

Kentwood Home Guardians Minutes
Monthly Board Meeting • Thursday, July 21, 2021 @ 7:00 p.m.
Zoom meeting

1. CALL TO ORDER

1st Vice President Alyssa Bost called the meeting to order at 7:00 p.m.

2. ROLL CALL

A. Board Members

Aaron Torrence, President
Alyssa Bost, 1st Vice President
Tracy Thrower Conyers, Secretary
Deborah Wettstein, Treasurer

B. Others Present

Audrey Melton, Operations Manager
Tom Koranda, Interim ARC Coordinator
Linda Kokelaar, Inspector of Elections

3. OPEN FORUM

4. SECRETARY'S REPORT / APPROVAL OF MINUTES

- A. Director Conyers reported she had not had a chance to review comments presented by Director Wettstein at 6/23/21 Board meeting to draft minutes for April 14, May 5 (Special Meeting) and May 19; therefore, not prepared to recommend approval.
- B. Board acknowledged Director Conyers resignation as KHG Secretary, effective immediately per Director Conyers e-mail correspondence to Board dated 7/21/21.
- C. Minutes for 6/23/21 Board meeting not available for review.

5. TREASURER'S FINANCIAL REPORT

- A. Reviewed and Board voted (4-0) to approve financials for April & May 2021.
- B. Noted that financials through May 2021 represent the full fiscal year (June/20-May/21).
- C. For the year:
 - i. \$91,129 annual projected income vs. \$85,711 budgeted (over \$5,418)
 - ii. (\$64,729) annual projected expense vs. (\$76,712) budgeted (under \$11,983)
 - iii. \$26,400 annual projected net income (surplus) vs. \$8,999 budgeted (+\$17,401)
- D. Presented results of 2nd assessments mailing & amnesty offering:
 - iv. \$3,856.10 collected from 137 owners (out of 625 who received the 2nd mailing, i.e. 22%); per Operations Manager Melton, amounts collected include 2 or 3 owners that were 'many' years past due, most others 1 or 2 years past due
 - v. 20 notices returned undeliverable; Director Wettstein asked to see details; Operations Manager Melton agreed to send copies and document on spreadsheet.
 - vi. Discussed sending additional e-mail notification to membership to remind of 8/31/2021 amnesty deadline; Director Wettstein will draft notice. Director Bost made motion and Director Wettstein seconded. Board voted to approve (3-1).

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- E. Update re: bank signing responsibilities:
- i. Director Wettstein went to bank attempting to proceed with documentation to become signer on account (pursuant to prior Board discussions, KHG/D-S Bylaws/statutes pertaining to Treasurer role, and notification that bank had finally received requisite updated corporate statement).
 - ii. New corporate statement (SI-100) was filed 6/29/21 and lists as officers: Aaron Torrence/President, Tracy Thrower Conyers/Secretary, and Deborah Wettstein/Treasurer; will need to be updated to reflect new Board roles per this evening's Board vote. See Item 10.A. New Business/Board Roles.
 - iii. Signature card cannot be implemented -- to supersede the prior signature card -- without all officers listed on the SI-100 form signing.
 - iv. Director Wettstein learned during bank visit that current signature card dates to 2017/18 fiscal year and includes Director Conyers plus two prior Board directors who have not been active since that time.
 - v. Imperative that KHG Board install new signers/authorities immediately.

