

# *Kenwood Terrace Homeowners Association*

**Thursday, February 11, 2021 at 7:00pm**

**Location: Online @ Zoom**

1. Jerod called a meeting to order at 7:00 pm virtually on Zoom.
2. Present: Jerod Yates (203), Nirav Khara (404), Ryan Farber & Christina Tia (406), Penny Blackwood, Allen Babakhanloo (501), Gary Ambert (204)
3. The Board Meeting Minutes for December 9, 2020 were approved at 7:02pm by the Board.
4. Nirav submitted the Treasurer's report: fines and legal fees for unit 206 were received in February and will reflect on cash flow and next month's financial report.

## New Business

a) Discuss recommendation for 25% rental limit on units in our building to be amended in our CC&R's in our upcoming Annual Meeting.

Per Jerod, attorney said that we can put a 25% rental limit on the building for future protection. We're currently at max for rental units. This is something that should be presented at the annual meeting and voted on by the entire HOA. The reason for the limit is because all of the issues that we currently have are due to renters. Penny stated that escrow frowns on too many renters in a building. We discussed increasing fees/restructuring violations/rules and changing cc&r's; board asked Penny to reach out to the attorney to discuss a new process via zoom.

b) Our CC&R's & House Rules state that owners of units who lease out their unit should submit a copy of the lease to the board. Discuss enforcement of House Rules.

Per Penny we only have 1 of our leased tenant's agreements. Penny will send a 30 day warning letter and if not received, will issue a \$100 fine if not received. Per Penny, 30 days notice needs to be given to all homeowners before changing fines. Board discussed speaking to the attorney about the fines as well. Penny said she will also talk to Bob and will have a response to us on Tuesday.

c) Brainstorming ideas in addressing noise and smoking complaints.

Adding a highlight in a newsletter to call police when hearing threatening noise complaints but also encouraging Home owners to report complaints to Penny/board so they can be addressed.

d) Discuss other rental rules recommendations to consider in CC&R's.

Has been discussed in previous.

e) Brainstorm recommendations and research on new courtyard furniture.

Discussed looking into easy clean/durable (uncushioned) patio furniture. Jerod wanted everyone to provide some input on furniture.

5. Old Business:

a) We have not received many Tenant/Homeowner Occupancy forms. Jerod Discuss adding in our House Rules:

Homeowner/Tenant Occupancy Form

- Homeowner/Tenant should submit occupancy form annually to Board with resident names, phone numbers, emails, and all vehicle license plate information.

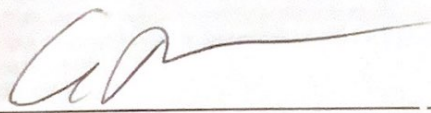
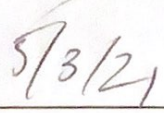
Discussed sending a warning letter and issuing fines for non-compliance. Allen suggested setting up a website with forms/newsletters/house rules for internal HOA use only. Ryan will talk to his brother to get a quote on building a Kenwood website.

5. Next Board Meeting: Thursday, April 11, 2021 at 7:00pm on Zoom

\*Annual Meeting: Wednesday, June 16th, 2021 at 7:00pm on Zoom

6. Adjournment on Zoom: 1:04.

**These minutes were approved by the Board of Directors.**

Christina Tia, Secretary

Today's Date

# House Rules for Kenwood Terrace HOA

These House Rules were revised on 4/29/2021 by the Board of Directors and this revised version becomes effective on 6/1/2021. The CC&R's in accordance with the House Rules are binding on all owners and apply to all tenants and guests. Please report violations to HOA Management Professionals in writing with date and time.

## Balconies

- Pets may not be left unattended on an Owner's balcony at any time.
- No cooking devices, stereos, TV's, and similar large electronic equipment of any type may be used or maintained on an Owner's balcony.
- No smoking.

## Common Areas

- Please be mindful to keep all doors and gates closed and secured at all times for security and safety of all in the building.
- No obstruction of any portion of the Common Area nor shall anything be stored in the Common Area, even on a temporary basis, without the prior consent of the Board.
- Pick-up mail/packages left for you, immediately. Take junk mail to your unit or trash chute for discard. Do not discard your mail in lobby.
- Activity and noise should be limited from 10pm to 7am every day.
- Obtain consent from board to reserve common areas for group meetings or gatherings.
- Common Areas are not to be used to store personal storage items.

## Electric Vehicle Charger

- Homeowners interested in Electric Vehicle Charger Station for their garage space must follow procedures outlined in Electric Vehicle Charger Amendment of Rules & Regulations.

## Elevator

- Moving of furniture or other items in the elevator of the Building must be scheduled with the Board of Directors. Padded covering for the elevator walls and floors must be used.
- Persons hired to move furniture must be licensed and insured and their insurance must insure the Association.
- Owners using the elevator in the Building to move furniture, appliances or other heavy items shall be responsible for any damage caused to the elevator and shall also be responsible for damage to any other part of the Common Area caused by the move.
- The elevator should not be held open above and beyond its normal opening/closing, because it overheats the elevator which is costly for repairs.

## External Items

- No antennae, satellite dishes, solar panels, awnings, shutters, patio or balcony covers, or other external items or devices shall be located on or outside of any Unit, or in the Common Area.

