

# Kentwood Home Guardians Minutes

Monthly Board Meeting • Wednesday, July 17, 2019 @ 7:00 p.m.  
Fire Station #5 Community Room, 8900 S. Emerson Avenue

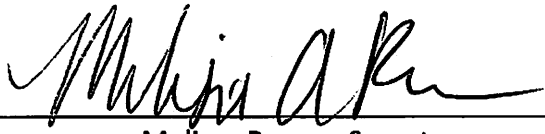
1. Call to Order – Meeting called to order 7:05pm
  - a. Melissa Remer, Crista Copp, Tracy Thrower Conyers, Aaron Torrence (7:10pm), Deborah Wettstein (7:13pm) present
  
2. Officer Reports
  - a. Secretary's Report – review and approve minutes for June 19 meeting
    - i. Motion to approve minutes for June 19 meeting – approved 3-0
  - b. Treasurer's Report – review and approve June P&L
    - i. Deborah needs to meet with the accountant to better understand the financials and make sure everything is reflected appropriately
    - ii. Community comment that there should be a total budget column
    - iii. We either need to have all accrual or all actual numbers
      - Deborah will discuss HOA requirements with accountant
    - iv. Community comment: Where did the excess funds from the newsletter go? Into the general fund.
    - v. Motion to approve the treasurer's report as presented – approved 5-0
  
3. Committee Reports
  - a. Architectural Committee – update & report
    - i. Special meeting on scheduled for June 26th was cancelled, but regular meeting on July 3<sup>rd</sup> was held
    - ii. Update on approved plans, pending reviews and processes
      - 6631 83<sup>rd</sup> and 8017 Denrock - plans approved
      - 7732 Kentwood – fence height was fixed and committee voted to approve it
      - Still waiting plans for 6390 Riggs and 7930 El Manor
      - 7930 El Manor hard copy received as of the meeting, but not digital plans
      - 7500 Stewart plans were recently received, as well as 6440 80<sup>th</sup> Pl., 6471 84<sup>th</sup> St., 6431 84<sup>th</sup> Pl.
      - Committee has drafted a letter about fences/hedges. Tracy advised that a whole set of letters for architectural compliance are being drafted and will be brought to the board soon
      - 8321 Creighton – putting up fence right now and it is 42" vs. 36" – plans are being requested and fence height will be addressed as part of that process
    - iii. Proposed Operating Rules Relating to Second Stories, Minimum Slope of Roof, Definition of Finished Grade, and Retroactivity of Rules
      - Tracy thinks we should provide additional agenda detail for proposed rules before taking action
      - Architectural Review Committee proposes the new operating rules would not be retroactive
      - Second stories
        - a. Melissa – Can operating rules be more or less restrictive than the DPRs?
          - i. Disagreement among community members
          - ii. Will seek more clarification from attorneys before passing new Operating Rules

- Community question – Is it legal to put up a wood lattice fence on top of a 6 ft wall? No.
- Community comment - Do we even have the power to enforce? Our Fine Policy is under review.
- Discussion amongst board as to whether or not we should be enforcing DPRs as a whole
- Community comment – lawsuit in the 70s – mechanism in which 2 story houses can be allowed by the board
- Crista would like to see us capture an entire new set of operating rules moving forward rather than distributing them piecemeal
- Public comment that we should not start enforcing DPRs at this point until operating rules are fully complete
  - a. Aaron – The number of emails that we are getting preemptively has increased dramatically and we are trying to make sure we are responding to the homeowners as consistently as possible
- Public comment – is it legal to put up a 3-story house? It depends on the tract and ARC approval.
  - a. Has given notice to us of 2 homes that are building more than 2 stories
  - b. Also wants to know if flat roofs are legal
    - i. 7547 Westlawn – flat roof
      - 1. Realtor said that flat roof was legal – was mentioned that realtor has not previously worked in our community
      - 2. What do we actually do if somebody doesn't follow the DPRs?
        - a. Tracy – we are finalizing a new Fine Policy to support enforcement efforts.
- Community comment – When the board takes an action it can impact the community if a lien is placed or a letter goes on the chain of title.
  - a. Can a letter of violation go on the chain of title?
  - b. Also suggests a letter from the board to the MLS. Unless the listing agent puts this on the MLS that the DPRs of KHG are applicable, you have a liability that you are assuming
    - i. Notifying the broker and the MLS is recommended
      - 1. Tracy – 95% of the time we're getting disclosure of the association in the MLS by dealing with agents and brokers directly; the other 5% are agents who blow us off and don't routinely work in our community
- iv. 7560 Stewart – we have not been able to get plans (reported by community member)
- v. 7564 Stewart – was not on our list (reported by community member)
- vi. 7531 Stewart – 3 stories (reported by community member)
- vii. 7561 Stewart – 3 stories (reported by community member)
- viii. Community comment that the DPRs on our website are not the most up to date versions
  - The board was not aware of this and we need to have the most current recorded documents
- ix. Motion to request initial letter of concern to 5 members regarding high fences
  - On hold
- x. Motion to request initial letter of concern to 2 members regarding unkempt or incomplete appearance of property