6. ARCHITECTURAL REVIEW COMMITTEE

- A. Current period applications. Three in process since last Board meeting:
- i. Approvals. Two approved (no conflicts w/ DPRs), incl. 1-story garage ADU conversion w/ 270 SF addition & 490 SF addition/remodel.
 - ii. Variance request. Third property on Westlawn requires Board approval of front garage setback variance; owner requesting 17 ft. vs. 20 ft. in DPRs; Board approved 4-0.
- B. Stalled construction. Stewart Ave. property to be discussed later in agenda under New Business. ARC standing by pending Board request for action; will be monitoring site.
- C. ARC priorities. Sending letters to latest list submitted 6/22 by Stuart Blashill of properties with potential construction.
- D. ARC volunteers. Three volunteers have submitted so far since ARC job description was posted to KHG website 7/19/21. ARC Coordinator has sent Board an e-mail re: candidates such as contractors, developers, realtors who currently and/or on an on-going basis have projects under consideration with the ARC and could have possible conflicts of interest. Board agreed we likely need separate session to discuss and opportunity to do further research. Prospective candidates includes architects, which are good fit for ARC.

7. OUTREACH COMMITTEE – report presented; highlights as follows:

- Solicited volunteers on Facebook, webpage and email blast for ARC, including adding a new “Volunteer” tab on our website navigation
- Discussed purchase of yard signs to use yearly to advertise annual meeting; will investigate further and bring formal proposal to the Board
- Discussed the idea of making a KHG sign and/or booth for WAM on Sept 18
- Discussed Lot 87 and recommend revisiting with Bonin in a few months; contact new city attorney when he/she is elected per Bonin's suggestion at Listening Session
- Solicited volunteers via Nextdoor for Nextdoor's Walk with Me Campaign to possibly start one or more groups in Kentwood

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8. DPR RESTATEMENT / OPERATING RULES COMMITTEE – report presented:

- DPR-ORC to draft a set of Operating Rule Modules: 1) ADU guidelines, 2) STRs (short-term rental), 3) Filming in Kentwood 4) Property Upkeep 5) Landscape Maintenance.
- 45-day member review process to include Zoom call for feedback. DPR-ORC will present ORC Modules to KHG Board for discussion/amendments/Board Director vote.
- Reviewing KHG Attorney opinion dated: 01/20/20 DPR Restatement/Operating Rules.
- To Review KHG Google Folder with historical member complaint correspondence for prioritizing /development/recommending additional ORC Modules development.
- Next KHG DPR-ORC meet tentatively scheduled by committee for AUG 10 / 7P.

9. OPERATION MANAGER’S REPORT

A. Board Training. N/A until new officers elected.

B. Complaints.

- i. Discussion of how best to handle outreach on complaints such as recently received on 7037 Kentwood Ave. house, which neighbors and photos note to be in general disrepair (unkempt lawn, needs new paint, etc.)
- ii. Board agreed there should be 3 levels of response/communications:
--Level 1: more genial tone advising owner of complaint(s)/DPR issue
--Level 2: more serious in tone/call for action(s)/possible referral to attorney
--Level 3: legal letter, involvement of KHG counsel
- iii. KHG/Operations Manager should have draft form letters for ‘Level 1’ and ‘Level 2’ that can be modified to suit individual situations.
- iv. Audrey will draft a ‘Level 1’ letter to go out on Kentwood Ave. for Board review.

C. Insurance/Status of Quote for Additional Recommended Coverages.

- i. Audrey reports slow response from KHG broker (Tina) due to under-staffing.
- ii. Tina has sent another form that needs to be completed as part of application.
- iii. Audrey thinks we will have quotes by next Board meeting (for additional coverages -- i.e. Employer’s Liability + Fiduciary Liability -- first recommended by KHG attorney Jasmine Hale in an e-mail from 7/22/2020).

D. Status re: updating Google member complaint folders.

- i. Audrey looking for clarification on what the DPR Restatement/Operating Rules Committee is looking for – i.e. copies of all correspondence/e-mails or just an overview (2-3 yrs.) in bullet fashion?
- ii. Committee can organize based on reviewing copies of e-mails/correspondence.
- iii. Audrey agreed to post written complaints in KHG Google drive in a DPR /Operating Rules sub-folder. Also posting log maintained for verbal complaints.

