

Kentwood Home Guardians

Meeting Minutes

November 17, 2021

I. Call to order

President Alyssa Bost called the meeting to order at 7:01p.m. on

zoom. II. Roll call

President Bost called roll. Present were President Alyssa Bost, Vice President Tracy Thrower Conyers, Treasurer Deborah Wettstein, Directors Matt Carvette and Carolyn Epstein.

III. Community Comments

a) Linda Kokelaar: Impressed with e-unify and hopes the Board approves the program;

b) Tom Koranda: Looks forward to discussion regarding term

limits. IV. Approval of Minutes

Minutes from six (6) meetings are on the agenda. Director Thrower Conyers requested discussion beginning with the minutes from May 14, 2021. Director Wettstein interjected with a statement that she has not reviewed comments regarding the minutes from Director Conyers and suggested all 6 meeting minutes in addition to October be set for a special meeting. Wettstein made a motion to postpone the discussion, Bost seconded. No discussion. Motion passed 3-1, Thrower Conyers approving only in the interest of time, Epstein against and Carvette abstaining. Bost will circulate email regarding special meeting including minutes to be submitted for October.

V. Open Issues

a) Treasurer's Report:

1. Wettstein discussed (& Bost shared) Frank's financial year end report of 5/31/21 with letter dated 9/19/21. Wettstein said a number of items still in progress, compiled spreadsheet with comparison from 2020.

2. VP Conyers noted that insurance costs went up over 50%; that

we have 2 different insurance plans; that she objected to “KHG board reviewed fncls” since there has not been an approved Treasurer’s Report since February 2021; that delinquent accounts are significantly higher; that budget does not account for actual collections (dues are budgeted as received when billed); and that legal expenses are 32% over budget.

3. Treasurer Wettstein stated that she would look into the insurance rates; that she does not generate the finances and has had issues with obtaining them from the operations manager; that she only reviews finances and presents them to the Board; that she wondered why we would give financials to Frank if not yet approved; that \$908 late item fee line item is in issue but recommended approving Frank’s financials subject to the \$908; Bost said there has been an issue with getting the financials every month and needs to come from operations manager Audrey Melton; Bost suggested a monthly meeting to get the financials in order.
4. President Bost offered a motion to approve Frank’s financial report dated for year end 5/31/21. Wettstein seconded. The motion passed 4-1, Epstein voted against.
5. Wettstein discussed (& Bost shared) June to September 2021 Budget v. Actual P&L. Issues of penalties & interest regarding amnesty period. 393 accounts still due at end of amnesty period & question of amnesty write off. Not recommended for approval.
6. Wettstein discussed (& Bost shared) Reserves Analysis as of 9/30/21. Cash and reserves balance \$112,454, projecting \$122,161 at the end of 2021/22 fiscal year assuming approximately 12% uncollected assessments. Projected budget surplus \$22,270. Thrower Conyers questioned the cost of insurance deductibles. Wettstein said no deductible for defense costs. Tracy reminded the Board that we have 2 insurance policies, 1 is a General Liability policy.

Thrower Conyers raised the issue that the amnesty program is only once but it is programmed in the projections; that Frank's report listed \$35k uncollectible; that we should create a committee for collections; that she would send an email reminder. Wettstein stated that the uncollectible figure represents years of unpaid assessments and that Audrey is working on collections.

b) Architectural Committee Report

1. Tom Koranda:

(A) Stewart Ave. needs urgent action; saw someone this week on the property but still fire hazard with debris, high grasses, flammable materials; recommended that operations manager contact LAFD for citation; permit has expired.

(B) On watchlist 6 properties - Seeing houses fenced & demolish the next day, trying to keep up – seeing more activity either unpermitted or isn't applied to KHG. Unkempt property based mostly on neighbor complaints or Koranda viewing – high weeds, dry brush; other Stewart property getting worse, could be another fire, car repair business? Next meeting is 12/13/21.

2. Alyssa Bost – just received draft letter from attorney re: Stewart. Special meeting to approve. Need compliance form letter from Audrey for unkempt properties. Tracy – define unkempt prior to letter.

c) DPR Committee - Tom Koranda proposed draft of member survey re: DPRs, bylaws & enforcement with results disclosed in a February zoom town hall meeting. Tracy would like to see final draft of survey 2-3 days before next meeting to review. Thrower Conyers suggested explanation of DPRs & v. operating rules to explain why DPR is much harder to change.

d) Operations Committee Report – Audrey Melton:

A. Assessment collection update - In 6 weeks, received \$11,202.68 in paypal payments not yet processed; processed \$29,861.34 in check payments; not finished yet. Wettstein said total assessments

are about \$74,000.

B. Kudos & complaints – a lot of kudos in turnaround – getting info on refinances to lenders/buyers. Complaints:

1. A container on Ogelsby sitting for 2 years in hazardous spot - on a corner, where there was an accident, using for storage - will send letter.
 2. RV on Dunbarton – previously discussed yet another complaint, RV in driveway that someone's living in, 3-5feet from next door neighbor's bedroom window, other complaints on location re activity, disabled vehicles/expired registration on property, neighbor's fear of people living in house, worst vehicle towed. Bost recommend letter to homeowner stating that KHG has received complaints.
 3. RV on 85th place - not moving, been there over a month, probably 5 complaints from homeowner. Bost – RV prob not KHG homeowner, recommend to call city on parking enforcement.
- e) Elections Committee: Bost = Chair of committee, Linda Kokelaar = Inspector of elections, Tommy Roys =longtime, active KHG member. 1/1/22 will be impacted by AB502/CC 5100/uncontested elections & SB432/CC5100, 5105,5115,5200 & Corp code 7511. Our bylaws state 2 consecutive terms. Election rules amendment needs 118 days before election – rules would need to be amended by 1/23/22. Not ready for acclimation by 2022 but hopefully 2023.
- f) Operations Committee -Wettstein & Koranda only – worked on mission statement.

VI. Unfinished business

- a) Eunify K – Wettstein motion to accept eunify contract. Have reserves to make commitment & will increase dues. Thrower Conyers stated need motion. Wettstein brought motion, Bost 2nd. Questions:
1. Thrower Conyers – Where is the contract? Only incorporated are Jasmine's recommendations & eunify rejected change for arbitration state (AZ)? Wettstein – Is the contract still 3 years? Bost – did not forward contract. Wettstein wanted to approve

anyway.

2. Thrower Conyers pointed out that it is a \$70,000.00 contract. Bost proposed a special meeting for motion to approve contract after everyone has reviewed. Thrower Conyers -ask Frank for updated 2 year contract & unlimited time & support needed to onboard. Bost – will ask to waive set up fee. Thrower Conyers pointed out that we are not running assessments through software every month and maintain a very low operation.

b) Term limits – Thrower Conyers wants elections committee to know that our members may not want term limits. Our term limits are in the bylaws which can be changed. She received 89% of vote when she was elected for 3rd term.

Wettstein wanted a lifetime cap and said that we should have turnover. Thrower Conyers pointed out that the work is complicated and turnover is not good.

c) Code of Ethics policy – Directors can sign & return via email.

d) Digital assets access – Thrower Conyers took hacker protection off 2 accounts stating that it puts us at risk.

e) Insurance policy – Wettstein – bids in process.

f) Operations manager – Wettstein.

VII. Community Comments

a) Koranda – retiring as acting secretary – offered notes.

b) T.R. Asked why isn't Melton in the office? VIII. Adjournment

President Alyssa Bost adjourned the meeting at 9:03pm.

Minutes submitted by: Carolyn Epstein, Secretary