

KENTWOOD HOME GUARDIANS

MINUTES OF BOARD MEETING

WESTCHESTER YMCA

OCTOBER 16, 2013

PRESENT: Loren Davis, President; Maria Warner, 1st VP; Bruce Nahid, 2nd VP; Clay Turner, Treasurer; Mary Putnam, Secretary; Suzann Rogers, Operations Manager.

ABSENT: None

CALL TO ORDER

Loren Davis called the meeting to order at 7:05 pm. He asked members to include their email addresses on their speaker cards to facilitate communication with the members.

KHG wrote a letter dated September 20, 2013 to the Board of the LA Public Works Division regarding the Westchester Landscape Entry Project. KHG supported Westchester Streetscape Improvement Association's proposed plans for the removal of ficus trees from the east side of the Sepulveda corridor. A copy of the letter was included in the Board meeting handouts. As a result of KHG's support and that of other Westchester organizations, the LA Public Works Board decided to permit the removal of the trees which enables improved pedestrian access on Sepulveda. The Streetscape work is scheduled to begin sometime in February.

Mr. Davis cited this cooperation with another local organization to improve quality of life within our community as one of the demonstrated values of a homeowners' association such as KHG.

KHG has begun receiving hundreds of assessment payments which must be recorded and deposited. Per Suzann Rogers, more payments have been received earlier this year than in prior years. KHG is very appreciative of the volunteer efforts of Lillian Spruck, Bev Sanders and Agnes Quon in assisting with the assessment processing.

Mr. Davis noted that the KHG Collection Policy sets forth what happens if assessments are paid late and that the Collection Policy will be enforced per the KHG governing documents.

Mr. Davis reported that Ms. Rogers had received a number of reports regarding what appeared to be a higher-than-normal number of burglaries in Kentwood and the immediate area. It was then proposed that the next KHG Board Meeting (11/20/13) be a special Board

forum focusing on neighborhood safety and security. At that meeting KHG would invite the LAPD Lead Officer and a neighborhood watch representative to present information to the members regarding neighborhood crime prevention and organizing neighborhood watch programs. It was agreed that the Safety and Security Meeting be held at the Westchester Fire Station in order to accommodate more people.

SECRETARY'S REPORT

Mary Putnam presented the minutes of the last Board Meeting on September 18, 2013. A draft of the minutes had been posted on the website early (marked "Draft") in order to give the membership the opportunity to review the minutes prior to their approval at the October Board Meeting. Ms. Putnam made the motion that the September Board Minutes be approved as submitted. The motion was seconded and approved unanimously.

Ms. Putnam commented that publishing the minutes on the website enabled the membership to understand what was going on in the organization and suggested that if members had questions they could contact the Board at info@kentwoodhomeguardians.com.

Ms. Putnam reported that in October Mike Bonin visited El Manor Ave. and went door-to-door talking to the residents. Jack Hughes, who lives on El Manor Ave., sent a letter to Mr. Bonin to personally thank him for taking his time to demonstrate concern for effective, responsive city government. (At the KHG August Annual Meeting members had asked Mike Bonin to investigate the problem of large tree root bumps on El Manor Ave. and the striping of a recently slurried street. Suzann Rogers had followed up with calls to the councilman's local office regarding these problems.)

The repair work for El Manor Ave. is now scheduled to be completed in November. Mr. Davis suggested that when the El Manor paving is completed KHG (perhaps Maria Warner as head of the Architectural Committee) could write a letter to thank Mr. Bonin for taking his time to visit El Manor and Stewart Ave. and for the completion of these two projects.

Mr. Davis pointed out that this appears to be a success story: KHG can make a difference by assisting our Membership in communicating with our City representatives and then following up to make sure the appropriate action has been taken. It was suggested that perhaps a flyer could be distributed to residents of these streets to secure some recognition for KHG's role in the resolution of the striping and paving issues. Awareness of KHG influence could encourage Membership to work through KHG to help improve the local community.

TREASURER'S REPORT

Clay Turner presented the new financial reporting statements: the fiscal year 2014 Budget (not yet Board approved), a report showing the fiscal year 2014 Budget with Prior Year Comparison, a report of Actual Income and Expense by Month 6/13 through 9/13, a report of Actual Income and Expense compared to Budget for 9/13 and YTD. These new reports all showed a detail breakdown by accounts, though Mr. Turner believes they should be broken out more specifically to provide better information to the Board in managing expenses. It was suggested by a member that there be an account for unforeseen expenses which don't fit into other categories. Mr. Turner said that these reports are still preliminary; next month he will have some changes, as well as a balance sheet and a summary page.

Mr. Turner noted that election expense was not reclassified to 2013 in the actuals, though R. Frank Miller plans to do so in order to more accurately reflect the financial results. Mr. Turner said that in calculating revenue (essentially a percent of assessments collected) he had used the 2013 run rates. Implementation of the collection process on a larger number of properties initially would result in a capital drawdown because it would require the payment of certified mailing costs and more of Suzann's time.

