

Kenwood Terrace Homeowners Association

Board Meeting Minutes

Date: Wednesday, April 29, 2026

Location: Online via Zoom

Time: 7:00 PM

Call to Order

The meeting was called to order at approximately 7:02 PM by Jerod.

Attendees

Jerod (President)

Christina

Penny

Ryan

Howard

Marianne

Approval of Previous Minutes

The minutes from the November 12, 2025, Board Meeting were approved by the board via email on November 18, 2025.

Financial Report

- Penny reported that the association's financial position is currently stable.
- Jerod noted concern regarding **low reserve levels**, emphasizing the need to rebuild reserves.
- It was discussed that a **special assessment** may be necessary to address reserve shortfalls.

Further discussion on special assessments took place under New Business.

Old Business

1. Handicap Guest Parking

- Ongoing use of handicap guest parking spaces was discussed.
- Two units are currently utilizing these spaces:
 - One unit has a longstanding informal arrangement dating back to the original developer
 - Another unit has more recently been using handicap guest parking
- Both parties appear to have handicap placards, which introduces **ADA compliance considerations**.

Discussion points:

- Limited complaints have been reported to date
- Enforcement may be necessary if demand increases or access becomes restricted for others

Action Item:

Penny will consult legal counsel to determine whether additional regulations or restrictions can be applied to handicap guest parking.

2. Tree and Landscaping Concerns

- Concerns were raised regarding **tree roots impacting the building**, particularly on the south side.
- A previous issue required removal of a large tree due to structural risk.

Key points discussed:

- Certain homeowners have planted vegetation without approval
- Unit 105 has plants in a planter area that may be contributing to moisture and root concerns
- The planter was noted to be damp during prior inspection

Action Items:

- Penny will contact the landscaper to:
 - Evaluate all trees on the property
 - Provide recommendations on root management and potential risks
 - Advise on trimming, removal, or root barrier solutions
 - Penny will follow up with Unit 105 to require removal of unapproved plantings
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New Business

1. Special Assessment Discussion

- The board discussed implementing a **special assessment** to replenish reserves.

Key details:

- HOA can issue up to **5% of annual income without requiring a homeowner vote**
- Estimated amount:
 - Approximately **\$676–\$677 per unit**
 - Total estimated collection: approximately **\$23,600**

Discussion points:

- Preference to structure assessment proportionally based on unit HOA dues rather than a flat fee
- Possibility to:
 - Split payments into multiple installments
 - Issue additional assessments later if needed

Action Items:

- Penny will confirm calculations with accounting
 - Assessment structure (flat vs. proportional) will be finalized
 - Proposal will be prepared for distribution with annual meeting materials
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2. Annual Meeting Planning

- Timing for the 2026 Annual Meeting was discussed

Decision:

The Annual Meeting is scheduled for:

Wednesday, August 5, 2026 at 6:30 PM

- Meeting is expected to be held indoors
 - Notice will be sent to homeowners in advance
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3. Maintenance Note (Elevator Lighting)

- One elevator light is currently out
- Repair will be handled during scheduled maintenance to avoid additional service costs

Meeting Schedule Discussion

The next regular board meeting will follow the annual meeting timeline unless otherwise needed.

Adjournment

The meeting was adjourned at approximately 7:30 PM.

Notes

- Reserve levels remain a priority concern
- Special assessment planning will continue ahead of the annual meeting
- Landscaping and structural risk prevention remain ongoing focus areas

Minutes submitted by Christina Tia, Secretary

Date: 4.30.26