

Kentwood Home Guardians

Minutes of Executive Board Meeting

8/21/13

KHG Office 6:30 pm

Loren Davis called the meeting to order at 6:50pm.

In Attendance: Loren Davis, Maria Warner, Bruce Nahid, Mary Putnam, Suzann Rogers (Operations Manager), Vince Bertolini and Adele Wexler (KHG members invited by the Board).

Absent: Clay Turner- delayed by unexpected business meeting.

#### Ceremonial Swearing in of newly elected Board members

##### Election of officers

Loren Davis nominated and seconded for Board President; all in favor, none opposed

Mary Putnam nominated and seconded for Secretary; all in favor, none opposed

Clay Turner nominated and seconded for Treasurer; all in favor, none opposed

Maria Warner nominated and seconded for 1<sup>st</sup> Vice President; all in favor, none opposed

Bruce Nahid nominated and seconded for 2<sup>nd</sup> Vice President; all in favor, none opposed

#### Notes on minute-taking and agenda requirements

Suzann Rogers said that Davis-Stirling and Robert's Rules give guidance on how to do the minutes: "the minutes should record what was done at a meeting, not what was said" and motions should include the rationale for the Board's actions.

Per Suzann: Meeting agendas must be published 3 business days before the meeting; the agenda should address specifically and in detail which meeting topics will be brought up at the Board meeting.

#### Website

The majority of the Board members jointly agreed that the website should be updated in a timely and regular matter to promote KHG, notify members of relevant community and KHG information and to post descriptive upcoming meeting agendas and minutes of both general Board meetings and Executive Board meetings. Loren stressed that notice

of meetings must be placed on the website by Suzann within the statutory time required by Davis-Sterling. It was jointly agreed that the focus of the website is to educate, to inform and to promote membership participation in KHG.

Maria Warner pointed out that the existing passwords have to be obtained and should be changed for the new Board. Suzann, Loren and Mary should have the new passwords.

### Outreach Committee

Discussion between the majority of the Board members present concluded that the Outreach Committee's major functions are to encourage the membership to become active in KHG while at the same time informing the membership about a variety of issues addressed by the Board (and by the active committees of the Board).

Signs in local stores, community meeting places and on strategic telephone poles could be posted each month to notify the members about the subject matter, time, location, and date of the monthly Board Meeting.

The newsletter should have interesting, well written articles relevant to our community of members.

Letters should be sent to local real estate agents to inform them about KHG and its involvement in the KHG community so that they can promote the value of KHG to their clients new to our Association.

Local Newspapers such as The Argonaut and Westchester Home Town News could be contacted by the Committee to publish the dates and topics of the general Board meetings.

### Assessment letters

Suzann Rogers said the assessment letters need to be ready by 9/15. Loren Davis said that a colored paper should be put in the packet to alert those who have past due amounts that if they are paid in full by December, penalties will be waived.

Bruce Nahid and Loren Davis said that if past recorded liens were removed by a prior Board regarding delinquent homeowner assessments, that the amount of those past due assessment obligations were not forgiven during a past Board term and still remain an obligation of the homeowner.

A copy of the upcoming year's budget should be prepared for the assessment letter package. Every effort will be made to achieve that objective.

### Committees

Every committee should have a member of the Board as the Chair of a committee, since the Board is responsible to the membership for the actions of each committee. Co-Chairs of each committee should be encouraged by the Chair of each committee.

Maria Warner and Vince Bertolini were nominated and approved as Co-Chairs of the Architectural Committee.

Clay Turner was nominated and approved as Chair of the Finance Committee

Maria Warner was nominated and approved as Chair of an Ad Hoc Elections Committee. She and Suzann Rogers will review the August, 2013 Board election (including the records of the Ad Hoc Committee, the advice of Adams Kessler and the notices by and practices of HOA Organizers) to come up with recommendations about how to conduct the upcoming May, 2014 elections. The initial report is due to the Board in December.

Loren Davis was nominated and approved as Chair of the Ways and Means Committee. Bruce Nahid declined to co-chair the Ways and Means Committee, but he agreed to provide the Board, in advance of the September Board meeting, all recorded documents and other agreements (if any) regarding the recently transferred strip lots. According to Bruce Nahid the transfer of all right, title and interest of each of the Sepulveda strip lots had been successfully finalized and recorded during the last few months of the prior Board while he or Les Watt, respectively, had been KHG Board President.

#### Donation to Fire Station

Loren Davis proposed a \$100 donation to the Westchester Fire Station in gratitude for the use of their meeting room for the Annual Meeting & Election. Suzann Rogers suggested the contribution be made to the Fire Station House Dues Fund. This was unanimously approved.

Adjournment at 8:10pm

Submitted by

Mary Putnam, Board Secretary