

Kentwood Home Guardians Meeting Minutes

Monthly Board Meeting • Wednesday, March 21, 2018 @ 7:00 p.m.
Fire Station #5 Community Room • 8900 S. Emerson Avenue

Present: Tracy Thrower Conyers, President; Aaron Torrence, 1st Vice President; Todd Harris, Treasurer; Audrey Melton, Operations Manager

Absent: Marian Koh, 2nd Vice President (excused); Chris Blatter, Secretary (excused)

1. Call to Order: Called at 7:03 pm by Tracy

2. Officer Reports:

- a. Secretary's Report: February minutes presented. Community member objected to characterization as "minutes" since there was inadequate notice given for the February meeting. Motion made, seconded and carried to revise the title "Minutes" to "Notes" to reflect lack of adequate notice for the February meeting. Motion made, seconded and unanimously carried to "accept" the February Meeting Notes.
- b. Treasurer's Report: Todd reviewed February P&L Statement - Motion made, seconded and unanimously carried to accept P&L and Balance Sheet as presented.

3. Committee Reports:

a. Architectural Committee:

- i) Tracy updated the Board on Neighborhood Council approval/support for the Grinder development by Caladan.
- ii) Aaron reported that he is waiting for plans on the 83rd/Kenyon fence currently being constructed. Fence height can be 6 feet from grade. Fence has been approved by the City. Boundaries and setback are all correct. Building Department issued the Certificate of Occupancy. City received eight complaints/violations from surrounding neighbors; building department official went to inspect and subsequently closed all complaints.
- iii) Properties under construction where letters need to be sent because plans haven't been submitted:

7957 McConnell
Cowan & 80th – portion of roof is flat
Dunbarton & 77th

iv) Architectural Committee met with a new volunteer candidate, Rosemary Lackow. She has experience with the planning departments of different cities. KHG is asking her to help us with working on the City level where KHG could have the Homeowner's Association as part of the permit process. Tracy is to touch base with her to get update on volunteering commitment.

b. Outreach Committee

Although Marion was absent, Tracy reported that Marion has a plan in the works for the upcoming Annual Meeting; goal is to increase attendance.

4. Operation Manager's Report

- a. Delinquent Assessment Update - since 2nd mailing, 134 additional payments have been processed, decreasing delinquent assessments to 496. If all outstanding funds were to be collected, it would be an additional \$24,000 (approx.) in income which includes all late fees and finance charges. Tracy is proposing a strongly worded letter to those still delinquent (higher amounts / more years) to ensure they understand that KHG is an official HOA with deed restrictions. Tracy and Audrey will work together to draft and send a letter.
- b. Office Move Update – Audrey reported that current lease is up 12/31/19 and we are paying \$2.25/sq. foot and the current market rate for that building is \$2.50/sq. foot. Suggestion was made that we should try to negotiate a longer lease at the current rate. New suite must be in perfect condition. We have quotes from 2 different moving companies. One moving company charges on an hourly basis but does not offer any type of packing services; the other does. Aaron also has a moving company that he worked with recently and will get a quote.
- c. Special Mailing which includes the Bylaw Amendment, DRAFT Fine Policy and Opt-Out statement is at the printer and should be going out within a few days. There will be a reference to the website to comment on the DRAFT Fine Policy. Discussion had as to how to create the comments webpage so that it's user friendly to the community and the Board members to review.

5. New Business

- a. Bookkeeping Special Project – Board voted on emergency basis since last meeting to approve a \$400 expenditure for bookkeeping and QB expertise to make needed changes to our QuickBooks and automate certain tasks.
- b. Call for candidates for the two open Board seats and election volunteers will be emailed tomorrow and posted on website. There will be a candidate forum at an upcoming meeting.

6. Unfinished Business - none

7. Community Comments:

- a. Community member raised concern about scheduling and quorum irregularities with the last couple of meetings. Reasons were shared for what happened. These reasons were also previously shared and recorded in past minutes as they happened.
- b. Concerns raised that a Call for Candidates had not yet gone out. Discussion ensued as to why this was and it was pointed out that such a Call was on tonight's agenda and will be mailed out with the Special Mailing.
- c. Concern raised with proposal to pay for an annual meeting venue. Issue tabled, pending firmer plans for the meeting.
- d. Request made for information on how our newsletter fundraiser funds are being used.
- e. Concern raised that no date has been set for Annual Meeting yet.

8. Adjournment: Called at 8:18 pm by Tracy.