

Kentwood Home Guardians Meeting Minutes

Monthly Board Meeting • Wednesday, March 20, 2019 @ 7:00 p.m.

Fire Station #5 Community Room, 8900 S. Emerson Avenue

Present: Tracy Thrower Conyers, President; Melissa Remer, 2nd VP; Brian Rosenstein, Treasurer

Absent: Christopher Blatter, Secretary (excused); Aaron Torrence, 1st VP (unexcused)

1. Call to Order – Called to order at 7:05pm
2. Officer Reports
 - a. Secretary's Report – review and approve minutes for regular meeting on January 10th and notes for meeting on February 20th
 - Motion to adopt minutes; approved unanimously 3-0
 - b. Treasurer's Report
 - i. Review and approve November, December P&L's
 - Motion to approve P&L's; approved unanimously 3-0
 - ii. Review and approve January & February P&L's
 - Motion to approve P&L's; approved unanimously 3-0
 - iii. Review and accept Accountant's Report
 - Motion to approve Accountant's Report; approved unanimously 3-0
 - Brian pointed out that when net income is negative it is because our income comes in batches and the books balance over the course of the entire year
 - Community questions:
 - a. Craig Callahan reiterated desire for budget to actual analysis – in process
 - b. Craig hopes there won't be a bias towards increasing dues and thinks there should be a refund for last year's fees. Wants to know how we are going to spend the extra \$3k and what is causing the expenses to go up so much?
 - c. President's Report – Update from Enforcement Committee
 - i. Stuart Blashill has been appointed as the new Architectural Committee Coordinator
3. Committee Reports
 - a. Architectural Committee – no update
 - b. Outreach Committee – no update
4. Operation Manager's Report
 - a. Assessment Mailing – update (Collection Project)
 - i. Audrey reported she is working to clean up lists and dig deeper into whether we have correct mailing addresses
 - ii. Audrey has broken down categories into less than 3 years past due and more than 3 years past due – will be more follow up for 3+ years past due
 - iii. Community member questions whether we should be writing down some of the older receivables; Tracy responded that we will do that when we complete our address research and attempt one last attempt to collect
 - b. Reschedule Annual Meeting Date
 - i. Motion that we set annual meeting date for June 1st; discussion had that moving date from May 18th to June 1st allows us to hold our Candidate Forum in conjunction with our next Board meeting on April 17th; motion unanimously approved 3-0

- ii. Tracy asked for speaker/theme ideas for the meeting so that we can start inviting a speaker
 - Safety
 - LAX Northside Project
 - LAX modernization project
 - Final decision tabled until next month
 - c. Member request for a special assessment re arch committee
 - i. Community member requested that the Board consider a special assessment to the membership to support architectural enforcement
 - d. Signatures on ballot envelopes
 - i. A question was raised at the last meeting as to whether the signature on the outer ballot envelopes must be legible – Tracy reported that our attorney confirmed any signature meets the rule
 - e. 8211 Stewart complaint
 - i. Complaint was submitted to our office about bright exterior lights installed at the subject property; Audrey worked with the developer to get the light changed out
 - f. 8300 Kenyon sale
 - i. KHG was approached by a corporate relocation company to sign an estoppel certificate, certifying that the property is in compliance with all rules
 - ii. Plans for the extensive remodel of the property were submitted last year and denied
 - iii. Audrey inadvertently submitted the online form for the estoppel certificate, but was instructed to pull it back and did so promptly
 - iv. The owners were at the meeting and dispute that they property violates any rules
 - v. The owners were told to submit a letter to the KHG office and that we will consult the association’s attorneys on how to proceed
 - g. Buyer acknowledgements to be included in future escrow packages
 - i. Recently, an escrow company had their buyers sign our KHG Welcome Letter to evidence that the letter has been reviewed by the buyers; Audrey is working on a way to make sure that all escrow companies going forward do something similar
5. New Business
- a. Brian’s Resignation
 - i. Brian’s daughter has been accepted to a school in another part of town and Brian plans to sell his Kentwood home so he will be leaving the Board
 - b. Board Member Meeting Attendance
 - i. Aaron has missed many of our most recent Board meetings, with the last couple absences being unexcused.
 - ii. Comment from the community that his seat is up for election soon anyway so why worry about it
6. Unfinished Business
- a. Call for Candidates and Election Inspector Volunteers
 - i. We have a need for 3-4 candidates
 - ii. Community member asked about standing Committees. In addition to the existing Architectural Committee and Outreach Committee, we would like a Ways & Means Committee and a Safety & Security Committee
 - b. Motion to adopt formal list of architectural plan requirements for property renovations
 - i. Tabled until we get the recommendation from the Architectural Committee
7. Community Comments

- a. Do solar panels, etc. require arch approval?
- b. How do we document the review, process and outcome of all arch reviews?
- c. How long do we have to hang on to plans?

8. Adjourn Meeting – Adjourned at 8:10pm

A handwritten signature in black ink, appearing to read 'Melissa Remer', written over a horizontal line.

Melissa Remer – Acting Secretary