- On hold
    - xi. Update on posting of ARC material on Google Docs
      - Crista – wants to research HOA software, rather than Google
  - b. Outreach Committee – no report
    - i. Crista wants a survey sent out to the community – Crista and Deborah will bring a draft to the Board at the next meeting to vote on prior to our October mailing
- 4. Operation Manager's Report
  - a. Lot 87 Update
    - i. Update from George Festa as reported by Audrey
      - Meeting was successful
      - No ruling yet, but seemed very positive
      - Good turnout
  - b. Board Training Update
    - i. Training took place 7/10/19
- 5. New Business
  - a. Motion to appoint Tracy as liaison with KHG's attorneys
    - a. Tracy abstains
    - b. Approved 4-0
    - c. All communications between KHG and its attorneys will be conducted through Tracy to keep our fees as low as possible
  - b. Motion to appoint Deborah as liaison with KHG's CPA
    - a. Deborah abstains
    - b. Approved 4-0
    - c. All communications between KHG and its CPA will be conducted through Deborah to keep our fees as low as possible
  - c. Noise Complaint Issue
    - a. Oversized speaker being played into backyard and irritating neighbor
      - i. Audrey instructed to send letter
    - b. Question about barking dog
      - i. Audrey instructed to send letter
- 6. Unfinished Business
  - a. Vote on Officer Positions
    - i. Melissa – secretary
    - ii. Deborah – treasurer
    - iii. Aaron – 1<sup>st</sup> vice president
    - iv. Tracy – president
    - v. Crista – 2<sup>nd</sup> vice president
      - Motion to approve these positions – approved 5-0
  - b. Strip lots & strip lot reserve account
    - i. Motion to have Audrey set up reserve account – approved 5-0
    - ii. Audrey needs these minutes approved for the bank to set up the account
  - c. Outstanding Receivables Collection project
    - i. Waiting on referral for a collection agency from attorney
- 7. Community Comments
  - a. Audrey needs more hours or more help

b. AirBnbs and ADU's are prohibited by her reading of the DPRs

8. Adjourn Meeting – adjourned 9:39pm

A handwritten signature in cursive script, appearing to read "Melissa A Remer", written over a horizontal line.

