

**KENTWOOD HOME GUARDIANS**  
**MINUTES OF THE BOARD MEETING**

**WESTCHESTER YMCA**

**JANUARY 15, 2014**

**PRESENT:** Loren Davis, President; Maria Warner, 1<sup>st</sup> Vice President; Clay Turner, Treasurer; Mary Putnam, Secretary; Suzann Rogers, Operations Manager

**ABSENT:** Bruce Nahid, 2<sup>nd</sup> Vice President

**CALL TO ORDER**

Loren Davis called the meeting to order at 7:10 pm. Mr. Davis acknowledged the passing of Alan Kasman, an ex-KHG Board member who was a real contributor to our community. Mr. Kasman served on the Mental Health Guild, the Board of the YMCA and the Lions' Club, among other organizations. Mr. Davis said that there would be a memorial to acknowledge the community leadership of Mr. Kasman on Sunday at the YMCA.

Mr. Davis discussed the formation of an Ad Hoc Committee for Safety and Security. He will be contacting community members who may be interested in serving on this committee. The Board hopes that this KHG committee will work with Neighborhood Watch and the LAPD to enhance security within our neighborhood.

Suzann Rogers is doing a count of the newly acquired Membership emails; as of now KHG has approximately 700 emails from our members, a significant improvement over what existed at the beginning of the term of the current Board (KHG had approximately 60 emails at that time). Email communication will allow the Board to contact and stay in touch with Membership in a more effective and timely manner. Members are encouraged to provide their email addresses to the KHG office. Email addresses will be used exclusively for Board-related business.

The Community Connections event involving a large number of local organizations is scheduled for Sunday, January 26. Mr. Davis requested that Board members

participate and interact with community members and community organizations in attendance.

The February Board Meeting will focus on LMU. Although LMU is not part of Kentwood, it does affect our neighborhood. Grace Yao is the new Community Relations representative. She will be invited to represent LMU at the next Board Meeting at the Fire Station.

### **SECRETARY'S REPORT**

Mary Putnam presented the minutes of the December 11, 2013 Board Meeting and made the motion that the minutes be approved as submitted. The motion was seconded and approved unanimously.

### **TREASURER'S REPORT**

Mr. Turner reported that election expenses incurred during June through August, 2013 relating to the 2013 Board election have been reclassified to the 2013 fiscal year. This does not change our tax reporting, only our financial reporting to reflect expenses that are properly attributed to the fiscal year ending May 31, 2013.

Mr. Turner reported that the format and content changes for the monthly financial reporting package have been completed. The goals of the KHG Board are to make the financial statements transparent, informative, complete and concise.

Mr. Turner said that there are three parts to the monthly financial reporting package: the Balance Sheet, the Profit/Loss Statement and the Profit/Loss Statement Projection (the Outlook). The purpose of the Balance Sheet is to show KHG's financial position at a point in time. For example, the balance sheet will show how much cash KHG currently has, how much the cash balance has changed this year, and how the current cash balance compares to the end of the last fiscal year.

The purpose of the Profit and Loss Statement is to show the revenue, expenses, and profit/loss at the end of a monthly period and fiscal year-to-date. A comparison is made to the Budget. These comparisons show how much we

expected in profit/loss in the month (the Budget) and how that compares to what actually happened (the Actuals).

The last of the monthly financial reports is the Projection (or Outlook). The Outlook is a month-by-month financial projection which shows the monthly financial results for each past month and the monthly budget projections for each month that is left in the fiscal year. The total of the YTD monthly actuals plus the remaining monthly budgets shows where KHG expects to end the fiscal year.

Mr. Turner presented the 2014 Budget and discussion ensued about categorization of newsletter revenue (crime prevention), strip lot expense (due to insurance cost), year-end loss of \$9,295, and a category for donations. Mr. Turner added that expenses are tightly controlled, so that an increase in revenue is the only way to reduce the KHG yearly operating loss. Mr. Davis commented that increasing revenue through additional, voluntary, non-deductible Member contributions is one way that future Boards may be able to reduce and eventually eliminate annual deficits.

Mr. Davis suggested that the KHG FY 2014 Budget and the financial reporting package be posted on the KHG website. He proposed that it be approved at the February Board meeting.

## **ARCHITECTURAL COMMITTEE**

Maria Warner reported that Chick-fil-A had submitted plans to the KHG Architectural Committee for a restaurant at the corner of Sepulveda Blvd. and Manchester Ave. Ms. Warner introduced **Tina Choi**, a representative of Chick-fil-A, and asked her to address KHG's most important concerns: traffic on Manchester, the number of cars which can be accommodated by the drive-through design, the number of parking spaces, noise, lighting plan and landscaping.

Ms. Choi said that Chick-fil-A had previously met with PLUC (the Neighborhood Council) in addition to the KHG Architectural Committee and had revised their plans based on the input from these groups.

## **Issues relating to Chick-fil-A:**

### **Drive-through cars backing onto Manchester Ave.**

Ms. Choi said that Chick-fil-A had a traffic study done incorporating data from other Chick-fil-A restaurant locations with similar traffic profiles. Apparently, the peak serving hour was lunchtime. The traffic report was submitted to the LA DOT by Chick-fil-A. Ms. Choi reported that the drive-through needed to be redesigned to fit 15 cars, with a total of 22 cars possible to be lined up in the parking lot before reaching Manchester Ave. Also, the pick-up window location was moved to reduce wasted space after the pick-up point. The revised plan created an order correction area to help prevent a bottleneck in drive-through area.

