

Kentwood Home Guardians  
Monthly Board Meeting  
Wednesday, June 23, 2021  
Zoom Meeting

Call to Order - 7:03 pm

Present - 1st VP Alyssa Bost, Secretary Tracy Thrower Conyers, Treasurer Deborah Wettstein, Office Manager Audrey Melton

Absent - Aaron Torrence (unexcused)

Brief Introduction of Board Meeting and Mtg Procedures - Alyssa introduced the Board members in attendance and showed civility rules recently adopted by the Board

1. Community Comments (limited to 15 minutes; if more time needed, continue at end of meeting)
  - Tom Koranda - Sepulveda Corridor Transit - attended workshop and suggests Outreach share the information
  - Linda Kokelaar - thanks the board for including draft minutes with the agenda
    - Says the minutes misstate number of people in attendance at our recent special meeting
2. Officer Reports
  - a. Secretary's Report – review & approve
    - i. May 19, 2021 regular board meeting minutes
    - ii. April 14, 2021 regular board meeting minutes
    - iii. May 5, 2021 special board meeting minutes
    - iv. May 10, 2021 executive session minutes
    - v. May 12, 2021 executive session minutes
    - vi. Tracy stated the executive session minutes have been consolidated and moves to approve the consolidated set without discussion; Alyssa seconded, motion carried 3-0
    - vii. Tracy moves to delay approval of the regular board minutes and special board minutes in light of the extensive edits offered just the previous afternoon and she hasn't had time to go through them; Alyssa seconded, motion carried 3-0

b. Treasurer's Report

- i. Review & approve April 2021 P&L and Balance Sheets
- ii. Deborah reports the April, May & June financials are not ready for a vote
- iii. Update re 2nd Assessments Notice & Amnesty Mailing
  1. 672 accounts are getting the offer
  2. The printer has the package and it is almost ready to go out
  3. Deadline to apply is 24th of August, Deborah suggests changing to end of August; Audrey said she would check with the printer to confirm the change could still be made
- iv. Treasurer's responsibilities per Davis-Stirling
  1. Deborah read the D-S requirements
  2. Deborah stated she hasn't been performing the duties; Tracy stated for the record and the audience that the duties have been performed
- v. Transfer signatory role to Treasurer by 6/30/2021
  1. Deborah stated that she has been asking for months to be made a bank account signatory; Tracy stated that the bank is the delay inasmuch as they want our updated Statement of Information and the Secretary of State has not processed that statement despite us submitting the form months ago, likely due to covid delays
  2. Alyssa suggested a standing meeting between Deborah and Audrey to meet on financial matters in preparation for Board meetings
  3. Alyssa further suggested getting the workflow between the Treasurer and Office Manager documented in our Google Drive
- vi. Treasurer to take over responsibility for obtaining State of CA documentation required by One West Bank
- vii. Address 2020 financial statements getting posted to website
  1. Tracy stated she wasn't provided the certified report to upload to the website and doesn't remember the Board approving the report
  2. Audrey stated she will find the 2020 certified financials and send to Tracy for the website
- viii. Respond to question from member about increase in payroll tax account expense in fiscal year 2019 as compared to 2018

1. Member raised question about payroll issue in 2018
2. Deborah wants the back up and she'll explain the issue to the member
3. Audrey will reach out to Frank for details

### 3. Committee Reports

#### a. Architectural Committee – update & report

- i. 5 ARC approvals (mostly ADU garage conversions and minor additions); no major remodels in awhile
- ii. 2 projects of the same type pending
- iii. ARC Priorities
  1. the Stewart St stalled construction; Tom is asking for update from Board; Tracy stated that she got Audrey's letter the previous day and is working with her to finalize it; Tom wants the complaining neighbors updated
  2. lengthy discussion ensued about the history of this project
  3. decision made to send letter to owner with 30 day deadline; and to engage counsel on this topic if needed at that time
  4. ARC Application - ARC wants to add box on form asking if member is current in assessments; Tracy asked if ARCC can email Audrey for confirmation as part of intake and Tom said no
  5. no luck finding their own new committee members (2 empty seats) and Tom is drafting a description and asking outreach to post in a prominent place on the website
  6. community member asked about whether all ADU applications need to be submitted; Tom confirmed all must be submitted so we know what's going on

#### b. Outreach Committee – update & report

- i. the committee undertook a number of activities in connection with the election and call for nominations

#### c. DPR Restatement and Operating Rules Committee

- i. Introductory Presentation
  1. held 2nd meeting June 10th
  2. Melissa Remer is joining the committee and will work on getting community input
  3. committee is currently comprised of Deborah, Tom K and Melissa
  4. committee objectives:

- a. identify inconsistencies between tracts in DPR
- b. identify common insufficiencies in rules for modern day living
- c. define legal process for making changes
- d. review similar HOAs to see what they've done
- e. propose a plan of action for the Board, including fine policy
- f. Tom wants to see the legal opinion about the project  
→ Board authorized Deborah to share with committee for the committee's work

