval of minutes to next month's meeting. The draft minutes will be put up on the website in the interim.

b. Treasurer's Report

i. Review and approve March P&L

a. Question from member Charles Reynolds about discrepancy between \$24,000 listed as outstanding funds to be collected

1. \$18,302.23 on the balance sheet for "Accounts Receivable"

2. According to Audrey, approximately \$6,000 is related to delinquent assessments not yet detailed in Quickbooks.

ii. Question about "Net Income" under Equity Category from community member

1. \$16,655.88 line item - Audrey will investigate source of this line item.

c. Treasurer's report adopted and approved by the board unanimously.

3. Committee Reports

a. Architectural Committee

i. Aaron has reached out to Rosemary Lackow to join the Architectural Committee to help get the KHG requirements into the LADBS clearance process. Rosemary has a lot of experience in this area in the South Bay Cities. She also worked with the City of LA on Sidewalks and Recode LA. Aaron will be meeting with her next week to discuss.

- ii. Expectation is more homes will be submitting plans to the committee soon. Desire is to have more regular meetings between the architectural committee members.
  - iii. 83<sup>rd</sup>/ Kenyon – Conflict between home design and DPRs (not an agenda item; was raised by member Vince Bertolini).
    - 1. Vince has a problem with roof design as it is not sloped or hipped. Under that tract's DPRs, there is nothing about architectural design otherwise.
    - 2. Wall issue – Vince opines that the fence is over the limit for height due to grade of land on the 83<sup>rd</sup> side of the property.
    - 3. Aaron agrees that the roof design doesn't meet DPRs and is in violation and notice has been sent out. House meets all city requirements.
    - 4. Aaron does not see an actionable move on the fence from the KHG perspective.
    - 5. Homeowners (present tonight at the meeting) want resolution on the fence.
      - a. Owner's complaint that 30 days have elapsed since submission / Aaron disagrees as the revocable permit was filed separately
      - b. There is no action to be taken by the board at this time.
    - 6. Committee comments about again about desire for the LA City DBS to be involved in ensuring KHG requirements are part of the approval process before construction starts.
  - iv. Grinder site review
    - 1. This is not an agenda item, but Vince wanted to be heard regarding his concerns about the density and other issues on the project. He thinks the board should take a position
    - 2. Board noted that it had previously determined not to take a position on the project, as there is no violation of the DPRs.
- b. Outreach Committee
- i. Location update for Annual Meeting
    - 1. No update at this time.
    - 2. Marion is thinking that Westchester Park might be a solution
    - 3. Other options – Westchester Lutheran as a possibility. Marion will reach out to resident who offered to get cost estimate and availability.

#### 4. Operations Manager's Report

##### a. Special Mailing Update

- i. Delayed by printer – Audrey has not received answer about the cause of the delay. Mailing includes:
  - 1. Instructions for fine policy commenting process
  - 2. Call for candidates
  - 3. Contact form for alternative address

## 5. New Business

### a. Annual Mailing and Meeting Rollout

- i. Mailing of the budget and annual disclosures package
  1. Mailing has to go out within 30 days before fiscal year end – postmarked within 30 days as stated in Davis-Stirling, which would mean a deadline of May 1<sup>st</sup>.
    - a. Proposal for Special Board meeting for Tuesday, April 24<sup>th</sup> at 7pm to approve package to be mailed - Location TBD
    - b. Meeting will be a regular, open meeting.
- ii. Setting annual meeting date
  1. Meeting is supposed to happen in May
    - a. Mistake made in February that resulted in no formal call for candidates
  2. Tracy talked to attorney and she advised that we have up to 60 days to have the annual meeting past the normal date.
    - a. Meeting has to be set 75 days out – Earliest would be in June/July at this point
    - b. Member Craig Callahan thinks that it may only be 60 days
  3. Annual meeting date set for July 14<sup>th</sup>, Time & Location TBD

## 6. Unfinished Business

### a. Second Call for Candidates

### b. DRAFT Fine Policy Update

- i. No comments received from members yet because the special mailing just went out

## 7. Community Comments

### a. Concern from Craig Callahan regarding the budget:

- i. Assessments can't be raised without budget showing need for it.
- ii. Transfer fees cannot be a profit center / board operating costs related to transfer fees should be much lower.
- iii. More thought and analysis about why costs justify an increase in assessments.
- iv. There should be a rational basis for the budget items.

## 8. Adjourn Meeting – 8:49pm