

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Wednesday, September 4, 2019 at 7:00pm

Location: 5th Floor Community Room

1. Call to Order & Roll Call

Board of Directors present were Jerod Yates (President), Nirav Khara (Secretary), Eugene Yim (Treasurer).

HOA members at large in attendance were Allen Babakhanloo (Unit 501), Vahe Adamian (Unit 401), and Kathy Park (Unit 406).

Property Manager Penny Blackwood also present.

Meeting called to order by Jerod Yates.

2. Minutes from Board Meeting on Wednesday, August 7, 2019 were approved unanimously and Nirav signed the minutes officially as approved by the board.

3. We welcomed our New Property Manager Penny Blackwood with HOA Management Professionals and discussed the new transition is going smoothly. Penny's contact info is:

706 W. Broadway, Suite 204, Glendale, CA 91204.

Office Phone: 818-240-6515 ext. 21

Penny brought up the following items to look into:

- a) Need to order elevator pads for the elevator.
- b) Look into having our parking garage gate maintenance checked.
- c) Reach out to AT&T

4. Treasurer's Report: Betty Guzman with Jenkins submitted July 2019 report on 9/3/19

5. Old Business

- a. Wine Social on Thursday, August 15 had a great turnout and response from the HOA. Many suggested that we continue something perhaps even monthly. The board agreed to have a Happy Hour: Thursday, October 10th 7:00pm-8:00pm
- b. HOA House Rules and Fine Schedule: Penny provided some examples to the board.
- c. Neighborhood Watch: Jerod encouraged the need for 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. Fire Inspection Process with Glendale Fire Dept.: Allen reported that everything is complete except the trash chute which would be completed in the next few days.
- e. Jerod asked about Trash & Recycled Chute auto-cleanser system info and Allen would try to inquire from the manufacturer.
- f. Paint touch-up for lobby and common hallways might be a possibility at a low cost, so Allen would look into it with his guys.


5. New Business

- a. Locksmith
 - 1) Gary brought up that the Board has no key to back courtyard gate to alley

- which should be main building key.
- 2) Also, Eugene brought up the possibility that a guard key plate for the side front gate entrance might be needed.
 - 3) Penny suggested hiring a locksmith then to come out for these 2 locksmith items.
- b. New Cleaning Service begins September 3, 2019 for Tuesdays and Fridays with Ousbel's Maintenance Company.
 - c. 2nd Floor Community Room needs personal stored belongings to be cleared out. The closet of that community room needs to be reserved and set aside for the new cleaning service company. Residents need to claim and move their personal belongings.
 - d. Nirav suggested that we seek out 2-3 bids for new landscaper and how to bring drought friendly plants to help with the front entrance and mosquito repellent plants for the courtyard.
 - e. The Board discussed the frequency of HOA Board Meetings and the possibility of now reducing our meetings to quarterly. The board agreed that our next board meeting would be Wednesday, November 6, 2019. Then the board would meet next on January 15, 2020 and begin quarterly with April 15, 2020 to follow.

6. Jerod Yates adjourned the meeting.

These minutes were approved by the Board of Directors



Nirav Khara, Secretary



Today's Date