#### 4. Operation Manager's Report

- a. Board Training Update - No update
- b. Kudos and Complaints Log
  - i. complaint - member is concerned about blight on trees on Wynkoop - he wants the HOA to hire an arborist
    - 1. Tom is going to reach out to an arborist he knows to get an opinion on what might be done and what it might cost;
    - 2. Tom also suggested that member hire arborist and we'll share info with other neighbors
    - 3. Linda K said KHG planted the trees, but Tracy pointed out that the city owns the land and therefore the trees
- c. Collections/Assessment update - nothing beyond Deborah's report on Amnesty mailing

#### 5. New Business

- a. Elections Matters
  - i. Ayssa shared timeline dates - remaining dates are
    - 1. July 20th - Pre-Ballot Notice Provided
    - 2. August 19th - Mail ballot & link to election rules
    - 3. September 18th - Conduct the election
    - 4. Alyssa will be the Board's liaison with the inspector

- ii. Appoint inspector
  - 1. Linda Kokelaar will take role if elected
  - 2. Alyssa moves to appoint Linda, Deborah seconded, motion carried 2-1
- iii. Discuss description of required time commitment for Board member candidates
  - 1. Alyssa is going to draft something
- iv. Call for candidates
  - 1. the Board hereby call for candidate nominations
- b. Discuss draft [KHG Digital Assets Policy and Procedures](#)
  - i. Alyssa outlined the draft policy
  - ii. Deborah asked if all accounts are owned by the association and Tracy confirmed
  - iii. Deborah asked what JotForm is and Tracy explained it is part of our online payment system for assessments
  - iv. this draft motion will be brought back next month for approval
- c. Move Annual Meeting date to September 18
  - i. Alyssa moved, Tracy seconded, motion carried 3-0
- d. Motion to take a position on state level housing bills on behalf of KHG
  - i. Tracy made a presentation on SB 9 & SB 10 currently moving through the state legislature regarding housing density
  - ii. Tracy made a motion to ask the Board to approve a letter in opposition to the bills
  - iii. Deborah asked if this should be brought to a Listening Session; Tracy stated time is of the essence and can't wait for session
  - iv. Deborah wants to see the letter
  - v. Tracy stated the letter would be simple
  - vi. Alyssa wants to circulate letter to members via email; Tracy stated time is of the essence; bills will be voted on soon
  - vii. community member suggested poll to solicit feedback to letter
  - viii. community member suggested uploading presentation to website
  - ix. Alyssa asked for draft of letter; no promise made
- e. Discuss legal counsel move to new firm
  - i. our longtime attorney moved to another firm

- ii. she promises to maintain her current rates through the end of the year
    - iii. Deborah moves to have us sign agreement, Alyssa seconded, motion carried 3-0
  - f. Management of Google member complaints log
    - i. Deborah is asking about updating a log she found in the Board folders
    - ii. it turns out that what Deborah saw was something Alyssa started at beginning of her Board tenure before she knew Audrey was tracking complaints separately
    - iii. we're going to convert the folder to the formal repository for complaints
  - g. Create Google folder for approved KHG policy documents
    - i. Deborah wants a folder approved; Tracy stated we don't need approval for a folder, just create it
  - h. IT consultant / committee / volunteers
    - i. outreach committee is instructed to put out an announcement that we want to start a tech committee
6. Unfinished Business
- a. Password access to all KHG digital assets and public e-mail accounts to be shared with other Board Directors pursuant to 12/9/2020 Board vote
    - i. covered above under digital access policy & procedure to be approved next month
  - b. Review proposed office lease renewal terms (current lease expires 7/31/2021)
    - i. Deborah asked for better terms
    - ii. one change since last time we discussed
    - iii. landlord's rep agreed to fixed expense lease and adjusted - less than 2% increase
    - iv. lease will run through July 2024
    - v. Deborah moves that we adopt option #1, Tracy seconded, motion carried 3-0
    - vi. Deborah will get signature

- c. Set executive session (date/time), as discussed at 5/19/2021 Board meeting, to review:
  - i. Operations Manager job description
  - ii. Operations Manager weekly hours, responsibilities, office hours
  - iii. Additional bookkeeping support
  - iv. Executive session will be held on 7 pm on July 8th
  - v. Deborah to provide a list to Audrey of things to provide ahead of the meeting
  
- d. Records retention policy (as approved 5/19/2021)
  - i. Clarifications re: retention requirements for architectural submissions
  - ii. Deborah suggests we hold this item for next meeting
  - iii. Clarification re: best practices pertaining to retention of electronic communications
  - iv. Implementation -- including timeline -- of adopted records retention policy
  
- e. D&O Insurance application status
  - i. Audrey spoke to Tina and we should expect a response from USLI directly in the next couple of days
  
- f. Follow-up 5/19 discussion re: posting website information for volunteers
  - i. Tom K will send language for ARC Volunteers
  - ii. Outreach work on soliciting volunteers for Tech Committee
  
- 7. Further Community Comments
  - a. Tom Koranda - wants a code of conduct
  - b. Linda Kokelaar - wants board access to digital assets

Adjourn Meeting - adjourn 9:24 pm