

Kentwood Home Guardians Minutes

Monthly Board Meeting • Thursday, February 27, 2020 @ 7:00 p.m.

**** Holy Nativity Episcopal Church – 6700 W. 83rd St. ****

1. Called to order 7:07pm
Present: Tracy Thrower Conyers, Crista Copp, Deborah Wettstein, Aaron Torrence, Melissa Remer
2. Officer Reports
 1. President's Report – Update on Attorney & DPR Review Project
 - a. Board voted to follow Jasmine Hale to her new office
 - i. Prior to Jasmine leaving, Tracy had asked for advice on coming up with operating rules that comply with current DPRs
 1. She sent us her initial thoughts
 - a. Tracy suggests a 2 person board committee
 - i. Aaron believes this needs to be done at a special meeting
 2. Also asked for feedback on potential ADU rules
 3. We need to get our fine policy finalized
 2. Secretary's Report
 - a. Review and approve minutes for January 15th Regular Meeting
 - i. Fix Tracy's name – Tracy Thrower-Conyers to Tracy Thrower Conyers
 - ii. 1(c)(i)(a) – add Tracy agrees with Deborah
 - iii. Committee Reports – arc – cease and desist – add no action taken
 - iv. Motion to approve minutes as edited – approved 4-1
 1. Tracy opposes
 - b. Review and approve minutes for December 10, 2019 Special Meeting
 - i. Linda was physically there as well as Stuart and Audrey
 - ii. Motion to approve minutes as presented with the edit – approved 5-0
 - c. Review and approve minutes for January 22, 2020 Emergency Meeting
 - i. Crista and Melissa called the emergency meeting
 - ii. Tracy Thrower-Conyers to Tracy Thrower Conyers
 - iii. Tracy says she did not see the email calling the emergency meeting
 - iv. Motion to approve minutes as presented with edits – approved 4-0
 1. Tracy abstains as she wasn't there
 3. Treasurer's Report
 - a. Review and approve January 2020 P&L and Balance Sheet
 - i. There is a discrepancy in the report at 6110 – doesn't add up properly
 1. Deborah will follow-up and make sure this gets corrected
 - ii. We will put together all of the reports from the past several months into a packet to be distributed to the board for the next meeting
 1. Audrey will generate this per Deborah
 - iii. Question – concern about language on Frank's letter "Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles."
 1. He is just looking at the numbers we are giving him says Deborah
 - b. Recommendation and discussion re changing KHG's financial reporting presentation to a cash basis and supplement with a Collections Status Report

- i. We currently use a modified accrual basis – revenue being reported on an accrual basis
 - ii. Deborah spoke with KHG’s CPA and believes we are using the correct modified accrual basis currently and we should continue doing what we are doing. All cash basis is not allowed under Davis-Stirling
 - 1. For revenue, it’s when it’s earned
 - 2. For expenses, it’s when it’s paid
 - 3. You can accrue certain things such as legal fees if we choose to do so
- 4. Committee Reports
 - a. Architectural Committee – Update & Report
 - i. Stuart has prepared some standard letters that will be run by the committee
 - ii. “Pending Reviews” have been updated with approvals
 - iii. Stuart is recommending some website updates: page that says architectural review and the application that he believes should be changed
 - iv. New form – Stuart is tracking small homes on big lots
 - 1. He is doing a monthly sweep of these
 - b. Outreach Committee – Update & Report
 - i. Community Connections Event – need volunteer(s)
 - 1. Tracy and Deborah will attend
 - ii. Newsletter – topics for last newsletter issue
 - 1. Volunteer for newsletter had a death in her family
 - 2. May want to communicate some community outreach in this last newsletter – yes this is a good idea
 - a. Although it only reaches a small subset, we want to inform as many as possible
 - 3. We do not have a date for a final newsletter
- 5. Operation Manager’s Report
 - 1. Collections Project/Assessment Update
 - a. 650 properties outstanding cumulative (about \$31k not including late fees and finance charges)
 - b. Collected \$53,500 (\$8,400 from PayPal) – about 80%
 - i. \$61,767 was what was owed to us initially this year
 - c. Tracy and Audrey working on change of ownership/change of address information so that we make sure everyone is getting their statements
 - i. In the early stages of this
 - d. Audrey will send out a 2nd notice this month
 - i. Last year an email blast was fruitful
 - 2. Outline Dates re Financial Mailing
 - a. Must be sent out 30 days prior to May 31st (our fiscal year)
 - i. 3rd week of April, next year’s budget needs to be finalized and we need to put the package together
 - 1. Stuart will provide Architectural guidelines to Audrey for the final package
 - ii. Deborah will provide a draft budget for our March board meeting
 - 3. Outline Dates re Election Under New Rules
 - a. Does the timeline start from when we approve election rules or after the 28 day community notice

- i. We have to consider community comments and then do a final approval
- ii. We have already missed the deadline in order to have a May meeting
- iii. We need to send out a call for nominations now, even without having the new rules finalized
 - 1. Christa had suggested this 6 weeks ago and Melissa and Deborah had agreed at that time.

