

Kentwood Home Guardians – Monthly Board Meeting Minutes

Wednesday, July 22, 2020 @ 8:00 p.m.

** Zoom Meeting **

BOARD MEETING

Call to Order – 8:07pm

Present: Melissa Remer, Aaron Torrence, Crista Copp, Deborah Wettstein, Tracy Thrower Conyers

1. Officer Reports

- a. Secretary's Report – Review and approve minutes for recent meetings
 - a) Motion to approve February minutes as written – approved 3-0
 1. Tracy votes no, Deborah abstains
- b. Treasurer's Report – Review and approve May & June P&Ls and Balance Sheets
 - a) Tabled until next meeting

2. Committee Reports

- a. Architectural Committee – update & report
 - a) Recommendation for approval of plans
 1. 6416 Wynkoop
 - a. Does not include information about the fencing so ARC is notifying owners that if they don't send the ARC the plans, then it is stated that the project is approved only for the drawings that have been seen by the ARC
 - b. In this case, we don't have complete information so ARC is recommending approval
 - c. Motion to accept ARC recommendation - approved 5-0
 - b) Recommendations for non-approval of plans
 1. 7718 Denrock
 - a. 42 inch fence and less than a 20 foot setback – both violate DPRs
 - b. 20 ft setback – currently city allows an average measurement for properties on the block. This architect says the average in this case is 18 feet. However, the ARC's reading of the code as well as our DPRs both state that at least a 20ft setback is required even if the average is less
 - c. The setback is the same as the current house, the deck may be extended out to the current setback. The house is not a complete rebuild. They are looking to comply with what is on the rest of the block. The 20ft setback would mean that they would have to remove their current wall and move it back.
 - d. Discussion about if we can ask the owner some questions about the plans vs. rejecting them now. We are dealing with the 30 days running.

- e. Motion to adopt the recommendation of the committee to deny – approved 3-0
 - i. Melissa and Deborah vote no because they believe we should go back to the owner to ask for further information rather than denying right now as there are still questions as to whether there is actually a fence and what the setback for any new building vs existing structure is
 - c) Update on approved plans, pending reviews & plan requests
 - b. Outreach Committee – update & report
 - a) Board member asks why we have not been given access to the social media tools, etc.
 - 1. Crista has offered to be on this committee along with Tracy
 - b) Annual Meeting – further discussion on theme/speakers
 - 1. Yard signs to announce meeting
 - a. Crista offers to look into this
 - b. Tracy says we don't currently have a budget for this.
 - 2. The annual meeting will now take place on October 3rd
3. Operation Manager's Report
 - a. Kudos & Complaints Log
 - a) Audrey received a returned piece of mail from 2018 and she is concerned because she has no idea how many mailings are not getting to people.
 - b) Continuing to get complaints about PODS staying on people's property that are becoming "permanent structures"
 - c) Complaint about a "hoarder" – board has been sent pictures
 - 1. This should be part of our DPR review
 - 2. Crista states the city has a program to deal with this issue and provided the link for Audrey
 - d) Homeowner is apparently feeding racoons and letting cats run wild and poop all over the neighbor's yard
 - b. Collections Update
 - a) \$48,793 assessment collection – does not include late fees
 - b) Uncollected from this year is \$10,177.92
 - c) Tracy is guessing we are going to have to write of \$10k
 - 1. Deborah – if we have followed all of the proper steps, there is no reason why anything should ever be uncollectable
 - a. We need to be careful not to write things off that don't need to be written off
4. New Business
 - a. D&O policy was reviewed by our attorney
 - b. Need to put the ARC being appointed on the agenda for next month to comply with providing coverage for them under our D&O policy
 - a) Melissa will ask attorney for agents for D&O coverage as well as asking to confirm the process for appointing the ARC committee
 - b) Our attorney has recommended some additional coverage for fiduciary liability
 - 1. Audrey will get a quote from our insurance agent fiduciary liability. She will also get a quote to increase the policy coverage.
 - c. Aaron intends to resign from the board after the election but will stay on the committees as that is his strong suit
5. Unfinished Business – Election Update
 - a. We have 7 candidates but some have not responded to Crista's email
 - b. Tracy believes we need to change the annual meeting again because we need to provide general notice – see above for new meeting date of October 3rd

- a) Crista and Tracy will confirm all the specifics and confirm with the board and notice can go out on Monday
 - c. Restrictive covenant update – association was working to take action in 1999/2000 per Tracy and says documents have been located in the office pertaining to this
 - a) Melissa requests the Board be given access to the documents that were found in the office. Tracy says we can come to the office and get them. Audrey says she will give office keys to the rest of the board. Keys were previously requested in February but have not been provided.
 - b) Melissa and Aaron will be a committee going forward with the DPR process and will draft the letter that will be sent with the election ballots.
 - c) Request that the DPRs be on every agenda as a committee update
 - d. Architectural guidelines
 - a) Drafted in Sept and this needs to be approved by the board
 - b) Attorney information has not been communicated to the ARC
 - c) Aaron will bring it back to the board next month
 - e. Draft minutes need to be posted on the website within 30 days. May and June minutes should already be posted.
6. Community Comments
- a. The woman with the cats noted previously – people were encouraged to have more pets during COVID and the food may be put out for the cats and the racoons are eating it
 - b. Aaron did a great job on explaining the Denrock house
 - c. The board members requested and were approved to have access to the website and keys to the office in February and have not been given access
 - d. If community members are now going to be held to the DPRs, they need to be notified as these have not been followed for 30-40 years per community member
 - a) The board has been addressing this with the attorney and will move forward with this information

Adjourn Meeting – 10:41pm



Melissa Remer, Secretary

approved at 4-14-21 mtg