

**DRAFT**

Kentwood Home Guardians Meeting Minutes

Monthly Board meeting Tuesday, October 27, 2015

**Kentwood Offices 8921 South Sepulveda Suite 102, Los Angeles, 90045**

**PRESENT:** Vince Bertolini , 1<sup>st</sup> VP; Greg Melton, 2<sup>nd</sup> VP; George Poppe, Treasurer; Kristine Wilson, Secretary; Suzann Rogers, Operations Manager **ABSENT:** Michael Oliver, President

**CALL TO ORDER:** Meeting called to order at 7:00 PM.

**NEW BUSINESS:**

Operation Manager Job Descriptions/Duties – includes working from 8-40 hours per week, answering phones, typing basic records, talk to city, notarizing, and sending out escrow documents. The amount of work varies base on the time of the year. Calls can be forwarded when Suzann is not available. Vince Bertolini would like to offer the stakeholders more office availability and is also concerned we don't have enough resources to adequately follow up and complete important tasks such as updating the tracking form, assessments, escrow filings, etc. Ms Rodgers is comfortable with the number of hours she is allotted to complete her current tasks. No decision was made regarding extending office hours. Greg Melton is willing to volunteer his time in the office and taking forwarded calls.

Cloud Based System – George and Suzann had a meeting with an outside consultant to discuss a KHG cloud solution as well as the domain/email issues KHG has been experiencing. They are looking into another system to see what works best for the association based on cost and actual needs. Board to be presented a proposal to review options and cost at November board meeting.

Legal Questions – We need to talk to legal council to ensure we are compliant with our DPRs and Davis Stirling. We will provide questions with as much factual information as possible and include straightforward questions. A list of questions to be compiled for review at next board meeting. In effort to be prudent and stay within budget final questions will be presented to lawyer with a time limit. Mr

Melton and Mr Poppe will provide recommendations for legal advisors who are current with HOA law.

**OPEN FORUM:** A stakeholder asked to be careful if having volunteers answer phones as to ensure individual privacy over neighborhood matters.

A stakeholder would have liked to see more in the newsletter highlighting all the good things KHG does for our community. She was disappointed it gave a platform to LMU. Another stakeholder acknowledged the organization would be greatly benefited with more volunteers. There was also a discussion regarding replacement of the President, Michael Oliver per the Articles of Incorporation. Board will need to accept his resignation and discuss at next board meeting who they will appoint to fill the empty position.

**ADJOURNMENT:** Meeting was adjourned at 8:33pm