

**KENTWOOD HOME GUARDIANS MEETING MINUTES**  
**Monthly Board Meeting – September 17, 2018 @ 7:00pm**  
**Location – Fire Station #5 Community Room, 8900 S. Emerson Avenue**


**Present:** Tracy Thrower Conyers, President; Aaron Torrence 1<sup>st</sup> Vice President (arrival at 7:24pm); Christopher Blatter, Secretary

**Absent:** Brian Rosenstein, Treasurer

1. Call to Order – Called to order at 7:14pm.
2. Officer Reports
  - a. Secretary's Report – review and approve minutes for August 16 meeting
  - b. Adopted and approved by the Board by unanimous vote
3. Committee Reports
  - a. Architectural Committee – Update
    - i. Communications with Rosemary Lakow
      1. Would like to meet with us and strategizing on getting KHG approvals as part of the city permitting process
      2. Craig Callahan (community member) brought up issue that it could be overwhelming if KHG ends up getting notified of every permit issued in connection with our ~3400 members
    - ii. Committee is working with community member Linda Kokelaar to keep a record of the projects with approvals and deadlines with tickler and to do list
      1. Vince may have already begun creating this process / record system
      2. Aaron has created a spreadsheet that he will share with the group
    - iii. Architectural Committee has lost Sam (sold his Kentwood property), leaving just Vince and Aaron
      1. May need to find another volunteer to help lighten the load
      2. Difficulties getting all the information needed to approve or deny plans
  - b. Outreach Committee
    - i. Upcoming member database project
      1. Tracy reached out to two KHG members who are programmers for help making assessment processing easier than our existing system (online payment and manual payments)
      2. Potentially integrate construction updates as part of the database
    - ii. Newsletter status
      1. Summer newsletter is at printer and will go out tomorrow
      2. Fall newsletter is in process
        - a. Potential article suggested with instructions to inform residents about how to deal with party houses

- b. Potential article suggested about collapsing boxes in blue recycling and safety
- 4. Operations Manager's Report
  - a. Office Move – Update
    - i. Move is done – Address is now at Suite 118.
  - b. Fiscal Year Calendar
    - i. Audrey is working on 1<sup>st</sup> draft of calendar – can be finalized once we narrow down dates for future meetings
    - ii. Audrey provided example calendar for some of the summer activities such as election of new board members and related activities
    - iii. Tracy raised motion to fix annual meeting date to May 18, 2018
      - 1. No quorum available to vote – tabled until next meeting
  - c. Approve Annual Retainer for Legal Services
    - i. Retainer of \$950 for Law Firm (Adams Stirling)
    - ii. Approved by the Board by unanimous vote
  - d. Update Signers for Operations Bank Account
    - i. Brian (Treasurer) and Chris (Secretary) being added to account
    - ii. Todd Harris to be removed
  - e. Board Training Update
    - i. Wednesday, September 19 at Covenant Presbyterian with attorney from Adams Stirling
  - f. Present & Approve Annual Assessment Mailing
    - i. Includes Annual Notice of Assessment / Home Renovation Reminder
    - ii. Suggested changes include the following:
      - 1. Move "Assessment for 2019-2020 up top
      - 2. Revise "Newsletter \$10.00 (optional voluntary contribution) to remove "voluntary contribution"
      - 3. Revise "Donation (optional voluntary contribution) to remove "voluntary contribution"
      - 4. Revise sentence "One is provided complimentary to all members to all members and is enclosed with this Assessment" to read as "The fall newsletter is provided complimentary to all members and is enclosed with this Assessment"
      - 5. Remove sentence in KHG COMMUNITY NEWSLETTER SECTION that states "The other three are offered as a fundraiser"
    - iii. Subject to the above edits, the Annual Assessment Mailing was unanimously approved and adopted by the Board
- 5. New Business
  - a. Board Director Todd Harris' Resignation
    - i. Formal Resignation Letter attached to meeting minutes accepted by the board
  - b. Ratify Reserve Study Sent in Annual Mailing
    - i. Reserve study to send out the members – subject to ratification by the new Board

- c. Board approves and moves to approve reserve account
  - i. Board approves and moves to Authorize Operations Manager (Audrey) to establish a special bank account for our reserves at OneWest Bank by unanimous motion
- d. IDR/ADR Policies
  - i. Possibly have the board facilitate conversations between neighbors having disputes
  - ii. Community member Stuart Blashill pointed out that there is language in the proposed fine policy regarding this
- e. New Monthly Board Meeting Date
  - i. Board moves to adopt the second Thursday for board meetings going forward
  - ii. Board approves move of meeting date by unanimous motion
  - iii. Next meeting will be 10/11
- 6. Unfinished Business
  - a. None
- 7. Community Comments
  - a. Comments made by community members
- 8. Adjourn Meeting
  - a. Adjourned at 8:51

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a long, horizontal, wavy line that tapers to the right.

Christopher M. Blatter - Secretary