There will be two employees in the parking lot doing iPad ordering which cuts down on ordering and pick up time. The two parking lot employees will also be doing courtesy parking mitigation and security detail.

### **Is there enough parking?**

The plans for the building size of the restaurant have been redesigned from 3850 sq ft to 2867 sq ft. Ms. Choi reported that this new plan would comply with the most conservative parking requirement of LADBS: one parking space per 100 sq ft of building space, 29 parking stalls. Chick-fil-A reduced the number of seats of the original plan from 122 seats to 82 seats: 34 interior and 48 on the patio. The LA Building and Safety Code does not count “unroofed” outdoor areas as part of the construction; therefore, Architectural Committee Co-Chair Mr. Bertolini pointed out, outside seating has not been included in the parking plan calculations. Ms. Choi disagreed, saying that the plan is following the LADBS code.

Chick-fil-A is committed to finding 10 spaces off-site for each shift of 10 to 12 staff employees. Ms. Choi stated that no staff would be parking on site in order to maximize parking space for restaurant customers.

### **Landscaping**

Ms. Choi pointed out that the new landscaping which Chick-fil-A will provide on Manchester and Sepulveda and next to the two adjoining multifamily buildings

will include 12 to 15 foot trees. It is the stated intent of Chick-fil-A to landscape the outdoor dining terrace to fit within the vision of Sepulveda Blvd. as a more pedestrian-friendly street.

### **Noise**

The new plan has moved the order box speaker to the Jiffy Lube side of the building and provides for a new acoustic speaker box which adjusts to ambient noise (self-adjusting volume). It was represented that the speaker equipment should prevent a noise nuisance impacting on adjacent residential property. To minimize cooking-related odor emissions Halton technology included in the stove hoods is being employed to capture 95% of that type of emissions.

### **Lighting/Other**

Chick-fil-A will do a lighting study and will submit a lighting plan before they pull a building permit. Ms. Choi said the operation hours would be Monday through Saturday 6 am to 12 am.

Ms. Warner said that an exception to the KHG sloped-roof requirement had been requested by Chick-fil-A. She said that KHG would consider the request in the Architectural Committee which would then report to the Board for a final decision.

### **OPERATIONS MANAGER REPORT**

Suzann Rogers reported that there are approximately 615 outstanding assessment invoices in the amount of \$9347. Ms. Rogers reported that KHG has received 906 newsletter subscriptions.

There are some residents who received citations for severely trimming or removing "parkway" city-owned trees. If you are a Member who is cited by the City for such a violation, you are required by the City to donate and deliver an additional 15-gallon tree to the City, as well as plant a new 15-gallon tree to replace the one which was damaged or removed.

## **WAYS AND MEANS COMMITTEE**

Craig Callahan discussed the KHG Board Election Rules. The Ways and Means Committee has addressed the rules which KHG adopted last year and added to them to achieve four objectives:

1. To make the elections more timely by adding dates and deadlines to the adopted rules;
2. To allow for KHG elections to be conducted internally without the need to employ a fee-based monitor;
3. To make specific election procedures more explicit; and
4. To specifically address the required use of proxies.

Mr. Callahan had prepared a “Cover Memo for Election Rules Revision” which was attached to the first draft of the Election Rules. Mr. Callahan discussed Davis-Stirling requirements for election rule approval: the Election Committee will prepare a draft for Board approval; then a copy will be sent to the membership for a 30-day period for public review; the Board will then consider and hopefully approve a final version which will govern the upcoming Board elections at the end of May.

Mr. Callahan asked that Board members review the first draft of the Election Rules within 10 days because it will be submitted for attorney review. Loren Davis made a motion to appropriate \$500 to \$750 for attorneys’ fees to review the Election Rules. Mr. Callahan termed this review a long-term investment which would settle this issue for many years. The motion was seconded and approved unanimously.

Maria Warner thanked Craig Callahan for the tremendous amount of work he had done on the Election Rules. She suggested that the Memo and Election Rules be posted at the KHG website.

## **OUTREACH COMMITTEE**

The newsletter deadline is Monday, January 22. Tracy Conyers has the “bones” of the website set up. Board members should submit suggestions for website sections and info to be posted.

Ms. Putnam discussed the Community Connection to be held at Covenant Presbyterian on Sunday January 26. KHG will participate at this presentation of the various community service organizations in Westchester. Board members will be able to come and sit at our table. It gives KHG an opportunity to interact with other organizations within our community. Ms. Putnam made a motion that KHG spend \$32 to pay for a banner for the KHG display table. The motion was seconded and approved unanimously.

It was announced that Grace Yao will be speaking at the next KHG Board Meeting in February. Ms. Thompson, a KHG member, stated that LMU does not seem to be moving in the direction of addressing the parking issue in an above-board manner.

Mr. Davis said that the Delinquent Assessment Collection Letter will be sent out on or about Tuesday, 1/21/14.

## **PUBLIC COMMENT**

Garrett Smith reminded everyone that there will be a PLUC meeting at 6:30 pm on Tuesday, 1/21. Mr. Smith also reported that at the airport meeting there was renewed discussion about moving the runway before the terminal modernization work begins, contrary to what Mayor Garcetti represented during his election campaign.

The meeting was adjourned at 9:25.

Submitted by Mary Putnam, Secretary

