

KENTWOOD HOME GUARDIANS MEETING MINUTES
Monthly Board Meeting – January 10, 2019 @ 7:00pm
Location – Fire Station #5 Community Room, 8900 S. Emerson Avenue

Present: Tracy Thrower Conyers, President; Christopher Blatter, Secretary; Brian Rosenstein, Treasurer

Excused Absence: Aaron Torrence

1. Call to Order – Order at 7:10pm
2. Officer Reports
 - a. Secretary’s Report – review and approve minutes for regular meeting on November 8th
 - i. Motion to adopt minutes
 - ii. Approved unanimously 3-0
 - b. Treasurer’s Report – review and approve November and December P&L’s
 - i. Approval tabled to next month
 - Question from Craig regarding “Undeposited funds”
 - a. Audrey reported that it is the sum of undeposited checks in the office
3. Committee Reports
 - a. Architectural Committee – Update
 - i. Stuart has prepared a summary of the DPRs and matrix of requirements
 - b. Outreach Committee
 - i. Working on the winter newsletter
 - ii. Last mailing had info about the last city community plan update and query for interest in a private meeting with the city planning officials
4. Operation Manager’s Report
 - a. Assessment Mailing – Update
 - i. 99% done with assessments received so far
 - Some glitches with check processing due to rejected checks
 - a. Preparing to send 2nd round of mailings for non-payment of assessments to the approximately 700-800 members who have not yet paid
 - b. PayChex Payroll Processing Proposal
 - i. \$100 a month for payroll processing / quarterly payroll processing / W-2 services for our part-time employee
 - ii. Audrey will look into QuickBooks as an alternative
 - iii. Will put into future meeting for an official motion
5. New Business
 - a. BID Presentation – regarding new City rules for sidewalk vending (topic taken up out of order at the beginning of the meeting)
 - i. Don Duckworth from the Sepulveda BID
 - BID provides security, maintenance, lights, trash clean up and banners in the downtown Westchester area; it also hosts the farmers markets
 - State adopted a law that if a City doesn’t adopt its own rules, the State will legalize sidewalk vending, subject to the City’s police power
 - BID thinks street vending is a safety issue
 - LAPD Pacific Division put together a report concerning vending in areas near LAX
 - a. Congestion and safety for cars, cyclists and pedestrians were cited

- BID is trying to unify community to create restrictions on vending in the area due to above concerns
 - b. Motion to appoint Melissa Remer to fill empty Board seat
 - i. Board moves to add Melissa Remer
 - Motion adopted unanimously (3-0)
 - c. Motion to change Board meeting date each month
 - i. Motion to move meeting to 3rd Wednesday of each month going forward
 - Motion adopted unanimously (4-0 with Melissa voting)
 - d. Motion to adopt formal list of architectural plan requirements for property renovations
 - i. Motion was on agenda, but no vote because the Architectural Committee hasn't yet provided a definition of "required plans" under our DPRs
 - ii. Vote tabled to future meeting
 - iii. Will need to confer with counsel on whether the list of requirements will require notice to members
- 6. Unfinished Business
 - a. Fine Policy Update
 - i. Attorneys still need to be consulted on whether the most recently proposed changes are significant enough to require a new round of notice to members
 - ii. Chris discovered that the board can't get liens to enforce fines
 - Must go to small claims court to enforce
 - iii. Tracy proposes formation committee to propose procedures to the Board to enforce compliance of KHG rules/regs
 - Committee to be called the "Enforcement Committee"
 - Members to be Tracy, Stuart Blashill, and Chris
 - b. Cease & Desist Letter Update
 - i. No discussion – new Enforcement Committee will discuss during first meeting
- 7. Community Comments
 - a. Election in May
 - i. Reminder to Board to start the timeline required activities
 - ii. Question raised re envelopes and signature requirements for the outer voting envelope
 - Audrey will check in with the Election Committee on this issue and will verify requirements
 - iii. Apartment building on former Grinder site will break ground soon
- 8. Adjourn Meeting
 - a. Adjourned at 8:39pm