

**KENTWOOD HOME GUARDIANS**  
**MINUTES OF THE BOARD MEETING**  
**WESTCHESTER YMCA**  
**JULY 16, 2014**

**PRESENT:** Maria Warner, President; Michael Oliver, 1<sup>st</sup> VP; Mary Putnam, Secretary; Suzann Rogers, Operations Manager.

**ABSENT:** Kristine Wilson, 2<sup>nd</sup> VP

**CALL TO ORDER**

Maria Warner called the meeting to order at 7:05 pm. Ms. Warner began the meeting by announcing that she had received a letter from Clay Turner which said that he has resigned from the KHG Board due to unforeseen work obligations which are proving more time-consuming than expected. Ms. Warner said that as a result, there would be no Treasurer's Report for July, though she did present a copy of the KHG 6/30/14 Balance Sheet (attached). The KHG accountant will review KHG finances with Michael Oliver and Bruce Warner who have volunteered to serve on the KHG Finance Committee. Ms. Warner asked Mr. Oliver to serve as KHG Treasurer. Mr. Oliver said that he would consider accepting the position and let her know soon.

Ms. Warner said that she had asked Tracy Thrower Conyers if she would be interested in filling Mr. Turner's Board position. Ms. Conyers has been a member of the Outreach Committee since last August and has been responsible for the development of the new KHG website. Ms. Warner made a motion that Tracy Thrower Conyers be approved to fill the Board vacancy left by Clay Turner's resignation. It was seconded and approved unanimously.

**SECRETARY'S REPORT**

Mary Putnam made the motion that the June Board Meeting Minutes be approved as submitted. It was seconded and approved unanimously. Ms. Putnam made the motion that the June Executive Board Meeting Minutes be approved as submitted. It was seconded and approved unanimously. Ms. Putnam made the motion that KHG adopt the Records Retention Policy from the Davis Stirling website (attached). It was seconded and approved unanimously.

## **OUTREACH COMMITTEE**

The Board discussed when would be the most effective time for Grace Yao of LMU Community Relations to attend a KHG Board meeting to address LMU issues. The Board decided that for the time being, it would be in the community's best interest to encourage Kentwood residents to attend the legally-mandated Neighborhood Advisory Committee Meetings which are held at the Westchester Senior Center. The next NAC meeting is scheduled for Wednesday, August 20 at 6:30 pm. KHG will send out email blast reminders, as well as publish information regarding NAC in the KHG Newsletter.

KHG will sponsor a Community Emergency Preparedness Meeting on Tuesday, November 18 at the Westchester Fire Station. The time is not yet decided. An article describing this event will be included in the KHG October Newsletter.

The Board discussed the possibility of asking for community input for the purpose of updating the KHG logo. Ms. Warner suggested that the Board discuss this further at a future meeting because the Board would need to establish guidelines for submissions and it would be important to say how the process works and how the final decision would be made.

## **WAYS AND MEANS COMMITTEE**

Ms. Warner said that she and Craig Callahan have not yet met, but have discussed work that needs to be done: bringing KHG into compliance with Davis Stirling, reviewing and updating the Assessment Collection Policy, and drafting a financial reporting policy.

## **ARCHITECTURAL COMMITTEE**

Vince Bertolini reported on the Architectural Committee in Kristine Wilson's absence. The AC met on July 8 and the minutes of the meeting are attached.

## **OPERATIONS MANAGER'S REPORT**

Suzann Rogers reported that she has investigated online Quickbooks classes, but she believes it would be more productive for her to attend a class in a classroom.

She reported that KHG's Officers' and Directors' liability insurance will no longer be carried by our current company. Ms. Rogers talked to Peter Kohly's Farmers Insurance office which carries KHG's other insurance. Farmers Insurance is able to provide the same coverage for the same price with US Liability. KHG's O & D insurance will be changed to the new company.

Ms. Rogers said that the cost of laser checks is one check per page, with 500 checks at \$188. The advantage of laser checks is that they are printed with Quickbooks and using them reduces clerical errors.

Ms. Rogers reported that the July KHG phone bill was \$204 for two phone lines, internet and voice mail, plus \$70 for u-verse. The total was \$274. Mr. Oliver said this was very high He said he would review this with Ms. Rogers to try to negotiate a lower price or to find a less expensive provider. Ms. Rogers had talked to AT&T, and said that KHG could get some reductions in billing if KHG signed an annual contract.

## **NEW BUSINESS**

Ms. Warner said KHG is considering changing attorneys because our current attorneys, Adams Kessler, are very expensive. KHG recently received a bill from Adams Kessler for over \$4000 for work with Loren Davis during March through May, 2014. Mr. Davis Ms. Warner and Ms. Rogers will be meeting to review this bill with the attorneys' business office.

Ms. Warner said that KHG would like to have the names of at least three law firms in order to review and compare their cost and their experience with HOAs and Davis Stirling. She asked if anyone has any recommendations, please submit them. Going forward, Ms. Warner said that KHG should have a policy in place regarding expenditures related to attorney time: any phone calls or work with attorneys should be voted on by the Board ahead of time. This policy will be put on the agenda for a future meeting.

The August KHG Board Meeting will be on the third Tuesday of August at 7pm at the Westchester Fire Station. Ms. Rogers is looking into the availability of the Westchester Townhouse as a backup because if there is an emergency KHG will not be able to use the Fire Station.

The meeting was adjourned at 8:30 pm.

Submitted by Mary Putnam, Secretary

## **ATTACHMENTS**

KHG Balance Sheet as of 6/30/14

Records Retention Policy

Minutes of the KHG Architectural Committee Meeting 7/8/14