

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Wednesday, June 5, 2019 at 7:00pm

Location: 5th Floor Community Room

1. Call to Order & Roll Call: All three Board Directors were present: Jerod Yates (President), Nirav Khara (Secretary), Eugene Yim (Treasurer). The board appointed auxillary members were also present: Gary Ambart and Daniel Han. Home Owner Allen Babakhanloo was also present.
2. Approve Minutes from Annual Meeting on Saturday, May 18, 2019
Eugene made the motion to accept the minutes, Gary seconded the motion, and the minutes were approved by the Board unanimously. Nirav signed the minutes officially as approved by the board.
3. Written Jenkins Management Report. Jerod compiled Cynthia's emails representing the work by Jenkins Property Management for the month into one document. The board reviewed the following items:
 - a) Everclean Trash Services
 - 1) 3 bids were submitted today that are each different for cleaning services agreement.
 - 2) Using environmental friendly products for the building were to be a part of the proposals.
 - 3) Jerod reported the Common Courtyard being dirty and submitted photos on Monday, June 3, 2019, and was informed that this would be clean with non-abrasive soap and soft brushes for the care of the tiles. The developer had communicated that power washing reduces the life of the tiles and the sealant and should be avoided. This was not completed, but is waiting to be.
 - b) Lights
 - 1) 5 lights at the front entrance were reported by Jerod and Jenkins did replace them.
 - 2) Cynthia stated that lights throughout the building are being inspected and replaced too.
 - c) Commonarea bathroom locks were now changed and are locked on the 2nd Floor. Common area key unlocks these bathroom locks.
 - d) Bird Situation: It was reported at the Annual Meeting on May 18, 2019 that the following week maintenance would install foil at the front entrance overhangs to reflect light and detour the birds. This has not been done as of today, and continues to wait.
 - e) Gardener has replaced 2 dead plants at the very beginning steps of the entrance of the building and a few sprinkler heads at no charge. However, the plants and bare soil at the planters nearest the front door continues to not be replaced or addressed. The two planters nearest the front door seem to be of most concern since they are seen by every person who enters in and out of the building.
 - f) ThyssenKrupp Elevator Services
 - 1) Cynthia stated that she contacted them and the vendor was unwilling to negotiate our pricing.
 - 2) Cynthia recommends staying with this company to ensure fast turnaround in case of emergency. We could get serviced by a different company for much less but we would still need Thyssenkrupp elevator products.
 - g) Emergency Radio Inspection on May 8, 2019. Steve the inspector did not report any issues with the test conducted.
 - 1) The Board of Directors inquired Cynthia about any other fire inspections for the year such as in March or April, but was not given any formal documents.
 - 2) The Board asked about any report on a rumor of fire doors not shutting properly, but was given no report.
 - 3) Cynthia did contact Glendale Fire Inspector Patricia Mundo on 6/3/2019 and forwarded this email to the board.
 - (a) The Developer, Allen, has contacted Inspector Mundo and was able to get an extension till July 23, 2019 for completing the tests and certifications needed for the building.

- (b) The Developer, Allen, has agreed to help our building complete what is needed for the new July 23, 2019 deadline with the city.
- h) Unit 105 front door
- 1) The homeowners reported emails to Cynthia on May 12 and again on May 20.
 - 2) The Board was first notified on May 21 and then Cynthia sent Alex Arce Construction to inspect the issue.
 - 3) Alex Arce Construction was unable to know how to fix the situation, so the Board of Directors reached out to the Developer, Allen, and he was able to send out his construction company which basically tightened loosen door brackets fixing it immediately that weekend.
- i) New Bank Signature Cards have been received by Jenkins Property Management and Cynthia will send those out in the mail to Jerod for the Board to sign.
- j) The keys for the building will be returned by Tony at the June 5 Board Meeting. Jenkins communicated to not having extra keys available or unwilling to make sets of keys for the new board. Tony was not present at the board meeting to deliver the keys, so the board continues to not have keys.
- k) Jenkins 24/7 Emergency Line is 800-356-0846.
4. Unfinished Business Items were covered in going through the Monthly Management Report above.
5. New Business
- a) Wine Social
- (1) Thursday, August 15 from 6:30pm to 8:30pm in the Courtyard was selected as the day, time and location for the Wine Social.
 - (2) The purpose of this social is to help better relationships and foster community within the HOA.
 - (3) Each home owner will be encouraged to bring their favorite bottle of wine and glass.
- b) Utilization of Community Rooms
- (1) Some brainstorming on possible ways to utilize the community rooms were discussed such as a gym or receiving donation room for items that can be given to non-profits in the community.
 - (2) No decisions were made, but continued brainstorming was encouraged.
- c) HOA House Rules was discussed as a possible project to work on in the future. Many HOA's have house rules so this might be something to work on in the future.

6. Adjournment: Jerod adjourned our board meeting.

**Due to the July 4th Holiday, we will postpone the next board meeting to Wednesday, July 10, 2019 (2nd Wednesday of month) at 7:00pm in the 5th Floor Community Room.*

These minutes were approved by the Board of Directors.



Nirav Khara, Secretary

7/10/2019

Today's Date