

# KENTWOOD HOME GUARDIANS

KHG Open Board Meeting  
Wednesday, November 20, 2024 @ 7 PM  
Held on Zoom

## CALL TO ORDER

The meeting was called to order by President Yana Komsitsky at 7:03 PM.

KHG Board Directors present all agreed to Zoom recording and AI Transcript to be made of this meeting.

## 1. ROLL CALL

Directors: Yana Komsitsky - Present  
Tom Koranda - Present  
Gregg McNelly - Present  
Board #4 - (Vacant)  
Board #5 - (Vacant)

## 2. PRESIDENT'S REPORT

- **KHG Board Transition to new set of board directors**
- President Yana Komsitsky announces resignation of KHG Board Directors Carolyn Epstein and Tracy Thrower Conyers and thanks them for their service.
- President Yana Komsitsky welcomes new KHG Board Directors: Yana Komsitsky/President, Gregg McNelly/Secretary and Tom Koranda/Treasurer.
- KHG Digital accounts are in transition with limited functionality and working on access to all accounts
- In the interim for KHG ARC people can submit plans to Yana Komsitsky at this email: [khgyana@gmail.com](mailto:khgyana@gmail.com)
- CPA has caught up on KHG Tax Returns for the past three years. New KHG Board will review these tax returns.
- **Corporate Transparency Act**
- KHG files tax returns as 501(c)(4) non profit which is exempt from Corporate Transparency Act (CTA). This will status be confirmed with CPA. No filling needed for CTA.

## 3. SECRETARY'S REPORT

- KHG Minutes: Special Board Organizational Meet (11/15/24)/KHG Board discussed. APPROVED (3-0).
- Gregg McNelly thanks Carolyn Epstein and Tracy Thrower Conyers for their service.
- KHG Minutes: May24, Jul24 and Aug24 Need to be reviewed and approved. This has been tabled to the next KHG Regular Board Meet set for 12/18/24.

## 4. TREASURER'S REPORT

- **KHG Tax Returns FY2022, FY2023 and FY2024**
  - KHG Members at Annual Meet questioned KHG Board on status of last 3 years KHG Tax returns. CPA has full sets of returns set to file. KHG Board will have a zoom call with CPA to review status.
- **HOA Success Financials OCT 2024**

- HOA Success has just delivered OCT 2024 KHG Financials to KHG Board for review. Will present to KHG Members at next KHG Regular Board Meet (12/18/24).
- Will have a call with HOA Success about KHG Financials posting as requested by KHG Members at Annual Meeting on a regular basis.
- **CPA Compilation FY22 + FY23 + FY24 / Audit Review**
  - KHG Members at Annual Meeting also questioned lack of compliance for yearly compilation letters. Will cover this area with CPA on upcoming call and report back at next KHG Board Regular Meeting.
  - Also need to identify with CPA why no audit-review of KHG Finances has been performed to date.
  - Gregg McNelly reminds new KHG Board: Aug 24 and Sept 24 KHG Financials have not been approved by past board. Emphasizes that getting KHG Financials posted online (HOA Success portal) should be high priority.

## 5. COMMITTEE REPORTS

- **Architectural Committee (ARC)**
  - Tom Koranda returning as ARC Coordinator to bring ARC back up to full strength.
  - 4 former ARC Members have committed to return, with ARC recruiting still ongoing. KHG Members can volunteer- to join the ARC you can connect at: [tomk4khg@gmail.com](mailto:tomk4khg@gmail.com)
  - ARC to reconstitute process and to report to KHG Board and HOA Members on monthly basis.
  - ARC Chair Yana Komsitsky encourages any recent applications to be re-submitted to ARC.
- **Safety & Security Committee**
  - SSC Chair Yana Komsitsky explains that distribution of Fall newsletter did not go out due to lack of access to Mail Chimp platform. Members Can individually request by sending email to Yana. Working on updating mailing lists generally to facilitate better communications with all KHG Members.
  - Security sign design for installation in Kentwood was displayed at Annual Meeting. Feedback was being collected but currently unavailable. Approval of sign design will be on agenda for next KHG Regular Board Meet (12/18/24). Next steps: getting signs made and install on lamp posts.
  - SSC Chair Yana Komsitsky encourages volunteers to join SSC. Contact: [khgyana@gmail.com](mailto:khgyana@gmail.com)
  - SSC security priorities include: preventing Burglaries, Property Crime and Car Break-ins.
  - City License Plate reader cameras will not be a part of KHG HOA /SSC.