## Offensive Activities

- No obnoxious or offensive activity shall be carried on in any Unit or in the Common Area, nor shall anything be done therein which may be or become an annoyance or nuisance.

## Parking Spaces & Guest Parking

- Washing of vehicles in any area of the Project is prohibited.
- Guest Parking on P1 level is reserved for guests of owners only. Cars parked in guest parking for more than 48 hours will be towed at owner's expense.
- Storage items should be placed properly in assigned overhead storage cages or rooms. Do not place belongings on the floor of your parking space.

## Quiet Enjoyment & Sound Systems/Noise

- Be respectful of Quiet Enjoyment rights of the other Occupants with limiting unreasonable noise between 10pm to 7am every day.

## Ring & Video Doorbell

- Homeowners interested in installing Ring & Video Doorbell or any other video surveillance equipment must follow procedures in Ring & Video Doorbell Amendment of Rules & Regulations.

## Rental of Condominium

- Owners may lease or rent their condominium upon written notice to the Board of such intent; provided, that
  - (1) No leasing/renting for 30 days or less.
  - (2) A lease or rental shall require tenant to comply with CC&R's & House Rules and be given a copy of both documents.
  - (3) A copy of the lease or rental agreement must be provided to the Board by the Owner and the Board with resident names, phone numbers and all car and license plate information.

## Smoking

- Glendale Smoking Ordinance does not allow smoking of any sort in units, common areas or balconies of new buildings such as ours after June 27, 2013. Please respect the city ordinance.

## Trash/Recycled Chute and Disposal

- No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any Unit, in the Trash/Recycled Chute Rooms, and no odors shall be permitted to arise therefrom so as to render any Unit or portion thereof unsanitary, unsightly, offensive, or detrimental to any Unit or to the Occupants thereof.
- All trash placed in the trash chute shall be plastic bags securely tied. Boxes should be broken down and placed in P4 recycled bin.
- Owners shall not place anything in the trash/recycled chutes that will cause a blockage.

## Fine Schedule

- For any violation of the CC&R's or House Rules, the Board, after written notice to the unit owner, may assess the following fines by increment for a period of two years following the last fine:
  - (1) First Violation: Warning
  - (2) Second Violation: \$100
  - (3) Third Violation: \$200
  - (4) Subsequent Violations: \$300
- Smoking Fines will be \$500 per occurrence after first warning.
- The following fines may be assessed without prior warning:
  - (1) Moving clean-up and/or damage: \$200 and any damage repair expenses.
  - (2) Unauthorized roof access: \$200 and any damage repair expenses.
  - (3) Assessment for other damage to Association property may be imposed for willful or negligent damage.

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# KENWOOD TERRACE H.O.A.

## ELECTION RULES

April 29, 2021

Dear Homeowners,

The Board of Directors has accepted and adopted the new election laws for homeowner associations that became effective this year. This means our rules have been amended to provide the following:

Any existing rule which is in conflict with state law is rescinded.

A form for nomination will be sent to all owners each year. It is included with this mailing for 2021.

Any owner may be a candidate for election to the Board of Directors must be a member at the time of nominations; cannot be convicted of a crime that would prevent the association from purchasing fidelity bond coverage or would terminate the existing coverage; an owner for at least one year; not delinquent or, if delinquent is in a payment plan or has paid under protest. If the person has not been provided IDR upon request, they are eligible to serve. Two owners of the same unit are not permitted to run.

30 days after nomination forms have been sent, nominations will be closed.

The list of nominees will be posted in the building for all to see, and will remain posted for 30 days.

At the end of 30 days of nominee's names being posted, ballots will be sent as in prior years. (ballot, sealed unsigned inner envelope and signed outer envelope) 30 days after ballots are mailed a meeting will be set for their opening.

With Covid 19, the ballot opening may be by Zoom.

One ballot inspector will be selected from owners who are not nominees, related to nominees or under any contract to the Association (management personnel cannot be ballot inspectors), but can be Ballot collectors.

If no owners volunteer to be ballot inspectors, the Board will hire outsiders to perform this task. Ballot inspectors will receive all ballots unopened and open them only at a meeting held for that purpose. Ballots and signed envelopes are retained for one year for inspection by any owner upon request.

The Board and management of Kenwood Terrace HOA do not endorse or recommend any candidates. No Association funds will be used for any electioneering but common areas may be used by nominees.

Owners must do their own research and vote for the candidate of their choice. It is the right of any owner to campaign for any candidate at their own expense.

The Association does not require any candidate to provide a resume or rationale for volunteering to serve on the Board of Directors.

The elected Directors choose officers among themselves (President, Secretary, and Treasurer). Cumulative voting applies, which means you may cast your three (3) votes all for one candidate or apportion them as you like, but no fractions please. For example, you may place 1 vote on one person and 2 votes on another. You may also vote 1 vote for each person.

This year the timetable is as follows:  
Nomination form and procedures sent March 1, 2021  
Nominations close March 31, 2021  
List of nominees posted till April 30, 2021  
Inspector of Election to be selected by Board by May 19, 2021  
Ballots mailed May 24, 2021  
Election meeting July 28, 2021

At the election, a quorum (50%) of owners in person, by ballot submitted, or by proxy, must be present. Thus, your participation is very important.

Please contact me if you have questions.

Thank you for your anticipated participation in the 2021 election.

Yours truly,  
Penny Blackwood  
Management Agent  
Kenwood Terrace HOA