

Kentwood Home Guardians

Meeting Minutes of the Board of Directors

November 04, 2020

This meeting was held digitally via zoom.us in accordance with current city, state & federal rules and guidance regarding COVID-19

Call to Order - 7:09

1. Officer Reports

a) Secretary's Report – No Report

- Tracy, newly appointed as the Secretary as of this meeting, needs to figure out what we have and what we need

b) Treasurer's Report – Review and approve June, July, August & September 2020 P&L Reports and Balance Sheets

- Deborah and Audrey have been working to update P&L
- Two sections need input from Frank (green and yellow the circulated report) (fields for prior year's late fees and penalties from members should be merged)
- Reports adopted unanimously 4-0

2. Committee Reports

a) Architectural Committee – update & report

- Request for Concurrence On Plans
 - Update on Approved Plans, Pending Reviews and Plan Requests
 - Resignation from ARCC
 - Replacing our ARCC
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- Stuart has resigned as our Architectural Review Committee Coordinator
 - Aaron says he wants to reach out to other members, but plans to put his hat in the ring to be ARCC
 - says he will take this up with ARC and will bring the outcome back to the Board
 - Tracy expressed concern with whether the ARCC role will be too time consuming for Aaron in light of his other KHG commitments; Stuart spent a lot of time tracking down unsubmitted construction and getting plans from owners
 - 6461 Wynkoop - recommended for approval by ARC - approved by default because Board didn't consider the application within 30 days

b) Outreach Committee - No Report

c) DPR Restatement Committee

- Alyssa, Aaron & Deborah all want to join the committee - will need to be mindful that all three cannot attend the same meeting without four days' notice to the community for a "Board Meeting"
- Tom Koranda wants to join
- Dena Vatcher volunteered in chat - Dena527@me.com
- Jared White - jaredrw@gmail.com

3. Operation Manager's Report

- Audrey is requesting a new envelope opener
- She investigated and found the cost to be \$400 to \$650
- She will investigate getting our existing opener sharpened

a) Kudos & Complaints Log

- Some members continue to complain about not knowing what KHG does
- Property on Stewart (address omitted for member's privacy)
 - Neighbors are complaining that the property is unkempt
 - Deborah pointed out that the DPRs address unkempt properties
 - Tracy reminded the Board that hoarding is a recognized disability
 - Aaron wants to track complaints with notes in owner files
 - Alyssa is willing to create a form letter
 - Aaron says he's going to draft "something up" about this
- House on 83rd with overgrown front lawn (address omitted for member's privacy) - Deborah asked for update
 - Tracy has been in contact with the owner, who said she's "working on it"
 - Audrey verbally told the complaining neighbor we've been in touch with the owner
- Deborah asked about another inquiry about hedge trimming on Alverstone

b) Assessment Update

- \$16,229 in checks has been processed
- Approximately \$12K is sitting in our Paypal account (assessments collected but not yet transferred to our bank account)

c) Board Training

- Training to be scheduled

4. New Business

a) Welcome To Our Newest Board Member – Alyssa Bost

- Alyssa lives in an original footprint Kentwood home with her husband and daughter, a kindergartener

b) Board Roles

- Motion to appoint Aaron as President, Alyssa as Vice President, Deborah as Treasurer and Tracy as Secretary
 - Aaron moved, Deborah seconded, motion passed 4-0

c) Review Annual Accountant's Report for Fiscal Year Ended May 31

d) Discuss & Approve Engagement Letter by Accountant

- Motion by Deborah to approve engagement letter, Tracy seconded, motion passed 4-0
- Aaron moved to appoint Deborah as liaison with CPA, Tracy seconded, motion passed 4-0
- \$3404.25 is the fee to engage our CPA for the new fiscal year to provide audited financials
 - Aaron moved to approve, Alyssa seconded, motion passed 4-0

5. Unfinished Business

a) Renewed Motion To Appoint Board Member

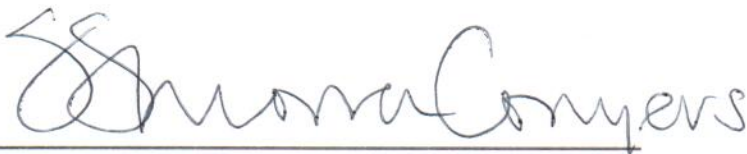
- Tracy is renewing her past motion to put Garrett Smith or Greg Melton in the empty Board seat
 - No second, motion died
 - Alyssa proposed putting a call for applicants out to our community
 - Tracy was instructed to put out a solicitation through our outreach channels for Board member applicants, due 12/8
 - The Board will discuss the process for interviewing and approving an appointee at the next Board meeting

6. Community Comments

- Tommy Roys - bad traffic and stop sign runners observed in the neighborhood – surmises it is residents since LMU is not in session
 - Also wanted to know if letter was sent on behalf of KHG to City Planning about the draft Community Plan Update and its impact on Kentwood
 - Tracy advised the letter was sent and pointed Tommy to the website post with the update and letter
- Morgan McGraw, 10-year member, wants guidance from the Board regarding speeding on 80th Street
 - He used a radar gun and is getting 42 MPH readings
 - He said the anti-speed humps need to be redone
 - Aaron wants to issue Board letter but we don't have a contact
 - Tracy shared that Matt Teclé is leaving Bonin's office and will no longer be our Westchester Deputy

- George Adeff, a member since 1993 who hasn't been to a meeting in 10 years wants to know what happened with Lot 87 and wants the Board to take action
- Dena Vatcher, 1st meeting and has lived here since 2005
 - Two suggestions for outreach:
 - Offer zoom info in announcements
 - We should reconsider mission statement on website
- Margaret McClure, a new resident in Kentwood, is interested in joining the Outreach Committee

Adjourn Meeting - 9:45 pm

A handwritten signature in cursive script, reading "Tracy Thrower Conyers". The signature is written in dark ink and is positioned above a horizontal line.

Tracy Thrower Conyers, Secretary