

Kentwood Home Guardians
Monthly Board Meeting Agenda
Wednesday, May 19, 2021 @ 7:00 p.m.
**** Zoom Meeting ****

Call to Order – 7:10 pm

Present - 1st VP Alyssa Bost, Secretary Tracy Thrower Conyers, Treasurer Deborah Wettstein

Absent – Aaron Torrence (unexcused) & Office Manager Audrey Melton (excused)

1. Preliminary Comments & Questions from the Community

- Alyssa introduced the Board and outlined standard meeting procedures
- Tommy Roys
 - Executive sessions – noted the Board has had a couple recently
 - Doesn't like the rules of conduct as presented tonight
- Tom Koranda
 - Kudos to the Outreach Committee for it recent Listening Session with Councilman Bonin
 - Will bring follow up to the Board regarding filming issues soon

2. Officer Reports

a. Secretary's Report – review & approve: April 14, 2021 regular board meeting minutes
May 5 special board meeting minutes
May 10 executive session minutes
May 12 executive session minutes

- Deborah asked to hold approvals for next month

b. Treasurer's Report

- Review & approve April 2021 P&L and Balance Sheet
 - No report with Audrey absent
- Treasurer as signatory on bank accounts
 - Still waiting for confirmation of our Secretary of State filing
- Review timeline for 2nd notice on assessments & amnesty offer
 - Draft letter to delinquent members presented tonight

- Motion by Alyssa to approve letter as presented and send to our attorney for review; and, if approved by attorney, sent out; Deborah seconded; motion carried 3-0

3. Committee Reports

a. Architectural Review Committee – update & report

- The committee is seeing lots of ADUs coming through
- 3 sets of plans reviewed and approved by the committee since the last meeting
- Committee wants Board to know that a 1200' 2-story ADU is working its way through the review process
- More complaints have been received on stalled construction at 8363 Stewart; LADBS database indicates there is an inspection in process; Tom will work with Audrey to get letter out about DPR violations of Articles 4 & 3
- Committee is discussing ways to bulk up its membership and get more reviewers involved; considering the use of architectural student interns
- Committee wants to make changes to ARC content on KHG's website; Tracy invited them to draft proposed content and submit to the Outreach Committee, but to please keep in mind the information we just recently put in our Annual Disclosure Package regarding architectural review by KHG

b. Outreach Committee – update & report

- Listening Session
 - Councilman Bonin and staffer Ricky Angel were our special guests at the May 5th Listening Session
 - Approximately 100 residents attended with 14 completing the requested submission form prior
 - Topics covered included filming in Kentwood, Lot 87, public safety and Westchester Park encampments
 - Next listening session is planned for August 4th and the tentative topic is community operating rules

c. Operating Rules Committee – update & report

- Deborah reported:

- Committee held its first meeting this week with Deborah & Tom Koranda in attendance
- Committee intends to work on its mission and timeline next
- Committee wants to go back through community complaints for ideas for proposed rules
 - Tracy advised she's been keeping a list like this for two years and the list is in the Committee's shared drive folder
- Committee wants to change its name from what was approved in January 2021; Deborah to circulate the name for update across the various platforms

4. Operation Manager's Report

- a. Kudos & Complaints Log – No report with Audrey absent
- b. Assessment update – No report with Audrey absent

6. New Business

- a. Discuss and vote on motion to approve \$340 expenditure for letter opener
 - Alyssa moves to approve the expenditure; Tracy seconded; motion carried 3-0
- b. Discuss sharing draft minutes prior to Board approval
 - Alyssa reviewed Davis Stirling and found we are not required to post draft minutes, but we must make draft minutes available on request
 - Alyssa moved to include a link to draft minutes with our agenda, Deborah seconded, motion carried 2-1
 - Tracy opposed because circulating unapproved minutes prior to the Board meeting will engender additional, possibly unneeded discussion, particularly with community comment at the top of the agenda
- c. Discuss upcoming office lease expiration
 - Deborah reached out to our landlord for potential numbers in connection with budget preparation
 - Alyssa stated she wanted to give up office until attorney pointed out that we need someplace to post notices
 - It was also noted that we still have records to store

- Tracy expressed wish to return to non-lockdown conditions and query our community before taking steps to give up our office; also suggested we might look at sharing the space with another business
- It was decided to move forward with lease negotiations for a new term

d. Office Personnel

- Clarify Operations Manager's hours – hold for now
- Review Operations Manager's job description – hold for now
- Discuss need for additional bookkeeping support – hold for now

e. Discuss and vote on motion to share recording of recent Listening Session featuring Councilman Bonin

- Alyssa moved to share the recording of our recent Listening Session with our email list and promote on social to look at email; also to share with Councilman Bonin; Deborah seconded; motion carried 3-0

f. KHG Board Member access to association's digital assets

- Deborah stated access was previously voted on by Board and access was to be provided
- Tracy stated that we need a formal policy regarding access before we allow people with limited tech skills to access digital assets
- Outreach Committee to bring policy back to next Board meeting for review and approval

g. Discuss and vote on motion to adopt Records Retention Policy

- Deborah presented a draft Records Retention Policy
- Most is Davis Stirling language, but she added ¶¶1-3
- Tom wants to know if the policy will apply to ARC – yes
- Deborah moved to approve the draft policy as presented; Alyssa seconded; motion carried 3-0

h. Discuss potential adoption of Code of Conduct

- Deborah moved to adopt the presented PDF, to be highlighted at the start of every Board meeting and added to our agenda; Tracy seconded; motion carried 3-0

7. Unfinished Business

a. Election Update

- Discuss and vote on motion to restart election process
 - Alyssa moved to restart the election process from beginning; Tracy seconded; motion carried 3-0
 - Community was filled in on mistakes made with our new election rules and newly discovered need to send a physical mailing for our Call for Nominations
 - New email address to be established for election communications – elections@kentwoodhomeguardians.com
- Discuss and vote on motion to reschedule Annual Meeting
 - Alyssa moved to reschedule our Annual Meeting to 09 11 2021, Tracy seconded; motion carried 3-0
 - New election timeline will be:
 - 5/29 - call for nominations
 - 6/13-6/28 - appoint inspector
 - July board meeting - candidate forum (tentative)
 - 7/13 - pre-ballot notice and members to verify lists if desired
 - 8/12 – mail ballot
 - 9/11 – meeting and election
- Discuss and vote on motion to adopt communications policy re election
 - Alyssa moved to adopt the policy as presented; Tracy seconded; motion carried 3-0
- Discuss and vote on motion to hire counsel to write election communications templates
 - Alyssa moved to hire our attorney to write election templates not to exceed 3 hours of work, Deborah seconded; motion carried 3-0

b. Review requirements for D&O insurance quote application

- Deborah started the application and asking Tracy & Audrey to complete it

8. Further Community Comments

- Ben Bueno – lots of ways to tackle communications issues regarding discussion about special email address for elections communications; wants a list of volunteer opportunities in one place
- Tommy Roys –we used to mail calls for nominations, thinks we should always mail postcards; wants us to know the office was cleaned out when Maria was president 7 years ago
- Linda Kokelaar – says office as cleaned out 10 years as well
- Tom Koranda – wants the same volunteer list on a master website page that Ben asked for above
- Linda Kokelaar stated she thinks she has discovered a mistake on the association’s website because “ARC News” routes to Board Agendas; Tracy explained it is not a mistake and simply that no news about ARC has been posted other than agenda mentions
- Tom Koranda volunteered to write ARC posts for the blog

Adjourn Meeting – 9:06 pm

Tracy Thrower Conyers, Secretary