Mr. Turner said he expects to have a final version of the 2014 Budget available for Board approval in December.

OPERATIONS MANAGER REPORT

Suzann Rogers reported that there have been many more LMU complaints recently relating to car washes, fraternity parties, and other disruptions. Ms. Rogers has recently obtained an updated list of LMU administrators who have responsibility for off-campus student life. She has contacted them and has been keeping a log of homeowner complaints and what the follow-up has been. Ms. Rogers had a handout with specific LMU contact numbers of administrators who are responsible for public safety (parties/noise), off-campus student life, and community relations which she distributed at the Board meeting. She will post this on the website.

Ms. Rogers suggested that the KHG Board invite Anthony Garrison (Director of Student Services and Off-Campus Student Life) to make a presentation at a future Board meeting. Mr. Davis said that he believes it is important that KHG develop a relationship with LMU administrators. The KHG Board and Membership should know who our LMU contacts are and

what their responsibilities encompass so they can be available to help with University-related problems.

Ms. Rogers reported that she had a meeting with Cowan School and Animo School administrators regarding school trash and teacher parking. There is a follow-up meeting next Tuesday.

KHG received an invoice from Adams Kessler for \$1683. Part of this was for the collection policy. Mr. Davis suggested that 50% of the outstanding amount be paid until he gets further detail on the balance. Mr. Davis would like to set up a meeting with Azi from Adams-Kessler to meet with the Board.

OUTREACH COMMITTEE

Mary Putnam reported that the newsletter was successfully finished and sent out. Mr. Davis commented that he would like to see a section similar to "Letters to the Editor" in future editions.

Signs were posted in churches, at street corners and at Vons, but were not very effective at drawing people to the Board Meeting.

ARCHITECTURAL COMMITTEE

Maria Warner reported that the AC met twice during the past month and is making every effort to be responsive to local resident concerns. She thanked Lillian Spruck who has volunteered to be on the AC. More volunteers are welcome on this and the other Board committees.

Vince Bertolini reviewed the plans for three houses and approved them within one day, though the guideline is normally within one month. A house on Firebrand does not have an occupancy permit, yet people have moved in and the remodel was not submitted to the KHG AC. The neighbors are very disappointed in the appearance of this house.

Regarding rodent issues, Ms. Warner reported that there had been two infestations: one has been corrected, the other is more complicated. Ms. Rogers has contacted Vector Control regarding the second. A lawsuit by the neighbors is also involved.

Several homes are in the process of remodeling and the AC has been notified by neighbors. The AC will follow up.

The tree roots on El Manor were discussed earlier, as well as the LMU issues.

Mr. Bertolini said that it is important that in every newsletter we stress to members that if they see building activity on the outside of the house, they should notify the KHG office in order to insure that the plans have been reviewed.

Mr. Bertolini suggested that color samples be submitted with building plans. It was agreed that this matter would be submitted to the AC for further discussion and for careful study of the authority given to the AC by the DPRs regarding this matter. This matter would be referred to the Board if further action is proposed by the AC.

WAYS AND MEANS COMMITTEE

Loren Davis introduced two members of the W&MC: Craig Callahan and Frank Channel. Mr. Channel said the purpose of the W&MC was to do research and make recommendations on governance issues to help the Board make informed decisions. Mr. Channel believes that KHG is on the right track in analyzing issues in depth in committee, and then presenting options to the Board. Mr. Callahan added that the W&MC provides a buffer to help the Board avoid being blind-sided by regulatory and liability issues. Mr. Callahan noted that opening the decision-making process to membership discussion helps everyone to become better informed and to learn from each other's experience.

It was reported that the W&MC had discussed increasing the number of Board members, dispensing with proxies in Board elections, and crafting a policy allowing member access to the decision-making process with non-routine business. Mr. Davis said that the members of the W&MC had decided that for the time being focusing on developing more dynamic committees would be a more promising option than increasing Board membership. Regarding the proxy issue, Mr. Callahan pointed out the first question which must be answered is whether the Board has the authority to change something of this nature, or whether it would require a vote of the membership. If it is determined that the Board has that authority, then it would be worth discussing the pros and cons of proxies.

A draft of a "Proposal for Membership Comment Prior to Board Vote" by the W&MC was presented. Although membership does not have the right under law to make comments prior to a vote, it is the opinion of the W&MC that it is a good idea to have membership comment prior to an amendment of a current operating rule or the implementation of a new operating rule (non-routine business). (See attached proposal).

Bruce Nahid commented that he had not had enough time to think about how the proposal would work and asked that it be tabled until the next meeting. Mr. Davis asked that anyone who had comments email those comments to Suzann.

Old business: Strip lots: W&M C should find out if monuments will suffice to establish KHG as a Davis-Sterling HOA. In this case, the strip lots could be transferred to an adjacent owner. Mr. Bertolini, co-chair of the Architectural Committee, was asked to investigate whether the adjacent owner was interested in taking ownership of the strip lots.

The meeting was adjourned at 8:50 pm.

Submitted by Mary Putnam, KHG Secretary