4. Complaint Log

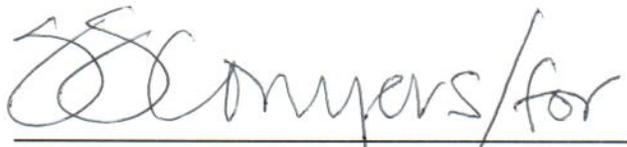
- a. 8345 Westlawn – a lot of discussion and complaints about this property
 - i. 2 unit unapproved ADU unit with 9 students living there
 - ii. Neighbor has filed complaint with city attorney and they are moving
 - 1. If they were not moving, they were planning on suing LMU

5. New Business

- a. Reverse recent approval of Election Rules and approve revised Election Rules
 - i. The title should say Election Rules
 - ii. Why aren't we going to Adams Stirling with questions on the election rules when that is who we paid to draft the rules?
 - iii. What did the flat fee cover?
 - 1. Tracy says that Adams Stirling will charge us for anything we ask them at this point
 - 2. The 1st version of election rules were not circulated
 - a. All of these conversations took place in private between Tracy and Adams Stirling and the rest of the board was only getting portions of the conversations
 - iv. Motion that we will continue to discuss the election rules with Adams Stirling to get clarification about what was written about term limits and acclimation – approved 5-0
 - v. Motion that the attorney correspondence be distributed to the entire board – approved 5-0
 - 1. This motion should not have to be made as we voted on this in October
- b. Attorney Contract & Contact – Update & Report
 - i. We are now with Jasmine's firm except for the election rules
 - ii. Some board members are concerned that the emails to the attorney are not being shared with the rest of the board
 - iii. Motion to make Melissa Remer the attorney contact – approved 5-0
- c. Collections & Fines Policy – Update & Report
 - i. What is the status of the Fine Policy?
 - 1. We had the attorneys draft a policy and it went out for community comment. Stuart brought back many community comments. The next step is for the board to consider the community comments. It never came back to the board.
 - 2. Next step is to bring an edited version back to the board for review and discussion
 - 3. The Fine Policy is on the drive
 - a. Tracy will check to see if Stuart's comments are on the drive so the rest of the board can review
 - 4. The Fine policy will go back on the agenda next month after reviewing it

- d. Community Outreach Presentations – develop presentations topics on community issues, such as ADU Laws, Architectural Committee Rules, etc.
 - i. We should make sure the community sees things, get comments
 - 1. We previously talked about 2 things – Operating Rules vs. DPRs
 - 2. Discussion about whether or not the community should be involved in the operating rules process prior to the board making decisions on whether or not to adopt operating rules
 - 3. Aaron has provided the board a rough draft of a process to follow in order to do community outreach on this process
 - ii. Motion for a subcommittee (Aaron and Crista) to come back to the board with a plan for community outreach for board activities – approved 5-0
 - e. Annual Meeting – Update & Report
 - i. We are behind on the annual meeting and election rules
 - 1. We are going to need some attorney advice on this
 - a. Melissa will ask Jasmine for a schedule
 - b. Melissa will contact Aaron at Adams Stirling for the 2 issues with the election rules (term limits and acclimation)
 - 2. We are not hitting the timelines and this is concerning
 - f. Attorney Response to ARC Questions
 - i. Moved to executive session
 - g. Board Roles
 - i. Board member says that Tracy is not doing her role as President
 - ii. Board member says that this is a discussion ad nauseum
 - iii. Board member says that the emails Tracy sent to the attorney are not ok – they are derogatory towards other board members
 - iv. Board member requests access to the website
 - 1. Aaron, Melissa and Crista request access to the website. Tracy says she will provide it
 - v. Call for Candidates
 - 1. This will go out tomorrow
 - vi. Newsletter Vote – tabled to next meeting
 - vii. Website Audit
 - 1. Stuart has volunteered to go through the website to make a list
 - 2. Linda will get her comments to Stuart
 - viii. Outsourcing Data Entry
 - 1. Audrey is generating the reports but at certain times she’s not sure what categories things are going into
 - 2. Some training would be beneficial and Deborah is willing to do this with Audrey if they can figure out scheduling
 - 3. We can also ask Audrey to generate a report earlier
 - a. Deborah will talk to Audrey about this
6. Unfinished Business
- a. ADU Proposed Rules
 - b. Board Liaison for Member Complaints
 - c. Strip Lot Maintenance and/or renovations
 - i. This account never got set up
 - 1. Tracy will make sure that Audrey gets this set up

- d. Executive Session – to be held after general meeting
 - i. a-d will be tabled
- 7. Community Comments
 - a. 7712 McConnell – member would like a letter to go out from KHG that they are not to be operating a business out of his home
 - i. Concern whether he has a business license at the address and if not we have no data in which to ascertain whether or not he is running a business out of the address
 - ii. This may be more of nuisance
 - 1. Aaron will look into this and bring it back to the board
 - b. Numerous lots missing from Quickbooks for assessment purposes
 - i. Deborah will talk to Audrey about this and there may be a reason why these are not there
- 8. Meeting adjourned – 10:03pm



Melissa Remer, Secretary

Approved July 22, 2020