10. NEW BUSINESS

A. Board Roles. Following discussion, Board voted (3-1) on new roles as follows:

- i. President – Alyssa Bost
- ii. 1st VP – Aaron Torrence
- iii. 2nd VP – Tracy Thrower Conyers
- iv. Treasurer – Deborah Wettstein

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- v. Director Wettstein will lead effort to find Recording Secretary and assist Board in Secretary capacity, as needed, until new Directors are elected and officer roles assigned.
- B. New KHG answering service.
 - i. Discussed possible solutions to on-going issues with existing answering machine.
 - ii. Decided that Operations Manager Melton would set up a Google voice account with a new number and forward calls from existing AT&T landline.
- C. Stewart Avenue/stalled construction.
 - i. Initial notice re: abandoned construction. Board is awaiting response to 6/28 letter sent by Operations Manager Melton to property owner citing DPR violations for 1) stalled construction, and 2) property conditions representing nuisance to the neighborhood. KHG is requesting resubmission of plans to ARC and timeline for completion by 7/28.
 - ii. ARC update. So far, the ARC has only seen the blue tarp go back on the roof and limited removal of construction materials, not much other progress.
 - iii. Next steps. If new application/timeline not received by 7/28 deadline, Board will consult with KHG attorney Jasmine Hale on next actions.
- D. Confirm Tom Koranda as ARCC.
 - i. Director Bost made a motion and Director Torrence a second to name Tom Koranda ARC Coordinator (from interim role), Board voted 4-0.

11. UNFINISHED BUSINESS

- A. Election Matters.
 - i. Candidate Forum/Format. Extensive discussion around potential format/priorities for Candidate Forum proposed to be part of 8/18 Board meeting – including: 1) equal time for each candidate, 2) set number of pre-determined questions, same for each candidate, 3) single moderator leads and enforces time limits. Director Bost will draft structure to propose to Board, plus solicit potential questions from KHG Board/membership and make recommendation on how best to incorporate.
 - ii. Other Timing. Pre-ballot notice was sent 7/20. Next deadline 8/19 to mail ballots.
 - iii. Election Date/Possible Move. KHG attorney Jasmine Hale confirmed this would require another mailed notice and advised against.
 - iv. Opportunity for Other Materials to be Included in Mailing. Director Conyers recommended the DPR Restatement/Operating Rules Committee consider taking advantage of the Ballot Mailing to include a flyer/insert relating to its upcoming activities and plans to solicit member input. Deadline: 8/12/21.
- B. Motion to approve KHG Digital Assets Policy & Procedures.
 - i. Following lengthy discussion, vote denied (1-3) to approve current draft policy.
 - ii. Agreed to 8/12 target to submit comments in advance of next review at 8/18 Board meeting.
- C. Lease renewal. Director Wettstein has been in contact with landlord; expecting to receive new office lease agreement in coming days (for review and signature) per terms approved at 6/23/21 Board meeting.
- D. Operations Manager job description / weekly hours / office contact.

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- i. Director Bost to compile minutes from prior Executive session.
 - ii. Board agreed to another Executive session 7/28/21; Operations Manager Melton confirmed availability to attend.
 - iii. Director Wettstein to reach out to Operations Manager Melton in advance of 7/28 meet requesting information to assist in formalizing job description.
 - iv. Director Wettstein also working on draft of time sheet form for position.
- E. Implementation of Records Retention Policy (adopted 5/19/2021). Tabled to future meeting in conjunction with finalizing Operations Manager job description.
- F. Follow-up re: posting website information for volunteers. Website has been updated per discussions at prior Board meetings. DPR Restatement / Operating Rules Committee to provide description of purpose/activities to be updated to website.

12. FURTHER COMMUNITY COMMENTS

13. NEXT MEETING DATE. The next monthly Board meeting is scheduled for August 18, 2021 at 7:00 p.m.

9:29 p.m. Meeting adjourned.

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Tom Koranda, Recording Secretary

Date

Deborah Wettstein, Acting Secretary

Date