

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Wednesday, August 7, 2019 at 7:00pm

Location: 5th Floor Community Room

1. Call to Order & Roll Call: Directors present were: Jerod Yates (President), Nirav Khara (Secretary), Eugene Yim (Treasurer), and Auxillary Members Daniel Han & Gary Ambart.

HOA members at large in attendance were Allen Babakhanloo (Unit 501), Vahe Adamian (Unit 401), and Ian (Unit 302).

2. Minutes from Board Meeting on Wednesday, July 10, 2019 were approved unanimously and Nirav signed the minutes officially as approved by the board.
3. Treasurer's Report summarized by Daniel Han.
4. New Business discussed
 - a. Earthquake Safety Tips were distributed.
Resource: The Seven Steps to Earthquake Safety (PDF & website at EarthquakeCountry.org/SevenSteps)
 - b. Begin discussion and work on HOA House Rules
 - 1) Gary provided some examples of HOA House Rules.
 - 2) Cynthia provided an example of HOA House Rules she was working on.
 - 3) In September, we can approach new property manager, Penny, regarding other examples of HOA House Rules.
 - 4) Fine Schedule related to violation of House Rules was discussed.
This is necessary to approve in order to enforce our CCR's and House Rules for violations.
 - c. Neighborhood Watch: We need homeowners to be watchful of the building and one another to keep a safe building. Please close doors if you see a door open. Also please inform Property Management as soon as possible of any issues and/or concerns.
 - d. Junk Mail in lobby was discussed and the importance of walking the junk mail to the recycled chute instead of leaving the junk mail on the floor in the lobby.

5. Old Business

- a. Fire Inspections Process with Glendale Fire Dept.
Rugs have been removed by fire doors per suggestion by fire inspectors to allow doors to close properly. The trash chutes are the last inspection waiting clearance.


A question about the automatic cleansing for the trash chutes was posed if Allen could seek from the installer on how to maintain that function, the steps needed, and cleansing solution required.

- b. 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. Our new property manager, Penny, was invited and will be present for the social.
- c. New Property Management
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.
-Penny will be mailing out a formal introductory letter to HOA within the week.
- d. Following transition of Property Manager, we should continue the process of seeking new Cleaning & Landscaping Services.
Work on procedures for handling electric car outlet installations.

6. Jerod adjourned our meeting and announced our next meeting will be Wednesday, September 4, 2019.

These minutes were approved by the Board of Directors



Nirav Khara, Secretary

09/04/19

Today's Date