

# Kentwood Home Guardians Minutes

Monthly Board Meeting • Wednesday, August 21, 2019 @ 7:00 p.m.

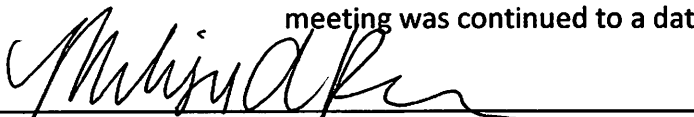
Fire Station #5 Community Room, 8900 S. Emerson Avenue

1. Call to Order – meeting called to order 7:05pm.
  - a. Melissa Remer, Crista Copp, Aaron Torrence, Deborah Wettstein, Tracy Thrower Conyers (7:11pm) present
  
2. Officer Reports
  - a. Secretary's Report – review and approve minutes for July 17 meeting
    - i. Motion to approve minutes for July 17 meeting – approved 4-0
  - b. Treasurer's Report – review and approve July P&L
    - i. Motion to approve treasurer's report – approved 5-0
    - ii. Update on meeting with CPA
      - Deborah, Tracy & Audrey are meeting with CPA on 9/19/19
  
3. Committee Reports
  - a. Architectural Review Committee – update & report
    - i. Last meeting of ARC was 8/14. Next meeting is 9/11.
    - ii. There is an issue when plans come in right before a Board meeting and ARC does not have time to review prior to Board meeting. ARC ultimately runs into a 30-day issue if ARC wants to bring a plan denial to the Board.
      - Tracy advised we can have an emergency Board meeting if necessary
    - iii. 7930 El Manor
      - First 4 sentences of #4 [of the written report] do not apply because they actually refer to 7800 El Manor
      - In this instance, the house was designed so there are 2 ridges and there is a flat section to put air conditioner on
      - None of the grading comments here apply to 7930 El Manor
      - Audrey will send a request for plans to 7800 El Manor
      - Motion to accept ARC recommendation to approve 7930 El Manor
        - a. Approved 5-0
    - iv. 6431 84<sup>th</sup> Place
      - There is a pergola built on top of a block wall that is not within the property per the plans
      - ADU plans comply with DPRs but there is a question whether the existing pergola violates the DPRs
      - Request for more information regarding pergola will be sent to the owner
    - v. 6390 Riggs
      - DPRs don't give ARC ability to approve moving the garage – must still be 60 feet
      - Also has a setback violation
      - Motion to send a letter denying approval for setback violations
        - a. Approved 5-0
    - vi. 6530 84<sup>th</sup> Place
      - This plan set is not complete - rudimentary set of drawings provided only
      - Garage is in the wrong location
      - 30-day review period has expired
    - vii. 7500 Stewart

- It looks like it is in compliance with the DPRs on paper. However, the problem is that every calculation is wrong. ARC asking KHG to let the city know that the calculations were wrong. Off by at least 400 sq. ft. per floor
- Motion that the ARC notify the owner that 7500 is approved per DPRs but add that there is an error in calculation of the area shown on the plans and KHG plans to report this to the city
  - a. Approved 5-0
  - b. Aaron will go to the city and talk to them on behalf of KHG
- viii. 8388 Chase
  - Plans submitted, but still under review
- ix. Operating Rules – ARC is asking how much leeway we have in interpreting the DPRs
- x. Frustration voiced by ARC at the meeting that they do something and nothing happens (ie, letters are not sent)
- xi. On the website, it talks about a statement of purpose for ARC which ARC thinks is outdated
  - Tracy invited ARC to bring back a proposed update
- xii. ARC requests that the Board consider hiring an outside architect to take some of the load from the volunteer plan reviewers
  - Tracy contacted our attorney about hiring an architect and passing the cost to members who request plan review
    - a. Attorney advises that we can't hire an outsider without having very explicit written guidelines to follow
    - b. Attorney further advises that based on her experience, cost will likely be \$250-\$300 per review
    - c. To pass the cost of review on to members, we need to give notice of the change
      - i. Most conservative notice would be mailed notice for the new guidelines/operating rules, although attorney confirmed that posted notice would be sufficient
      - ii. To avoid a separate, expensive mailed notice, can we get this all together by the next Board meeting so that it can be sent out with the assessment mailing? ARC will try.
- xiii. ARC is asking for a meeting with our attorney to discuss DPR interpretation
  - Tracy opposes a meeting with the entire committee based on cost
  - Tracy will arrange a meeting for her (as President and Board-appointed legal liaison) and one member of the ARC to discuss the interpretation of our outdated DPRs
  - Vince (ARC member) is of the opinion that there is nothing in the DPRs that allows ARC to approve a roof that has any flat aspect (e.g., 7930 El Manor above) because many of the tracts' DPRs expressly say roofs must be sloped. His position is that when the DPRs are clear, we shouldn't be approving any properties that technically violate a provision, even where the spirit of the DPRs is upheld in approving the property.
  - Tracy will send the initial list of proposed operating rules to the attorney ahead of a meeting

