

KENTWOOD HOME GUARDIANS

Monthly Open Board Meeting
Wednesday, January 17 @ 7:03 pm
Via Zoom

CALL TO ORDER

The meeting was called to order at 7:01 PM

ROLL CALL

Directors:

| | Present | Absent |
|-----------------------|---------|--------|
| Carolyn Epstein | [X] | [] |
| Tracy Thrower Conyers | [X] | [] |
| Yana Komsitsky | [X] | [] |
| Gregg McNelly | [X] | [] |
| Julie Zaller | [X] | [] |

Operations Manager:

| | Present | Absent |
|-----------------------|---------|--------|
| Tracy Thrower Conyers | [X] | [] |

PRESIDENT'S REPORT

Carolyn stated her two goals for the remainder of the term are 1) sustainability; and 2) modernization. Two other goals we continue to spend time and energy on are safety and reminding members what the value is of the HOA to members and property values. We hosted the City planners in October and submitted our position letter on upzoning. We've heard that upzoning for Kentwood's residential lots is now out of the plan.

SECRETARY'S REPORT:

Yana moved to approve the following previously circulated minutes:

- Minutes for September 20, 2023 meeting. **Motion approved 4-0-1.** (Tracy abstaining)
- Minutes of October 18, 2023 meeting. **Motion approved 4-0-1.** (Julie abstaining)

TREASURER'S REPORT

Financial reports - Tracy gave an update regarding financial reports. Records we didn't have access to are now recovered. It took the vendor a bit longer to reconstruct than promised. We have now been told they are ready to go. Tracy circulated the last six months for Board review.

Tracy confirmed we expect to approve these financials at the next meeting. We are operating on a budget approved last year and sent out in an annual disclosure package. The package is on our website. Email the office if you want the link. Tracy says the numbers look fine but what they are calling categories may not be what we want them to be. Need to make sure the template is right.

ARCHITECTURAL COMMITTEE REPORT

Nine sets of plans submitted since the last meeting in November. 1 rejected due to flat roof. Owner resubmitted once amended and approved. Seven sets approved and 2 under consideration. The office will send letters to construction projects identified in the neighborhood with no plans on file. Gregg asked about volunteers coming forward. Tracy said we are still onboarding our new employee and probably she will act as coordinator. With interest rate hikes, low turnover is expected in the community. Tracy invited volunteers to join the committee by emailing to plans@kentwoodhomeguardians.com.

OPERATIONS COMMITTEE REPORT

Assessments Update - were supposed to go out in October. Vendor made an error calculating assessments due to some irregular front footage on certain lots. Spot checks showed continued irregularities, causing further delay. The Board will vote tonight to extend the delinquency date (when late fees attach). 10% of our members have already paid through portal.

HOA Success Services Contract Update - Tracy reported that two years ago a different Board committed us to eUnify at an exorbitant amount. The association started the process of moving all of our member operations online. It was rocky/complicated coming from Quickbooks. Last year ago we switched over to HOA Success and negotiated a lower rate. Onboarding has not been without its challenges. The Operations Committee met with the vendor's owner. Next month the committee will be recommending to the Board to renew the agreement for one year. Preliminary research indicates the offsite manager model is hard to find. Hard to find a part time onsite manager, also.

Liability Insurance Update – former insurer gave notice of non-renewal. Our regular broker and second broker were engaged. Broker found coverage and we have a policy. D&O renewal is in 3-4 months.

Office Modernization Update – The computer and peripherals previously approved were installed in December. Employee onboarding in process. Starting the process of digitizing the paper files which will give us some flexibility on office needs. Lease is coming to an end/up for renewal in July.

OLD BUSINESS

Draft Enforcement Policy

Tracy moved to approve sending out the 2018 draft enforcement policy for HOA community comment. Board is divided on the need for such a policy or fines involved. Yana opposes sending out current text. Gregg wants to send it out believing HOA membership would not be in favor of such a policy. **Motion passed 4-1-0.**

Community Security Discussion

Yana gave an update including LAPD feedback regarding burglaries on the rise and preventative measures and efforts with SSS Security to get a dedicated patrol car in Kentwood.

NEW BUSINESS

Motion To Approve Special Schedule For Paying Assessments. With the delay in mailing out assessments, a new deadline triggering late fees is recommended. Tracy moved to set new deadlines for assessment payments. Governing documents don't require an extension, but as a courtesy. The dates would be: March 1 as official deadline, April 1 as the late date and May 1 as the delinquency date when the late fees attach. **Motion passed 5-0-0.**

Motion To Set Annual Meeting Date. The law changed recently to require the election process to kick off in November for a May election. As of this date, the first day we could have the meeting is July 13th. Tracy moves to set July 20th as the date. **Motion passed 5-0-0.**

COMMUNITY COMMENT

- Community comment was heard.

ADJOURNMENT

The meeting was adjourned at 8:20 PM.

THESE MINUTES WERE ADOPTED BY THE KENTWOOD HOME GUARDIANS BOARD OF DIRECTORS ON May 15, 2024.



Yana Kornsitsky, Secretary