Melissa Remer, Secretary

**Kentwood Home Guardians**  
**Profit & Loss Budget vs. Actual**  
June 2019

	<u>Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000 · Income				
3100 · Assessments	0.00	5,145.91	-5,145.91	0.0%
3110 · Interest from Members	7.32	10.00	-2.68	73.2%
3130 · Lien Releases	0.00	0.00	0.00	0.0%
3140 · Transfer Fee	675.00	750.00	-75.00	90.0%
3150 · Donations- NOT Tax Deductible	0.00	83.33	-83.33	0.0%
3160 · Prior Years Late Fee	90.00	0.00	90.00	100.0%
3210 · PayPal fees charged to members	0.00	-2.57	2.57	0.0%
3850 · Crime Prevention	0.00	0.00	0.00	0.0%
3860 · Returned Check not replaced	0.00	0.00	0.00	0.0%
<b>Total 3000 · Income</b>	<u>772.32</u>	<u>5,986.67</u>	<u>-5,214.35</u>	<u>12.9%</u>
3162 · Late Fees (Current Year)	0.00	166.67	-166.67	0.0%
4000 · Returned Check Charges	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>772.32</u>	<u>6,153.34</u>	<u>-5,381.02</u>	<u>12.55%</u>
<b>Gross Profit</b>	<u>772.32</u>	<u>6,153.34</u>	<u>-5,381.02</u>	<u>12.55%</u>
<b>Expense</b>				
5000 · Program Services				
5110 · Annual Meeting Costs	11.55	350.00	-338.45	3.3%
5115 · Annual Disclosure Mailing Costs	0.00	541.66	-541.66	0.0%
5117 · Special Mailings	0.00	0.00	0.00	0.0%
5120 · Crime Prevention	0.00	0.00	0.00	0.0%
5130 · Insurance	0.00	350.00	-350.00	0.0%
5150 · Office Expense	27.49	291.67	-264.18	9.43%
5160 · Payroll				
5165 · PayChex	69.96	83.33	-13.37	83.96%
5160 · Payroll - Other	1,693.25	1,800.00	-106.75	94.07%
<b>Total 5160 · Payroll</b>	<u>1,763.21</u>	<u>1,883.33</u>	<u>-120.12</u>	<u>93.62%</u>
5170 · Payroll Taxes	398.93	125.00	273.93	319.14%
5180 · Property Tax	0.00	0.00	0.00	0.0%
5190 · Rent	625.00	585.00	40.00	106.84%
5200 · Repairs/Equipment	0.00	0.00	0.00	0.0%
5220 · Write Offs - Receivables	42.76	0.00	42.76	100.0%
5000 · Program Services - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · Program Services</b>	<u>2,868.94</u>	<u>4,126.66</u>	<u>-1,257.72</u>	<u>69.52%</u>
6000 · Supporting Services				
6110 · Accounting	0.00	116.66	-116.66	0.0%
6120 · Assessment Expense	0.00	0.00	0.00	0.0%
6130 · Bank Rec Discrepancies	0.00	0.00	0.00	0.0%
6150 · California Filing Fee	0.00	0.00	0.00	0.0%
6160 · Collection Expense	0.00	0.00	0.00	0.0%
6180 · Legal	0.00	833.33	-833.33	0.0%
6210 · PayPal Merchant Fees	0.00	0.00	0.00	0.0%
<b>Total 6000 · Supporting Services</b>	<u>0.00</u>	<u>949.99</u>	<u>-949.99</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>2,868.94</u>	<u>5,076.65</u>	<u>-2,207.71</u>	<u>56.51%</u>
<b>Net Ordinary Income</b>	<u>-2,096.62</u>	<u>1,076.69</u>	<u>-3,173.31</u>	<u>-194.73%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8020 · Money Market Interest	20.08	20.84	-0.76	96.35%
<b>Total Other Income</b>	<u>20.08</u>	<u>20.84</u>	<u>-0.76</u>	<u>96.35%</u>
<b>Net Other Income</b>	<u>20.08</u>	<u>20.84</u>	<u>-0.76</u>	<u>96.35%</u>
<b>Net Income</b>	<u><u>-2,076.54</u></u>	<u><u>1,097.53</u></u>	<u><u>-3,174.07</u></u>	<u><u>-189.2%</u></u>

Kentwood Home Guardians  
Balance Sheet  
As of June 30, 2019

	<u>Jun 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · One West Bank Checking	13,939.71
1015 · One West Bank Money Market	81,446.14
1111 · PayPal	86.52
1209 · Petty Cash - Cash on Hand	378.88
<b>Total Checking/Savings</b>	<u>95,851.25</u>
<b>Accounts Receivable</b>	
1110 · Accounts Receivable	20,988.93
<b>Total Accounts Receivable</b>	<u>20,988.93</u>
<b>Other Current Assets</b>	
1215 · Undeposited Funds	977.95
1250 · Prepaid Expenses	784.42
<b>Total Other Current Assets</b>	<u>1,762.37</u>
<b>Total Current Assets</b>	118,602.55
<b>Fixed Assets</b>	
1410 · Furniture and Equipment	6,806.80
1510 · Accumulated Depreciation	-6,291.19
<b>Total Fixed Assets</b>	<u>515.61</u>
<b>Other Assets</b>	
1890 · Rent Deposit	496.00
<b>Total Other Assets</b>	<u>496.00</u>
<b>TOTAL ASSETS</b>	<u><u>119,614.16</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2120 · Payroll Liabilities	
2121 · Federal, FICA, MCare Withheld	417.13
2131 · SDI, CA Withheld	73.72
2120 · Payroll Liabilities - Other	815.12
<b>Total 2120 · Payroll Liabilities</b>	<u>1,305.97</u>
<b>Total Other Current Liabilities</b>	<u>1,305.97</u>
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<b>Total Liabilities</b>	1,305.97
<b>Equity</b>	
2910 · Accumulated Revenue net of Exp	120,384.73
Net Income	-2,076.54
<b>Total Equity</b>	<u>118,308.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>119,614.16</u></u>

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