

Kentwood Home Guardians Minutes

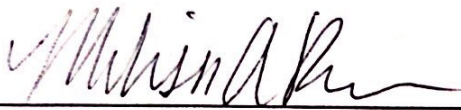
Special Board Meeting • Wednesday, April 24, 2019 @ 7:00 p.m.
Conference Room, 8921 S. Sepulveda, Suite #121

Present: Tracy Thrower Conyers, Melissa Remer, Aaron Torrence

1. Call to Order – 7:13pm
 - a. Mike Davison, Crista Copp, Debra Wettstein – community members in attendance
 - b. Audrey Melton, Operations Manager

2. Special Business
 - a. 2019/20 Budget Review and Approval
 - i. Note for the record that a member objected to the meeting
 - An internal discussion was had and his objections were acknowledged
 - ii. Assessment number needs to be recalculated
 - iii. Late fee lines to be combined
 - iv. Lines 3850 & 5120 – discussion had about discontinuing the newsletter program
 - Tracy noted that despite repeated requests to the community, nobody has stepped up to take on the project as editor
 - board agreed to discontinue and that line item is to be zeroed out of the approved budget (both as subscription income and mailing expense)
 - v. Line 5110 (election mailing) – the “actual” line item is not correct – needs to be increased to \$6500 because it doesn’t include the mailing for the current year
 - vi. Discussion had about adding line item for increased outreach such as yard signs for meetings, our election, etc.
 - board agreed to table this extra expenditure for now
 - vii. Line 5117 (special mailings) – actual should be \$0
 - viii. Line 5170 (payroll tax) appears too high for both actual and budget – Audrey to investigate, consult with payroll service & adjust as required
 - ix. Line 5220 (write offs for receivables) should be \$0 in budget (no present plans to write off receivables)
 - x. Line 6150 (filing fee) – add explanatory note to describe this as a corporate filing fee
 - xi. Line 6160 – should be \$0
 - xii. Discussion had regarding adopting budget tonight subject to the changes described above
 - xiii. Motion to raise assessments 20% - approved, 3-0
 - xiv. Motion to approve budget with 20% assessment increase – approved, 3-0
 - b. Annual Disclosure Package Review and Approval
 - i. Review of annual disclosure package
 - ii. Amend reserve funding disclosure form per civil code 5570
 - iii. Amend building plan submission procedure to include amendments discussed at last board meeting
 - iv. Amend collection assessment policy to replace “association” with “KHG”
 - v. Motion to approve annual disclosure package for mailing subject to minor edits discussed – approved, 3-0

- c. Motion to Allocate Monies for Callahan IDR Request
 - i. Motion to authorize Melissa Remer as board's designee for IDR process and to authorize her to resolve the matter with advice of counsel – approved, 3-0
 - ii. Motion to authorize expenditure of up to 20 hours of attorney time to prepare for and attend the Callahan IDR meet & confer – approved, 3-0
- 3. Community Comments - none
- 4. Adjourn Meeting – adjourned 10:44pm



Melissa Remer, Acting Secretary