## 6. OLD BUSINESS

- **MOTION to choose Virtual or In-Person Meetings**  
The motion to choose Virtual or In-Person Meetings was tabled for further discussion by KHG Board to the December meeting.
- **MOTION to set policy for KHG Member Participation at KHG Board Meetings (APPROVED 3-0)**  
Discussion on form(s) of KHG Member comment periods. Yana Komsitsky suggests:
  - 10 mins / 1 min per speaker allowed before meeting on agenda items for meeting.
  - 15 mins / 2 min per speaker allowed after meeting on any topic for KHG Members.
KHG Board voted (3-0) to approve new KHG Member Participation Policy.
- **MOTION to set pre-authorized spending limit for KHG President -Rejected(0-3)**

- A motion on agenda was placed by Carolyn to have KHG president allowed a \$500 discretionary spending fund with a monthly \$500 limit in place for the KHG Board President. KHG Board held a discussion and the motion was rejected by KHG Board (3-0). There is no need to have this fund. Spending by the KHG Board President will continue as is, President will need KHG Board approval beyond KHG budgeted expenses.
- **MOTION to approve KHG Safety & Security Sign Design (TABLED)**  
The motion to approve KHG Safety & Security Sign Design was tabled for further discussion by the KHG Board to December.

## 7. NEW BUSINESS

- **MOTION to reconsider KHG Board Manual approval (APPROVED 3-0)**  
KHG Board held a discussion on reconsideration of vote on the KHG Board Manual -- that was originally approved at OCT25 Regular KHG Board Meet (3-2). Previously KHG Board Directors Yana Komsitsky and Gregg McNelly voted no based on the following concerns recounted here:
  - KHG Board Directors had less than 24 hours from presentation of the draft KHG Board Manual
  - by KHG Operations Committee to evaluate prior to Oct 25, 2024 KHG Regular Board Meet 3 days later.
  - No time allowed to address problematic areas or concerns in open meet by KHG Board Directors.
  - Current Digital Assets policy now an important issue to vet as to setting parameters for compliance.
  - Any KHG Board Manual needs legal review and/or consideration of same the by KHG Board.
  - This is not a priority for the KHG Board and should spend adequate time for review and approval.
  - KHG Board held a new vote for reconsideration of "KHG Board Manual" Motion APPROVED (3-0) to rescind KHG Board approval of the new Manual put forth in the Oct 2024 meeting.
- **MOTION to set 2025 KHG Election dates + KHG Annual Meeting (TABLED)**  
The motion to set election dates was tabled for further discussion by KHG Board in December.
- **MOTION to approve 2025 KHG Mailings for election (TABLED)**  
The motion to set election dates was tabled for further discussion by KHG Board in December.
- **MOTION to form KHG Finance Committee (APPROVED 3-0)**  
A Finance Committee was approved to prepare FY 24-25 KHG Budget and review financial matters:
  - KHG Members expressed concerns at the Annual KHG Member Meet over lack of transparency on KHG Financials and want to be part of the finance review process. KHG Finance Committee will bring transparency to KHG that has not been in place by previous Treasurer.
  - KHG Treasurer Tom Koranda will serve as KHG Committee Chair. KHG Board Director Gregg McNelly has joined. KHG Members with an interest in KHG Finances are invited to join as well.
  - KHG Board discussed Motion to form KHG Finance Committee: Motion APPROVED (3-0).
- **MOTION to form 2025 KHG Election Committee (APPROVED 3-0)**  
An Election Committee was formed to assist in planning and supervision for the 2025 KHG Election:
  - KHG 2025 Election date needs to be set in conjunction with securing a site for KHG Annual Member Meeting. Election based on Davis-Stirling timeline. KHG Member List and KHG Voter List needs to be updated. KHG IOE needs to be vetted, selected and funds approved by KHG Board.
  - KHG Member Linda Kokelaar cited for experience as previous volunteer KHG IOE. If serving on 2025 KHG Election Committee it would be a conflict to also serve as the KHG IOE.
  - KHG Board discussed and vote held. Motion to form 2025 KHG Election Committee: APPROVED (3-0) Yana to chair.
- **MOTION to form Executive Committee** to address KHG Board Director Vacancies

An new Executive Committee was established to address board vacancies and review possible candidates. This is to be an Executive Committee comprised of the 3 seated KHG Board Directors to consider the process of potential candidate review and selection for the 2 current open seats. A quorum currently exists with three board directors. No viable KHG Board candidates have come forward to date.

- KHG Board discussed and vote held. Motion to form Executive Committee: APPROVED (3-0).

## **8. COMMUNITY COMMENTS**

Community comments were heard. Agenda & Non-Agenda items; 15 minutes total 2 minutes per speaker

## **ADJOURN MEETING**

The meeting was adjourned by President Yana Komsitsky at 8:13 PM.

**THESE MINUTES WERE ADOPTED BY THE KENTWOOD HOME GUARDIANS  
BOARD OF DIRECTORS ON 02/25/2025.**

*Gregg McNelly Mar 10, 2025*

Gregg McNelly KHG Secretary