

Kentwood Home Guardians Minutes

Monthly Board Meeting • Wednesday, April 17, 2019 @ 7:00 p.m.

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

Present: Tracy Thrower Conyers, Melissa Remer, Aaron Torrence

Absent: Christopher Blatter (excused)

1. Call to Order – Called to order at 7:08pm
2. Officer Reports
 - a. Secretary's Report – review and approve minutes for March 20 regular meeting
 - i. Motion to adopt minutes
 - Approved, 3-0
 - b. Treasurer's Report – review and approve March report
 - i. Audrey is working to re-format future reports to show more historical information for comparison
 - ii. Motion to approve report
 - Approved, 3-0
3. Committee Reports
 - a. Architectural Committee – update
 - i. Architectural committee met twice in the past month
 - ii. Stuart is the architectural committee coordinator and will be the main contact between the board and members with regard to architectural issues
 - iii. The committee has developed a tracking form/database that will be provided to the board monthly in report format
 - iv. Defining a complete set of plans for KHG
 - The Architectural Committee was asked by the board to define a “complete set of plans” for purposes of starting the 30-day clock for review by KHG
 - This list would be used to replace the language currently on the form and would go into frequently asked questions on the website
 - Need to amend the language to add that drawings should be to scale and include dimensions – Stuart to amend
 - Concern expressed with the requirements for plans being too burdensome for simple replacements of fences or roofs or the like
 - Deadline would be helpful for response to KHG request for additional material
 - a. No more than 5 business days – Stuart to amend
 - v. Motion made to send the list back to committee for further refinements
 - Approved, 3-0
 - vi. Updates by Stuart re specific properties (see accompanying report)
 - vii. Next architectural committee meeting is May 7th
 - viii. Motion to send a letter of violation to 7471 McConnell
 - Approved, 3-0
 - ix. Motion to send a letter of violation to 7547 Westlawn
 - Approved, 3-0
 - b. Outreach Committee – update
 - i. In process of planning the annual meeting

- ii. Survey was emailed to members asking for votes on topics in attempt to create a program that will bring out the largest number of members

4. Operation Manager's Report

- a. Assessment Mailing – update
 - i. Processed over \$3000 in additional assessments since last meeting
- b. Reports from members that assessment envelopes appear as “junk mail” and tossed
 - i. Request made for owner names on the envelope
 - Audrey reports this is problematic for numerous reasons – usually we use lot & tract numbers, which most people don't recognize
 - ii. Suggestions made by Board and community members
 - Print on pink paper for the outer page that will appear through envelope window
 - Print the word “bill” on the front
 - Physical campaign (signage) during assessment time
 - Change wording to “Your Homeowner's Association”
 - Take off the words “LEGAL NOTICE”
- c. Donations submitted with assessments
 - i. Received approximately \$1000 and need to decide how should funds be utilized
 - Suggestions made by Board and community members
 - a. Food truck at annual meeting
 - b. Send survey to members who donated asking for their suggestions
- d. 8300 Kenyon – update
- e. Election – update
 - i. We have more available seats than candidates
 - Sent to attorney to determine if we need to mail ballots

5. New Business

- a. Brian Rosenstein resignation
 - i. Resignation effective as of April 10th
- b. Appoint Melissa Remer to fill Brian's seat
 - i. Motion to appoint Melissa Remer to fill Brian's seat (Melissa's existing seat expires at end of current fiscal year)
 - Approved, 3-0
- c. Candidate Forum
 - i. Aaron Torrence – intro/candidate statement
 - ii. Deborah Wettstein – intro/candidate statement
 - iii. Crista Copp will be write in candidate – intro/candidate statement
 - Member Craig Callahan helped write our Election rules and opined at the meeting that we can include Crista's bio in our election mailing if we label her as a write in candidate on the bios, but not list her on the ballot by name

6. Unfinished Business

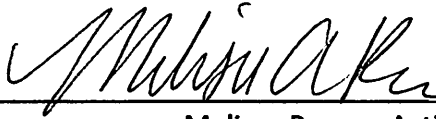
- a. Motion to adopt formal list of architectural plan requirements for property renovations
 - i. Addressed above under the Architectural Committee report

7. Community Comments

- a. Craig Callahan spoke about his complaint email sent to the association on April 1
 - i. His email states that budgets were approved and assessment increases were approved based on erroneous information
 - ii. He requested a formal internal dispute resolution process

iii. Tracy advised that our CPA and attorneys had been asked to review the email, and Craig was asked for his availability to meet as part of the formal review process

8. Adjourn Meeting – Adjourned 9:12pm

A handwritten signature in cursive script, appearing to read "Melissa Remer", written in black ink.

Melissa Remer, Acting Secretary