

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Thursday, September 17, 2020 at 7:00pm

Location: Online @ Zoom

1. Jerod called a meeting to order with introductions at 7:12pm virtually on Zoom.
2. Present: Jerod Yates (203), Nirav Khara (404), Ryan Farber & Christina Tia (406), Setiawan Sudharma (305)
3. The President's Report was submitted and Minutes were approved at 7:13pm from the previous meeting on July 29, 2020.
4. Nirav submitted the Treasurer's report at 7:16 pm. Nirav stated that the HOA has \$150,302 in cash assets. Nirav asked if this amount is healthy. Jerod stated that Penny would need to answer that question. Nirav then stated that the HOA is \$23,000 under budget from expenses last year which is positive. Jerod asked Nirav to follow up with Penny.

Old Business (zoom recording 20:11):

a) Status on order of elevator moving pads?

Jerod stated that Penny has been informed to order moving pads approximately one year ago with no action taken to date. Jerod stated that ordering elevator pads needs to be a high priority. Future moving using the pads can help to prevent expensive potential damage in elevator.

b) Status on replacing missing key/locks for 3 parcel boxes?

Christina followed up with Penny regarding replacement of Postal Keys. Christina stated that Penny arranged for a representative from USPS to come out to change locks/keys. Someone did come out and nothing has changed. Key situation is still unaddressed.

c) Status on getting larger recycle & trash bins? Status on having vendor bring empty bin immediately when they pick-up filled bin on pick-up days?

Jerod stated he asked Penny to look into this question. He also asked Penny if we can go through a different vendor. Both questions have yet to be answered by Penny.

d) No Cardboard signs for Trash/Recycle Chute rooms and P2 & P4 has helped Jerod as well as letter that went out to all residents from Penny.

Jerod stated that recycling efforts from tenants have greatly improved.

e) Status on which units are we missing Tenant/Homeowner Occupancy Forms?

Jerod suggested the idea of having a volunteer on each floor to help encourage and gather Tenant/Homeowner Occupancy Forms to submit to the Property Manager.

Jerod stated that Penny mentioned a new form that will include a space at the bottom for tenants to give authorization for contact information for the public directory. This would be useful for emergencies and safety reasons.

f) Status on Penny researching Authorization Form for creation of HOA Directory?

Refer to item line item "e" per Jerod

g) Video Surveillance Vendor Contact Info?

Jerod asked Allen to help with vendor information on the video surveillance system. Jerod mentioned that the elevator company would need to be involved in installing a new video camera in the elevator.

h) Discussion of trash dumping problem in our alley.

Christina & Ryan met with the City of Glendale inspector to discuss concerns about neighborhood trash bins and dumping in the alley. Inspector stated the bins should not be left out and sent notices to 121 & 125 Jackson. Regarding Allen's fence line: Allen was contacted and he agreed to inform the city of dumping on his neighboring property. Jerod requested contact information for who to contact at the city regarding dumping.

i) Discussion of front doors not closing. Estimate on repair from DoorKing.

Christina had DoorKing rekey the callbox because keys were lost. Callbox Directory has been updated. Door King provided instruction on how to program the callbox. Christina also had DoorKing look at the front door latch, DoorKing stated that the door plate was incorrectly placed and can provide an estimate to fix it if the problem continues to persist.

j) Is there any action of signatures to the City proposed to deal with the problem Ari (Unit 306) of a wire proposed in our last annual meeting?

Ari was not present; skipped the issue.

New Business (zoom recording 57:50)

a) Ousbel Maintenance helped us with the Window Cleaning Project for Jerod hallway/community rooms/lobby skylight windows. Ousbel also helped us in changing the lobby air filter, but not sure about air filters for community rooms?

Window cleaning has been completed and the lobby air filter has been replaced. Jerod asked about the air filters in the community rooms and learned that there are none; Jerod & Nirav will check with Allen when they run into him.

b) Salazar Landscaping helped us with the Tree Trimming Project and replaced 3 Jerod of our large pots in the courtyard.

Tree trimming and courtyard have been completed.

c) We are in process of obtaining estimates to steam clean furniture in Penny/Christina lobby and community rooms.

Christina will look into this and get estimates.

d) Discuss Ring Door Video Surveillance being installed by units on Jerod common walls.

Ring doorbells cannot be placed on common walls because of r&r's. We decided that we need to move forward with changing the bylaws and will push for discussion to get at least 50% involved in the next meeting. Discussion to reach out to units with doorbells; provide house rules and mention that we will be discussing in next meeting and would like community input. Jerod stated that we should get our process in writing and give Penny direction to draft a bylaw amendment.

e) Encourage Deliveries to add special instructions to not deliver in lobby, Jerod but deliver to residence door.

Encouraging deliveries to be brought to the homeowner's door.

f) Report and Discussion on estimate and proposal for Parcel Box Locker Christina in Lobby.

Christina attended the Amazon webinar and has sent information to the board regarding installation and pricing if we decide to move forward.

g) Discuss estimate for Elevator Cab repairs of replacing vandalized panel. Jerod Discuss estimate for replacing Elevator Cab flooring.

Estimate was provided; flooring (\$5571), panel (\$1929), replacing the entire cab (\$24,000). Jerod stated that we may have stayed with the same elevator company because of warranty and that if we wanted video surveillance installed, the elevator company would like to be involved in the process because it's "their property". Prices were a bit high. Discussed having surveillance installed before any repairs are made.

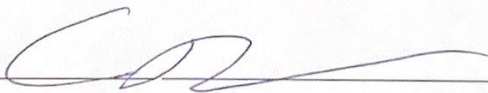
h.) Annual Fire Testing: Wednesday, Sept. 23, 9:00am-4:00pm Jerod 8:25pm

Notices have gone out to homeowners.

Next Board Meeting: October, 15 at 7:00pm on Zoom

These minutes were approved by the Board of Directors.

10/15/20
Today's Date



Christina Tia, Secretary