4. Meeting adjourned at 8:52pm

- i. Our meeting room hosts asked us to leave given the lateness of the hour, so the meeting was continued to a date and time to be announced.

  
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 Melissa Remer, Secretary

Kentwood  
Profit & Loss Budget vs. Actual  
June through July 2019

Guardians

TOTALS

	Jun FY 20	Jul FY 20	Jul Budget	\$ Over Budget	% of Budget	FISCAL YTD Jun - Jul 19	Budget	FISCAL YTD \$ Over Budget	FISCAL YTD % of Budget
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
3000 · Income									
3100 · Assessments	0.00	0.00	5,145.91	-5,145.91	0.0%	0.00	10,291.82	-10,291.82	0.0%
3110 · Interest from Members	7.32	13.26	10.00	3.26	132.6%	20.58	20.00	0.58	102.9%
3120 · Penalties from Members	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3130 · Lien Releases	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3140 · Transfer Fee	675.00	1,725.00	700.00	1,025.00	246.43%	2,400.00	1,450.00	950.00	165.52%
3150 · Donations- NOT Tax Deductible	0.00	0.00	83.33	-83.33	0.0%	0.00	166.66	-166.66	0.0%
3160 · Prior Years Late Fee	90.00	170.00	0.00	170.00	100.0%	260.00	0.00	260.00	100.0%
3210 · PayPal fees charged to members	0.00	-1.76	-0.28	-1.48	628.57%	-1.76	-2.85	1.09	61.75%
3850 · Crime Prevention	0.00	9.00	0.00	9.00	100.0%	9.00	0.00	9.00	100.0%
3860 · Returned Check not replaced	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 3000 · Income</b>	<b>772.32</b>	<b>1,915.50</b>	<b>5,938.96</b>	<b>-4,023.46</b>	<b>32.25%</b>	<b>2,687.82</b>	<b>11,925.63</b>	<b>-9,237.81</b>	<b>22.54%</b>
3162 · Late Fees (Current Year)	0.00	0.00	166.66	-166.66	0.0%	0.00	333.33	-333.33	0.0%
4000 · Returned Check Charges	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>772.32</b>	<b>1,915.50</b>	<b>6,105.62</b>	<b>-4,190.12</b>	<b>31.37%</b>	<b>2,687.82</b>	<b>12,258.96</b>	<b>-9,571.14</b>	<b>21.93%</b>
<b>Gross Profit</b>	<b>772.32</b>	<b>1,915.50</b>	<b>6,105.62</b>	<b>-4,190.12</b>	<b>31.37%</b>	<b>2,687.82</b>	<b>12,258.96</b>	<b>-9,571.14</b>	<b>21.93%</b>
<b>Expense</b>									
5000 · Program Services									
5110 · Annual Mtg/Election Mailing Costs	11.55	0.00	350.00	-350.00	0.0%	11.55	700.00	-688.45	1.65%
5115 · Annual Disclosure Mailing Costs	0.00	0.00	541.66	-541.66	0.0%	0.00	1,083.32	-1,083.32	0.0%
5120 · Crime Prevention	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5130 · Insurance	0.00	664.00	350.00	314.00	189.71%	664.00	700.00	-36.00	94.86%
5150 · Office Expense	27.49	497.84	291.66	206.18	170.69%	525.33	583.33	-58.00	90.06%
5160 · Payroll	1,943.50	2,080.09	2,000.00	80.09	104.01%	4,023.59	3,800.00	223.59	105.88%
5165 · PayChex	69.96	81.96	83.33	-1.37	98.36%	151.92	166.66	-14.74	91.16%
