

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Wednesday, July 10, 2019 at 7:00pm

Location: 5th Floor Community Room

1. Call to Order & Roll Call: Directors present were: Jerod Yates (President), Nirav Khara (Secretary), and Auxillary Member Daniel Han (filling in Eugene Yim's absence.)

HOA members at large in attendance were Allen Babakhanloo (Unit 504), Tony Chai (Unit 205), Arthur Tien (Unit 101), and Sendi Muradyan (Unit 104).

2. Approve Minutes from Board Meeting on Wednesday, June 5, 2019
Nirav made the motion to accept the minutes, and Daniel seconded the motion, and the minutes were approved by the Board unanimously. Nirav signed the minutes officially as approved by the board.
3. Treasurer's Report summarized by Daniel Han.
4. New Business discussed
 - a. New Property Management
 - 1) The Board met in Executive Session on June 24, 2019 after interviewing two new property management firms, and unanimously decided to terminate Jenkins Property Management and select HOA Management Professionals as our new property manager.
 - 2) On June 25, 2019 the board submitted to Jenkins Property Management a termination of management services effective August 31, 2019. It was received by Jenkins Property Management on June 26, 2019.
 - 3) After August 31, 2019, Peggy Blackwood with HOA Management Professionals, Inc. will be our new property manager. They are located at 706 W. Broadway, Suite 204, Glendale, CA 91204. Office Phone 818-240-6515 ext. 21.
 - b. Recycled Trash Chute Blocked June 25 with Cardboard
We need people to break down cardboard and take down to the P4 level.
Only small items in small bags should be placed in the trash/recycled chutes.
 - c. Elevator Seismic Shut Down
 - 1) Due to earthquake on July 5, 2019 the elevator shut down. Jerod contacted Jenkins 24/7 line on July 6 at 8:00am, and elevator service called back immediately. Due to high demand for service, the service company was not able to come out till towards the end of the day on July 6th. In emergencies, please utilize the 24/7 Emergency Line 800-356-0846.
 - 2) In our Annual Meeting on May 18, 2019, the HOA was encouraged to not hold the elevator open, because it causes the elevator to either overheat and/or shut down, needing to rest. Together with the cooler weather, we have not seen any issues related to overheating as the source of any shut down since then.
 - 3) Sendi (Unit 104) suggested with the recent earthquake that it might be a good idea for HOA to review Earthquake Safety Tips.

5. Old Business discussed

- a. Fire Inspections Process with Glendale Fire Dept. is being coordinated by Allen.
Allen suggested that all rugs be removed near fire doors, as instructed by inspectors,

to help with fire doors closing properly. Board will communicate with Jenkins Property Management to have the rugs removed.

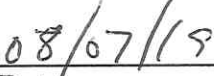
- b. Building keys have been distributed to the Board by Jerod.
- c. HOA Wine Social
 - 1. Thursday, August 15, 2019 6:30pm to 8:30pm
 - 2. Everyone bring your glass and favorite bottle of wine or non-alcoholic drink.
 - 3. We need volunteers to help:
(Set-up, clean-up, music, entertainment, decoration, food, etc.)
Sendi (Unit 104) and Kathy Park (Unit 406) may be willing to assist.
- d. Following transition of Property Manager, it was suggested to continue the process of seeking new Cleaning & Landscaping Services. The bird situation seemed better. It was agreed to continue to develop HOA House Rules. In the future, we may also need to work on procedures for handling electric car outlet installations.

6. Adjournment: Jerod adjourned our board meeting.

These minutes were approved by the Board of Directors.



Nirav Khara, Secretary



Today's Date