<b>Total 5160 · Payroll</b>	<b>2,013.46</b>	<b>2,162.05</b>	<b>2,083.33</b>	<b>78.72</b>	<b>103.78%</b>	<b>4,175.51</b>	<b>3,966.66</b>	<b>208.85</b>	<b>105.27%</b>
5170 · Payroll Taxes	148.68	61.61	175.00	-113.39	35.21%	210.29	350.00	-139.71	60.08%
5180 · Property Tax	0.00	0.00	3.41	-3.41	0.0%	0.00	6.82	-6.82	0.0%
5190 · Rent	625.00	575.00	585.00	-10.00	98.29%	1,200.00	1,170.00	30.00	102.56%
5200 · Repairs/Equipment	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5220 · Write Offs - Receivables	42.76	0.00	11.08	-11.08	0.0%	42.76	22.16	20.60	192.96%
5000 · Program Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 5000 · Program Services</b>	<b>2,868.94</b>	<b>3,960.50</b>	<b>4,391.14</b>	<b>-430.64</b>	<b>90.19%</b>	<b>6,829.44</b>	<b>8,582.29</b>	<b>-1,752.85</b>	<b>79.58%</b>
5500 · Reimbursable Expenses	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6000 · Supporting Services									
6110 · Accounting	0.00	0.00	375.00	-375.00	0.0%	0.00	750.00	-750.00	0.0%
6120 · Assessment Expense	0.00	0.00	416.66	-416.66	0.0%	0.00	833.32	-833.32	0.0%
6130 · Bank Rec Discrepancies	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6140 · Bank Service Fee	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6150 · California Filing Fee	0.00	0.00	2.09	-2.09	0.0%	0.00	4.18	-4.18	0.0%
6160 · Collection Expense	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6180 · Legal	0.00	1,131.00	833.33	297.67	135.72%	1,131.00	1,666.66	-535.66	67.86%
6210 · PayPal Merchant Fees	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6000 · Supporting Services</b>	<b>0.00</b>	<b>1,131.00</b>	<b>1,627.08</b>	<b>-496.08</b>	<b>69.51%</b>	<b>1,131.00</b>	<b>3,254.16</b>	<b>-2,123.16</b>	<b>34.76%</b>
<b>Total Expense</b>	<b>2,868.94</b>	<b>5,091.50</b>	<b>6,018.22</b>	<b>-926.72</b>	<b>84.6%</b>	<b>7,960.44</b>	<b>11,836.45</b>	<b>-3,876.01</b>	<b>67.25%</b>
<b>Net Ordinary Income</b>	<b>-2,096.62</b>	<b>-3,176.00</b>	<b>87.40</b>	<b>-3,263.40</b>	<b>-3,633.87%</b>	<b>-5,272.62</b>	<b>422.51</b>	<b>-5,695.13</b>	<b>-1,247.93%</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
8020 · Money Market Interest	20.08	20.75	20.84	-0.09	99.57%	40.83	41.68	-0.85	97.96%
<b>Total Other Income</b>	<b>20.08</b>	<b>20.75</b>	<b>20.84</b>	<b>-0.09</b>	<b>99.57%</b>	<b>40.83</b>	<b>41.68</b>	<b>-0.85</b>	<b>97.96%</b>
<b>Net Other Income</b>	<b>20.08</b>	<b>20.75</b>	<b>20.84</b>	<b>-0.09</b>	<b>99.57%</b>	<b>40.83</b>	<b>41.68</b>	<b>-0.85</b>	<b>97.96%</b>
<b>Net Income</b>	<b>-2,076.54</b>	<b>-3,155.25</b>	<b>108.24</b>	<b>-3,263.49</b>	<b>-2,916.05%</b>	<b>-5,231.79</b>	<b>464.19</b>	<b>-5,695.98</b>	<b>-1,127.08%</b>