



# Kent Woodlands Journal

Newsletter #270

April 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

## President's Note

Whew, what a relief! Another March miracle of rain helped to quench what was becoming one of the driest winters on record. All that late season rain leads to an abundance of weeds and grasses which eventually dries out and becomes fuel for fire. While the rains came down, the Fire Committee and the Kentfield Field Department finalized plans to tackle fire safety in our neighborhood. On April 15<sup>th</sup>, the Fire Department will be mailing fliers to all residents which outline the 30 and 100 foot defensible space requirements as well as Wildfire Preparedness Checklists. In May and continuing through June the Fire Department will be walking all the streets of the Woodlands accessing and inspecting every resident's home for defensible space. These fire fighters will be in uniform and have badges so if you're concerned about their legitimacy ask to see a badge. They will be knocking on doors to ask permission to inspect your property. If no one is home, they will assess from the street and leave a violation notice for any clearance needing attention. They will be reinspecting property with violations in June. If you get the chance, make their job easier and begin cleaning up your property now.

And speaking of safety...another task has been completed in the implementation process for our LPR cameras. We were granted an encroachment permit from the County last week. We've scheduled electrical trenching and the pole installation and are awaiting the equipment so we can begin construction!

— Bitsa Freeman, President

### **If the Fire Department tells you that you must remove a tree...**

1. Complete a no-fee application and submit it along with a letter from the Fire Department (which identifies the specific tree and states that it must be removed because it is a fire hazard). Note that neighbors' signatures are not required in the case of a hazardous tree. The Tree Removal Application form is on our web site at <http://kwpoa.com/uploads/Tree-Removal-Application-081417.pdf>.
2. Send both documents to the Architectural Committee: Either scan both documents and email them to Michael Barber at [mbarber@kwpoa.com](mailto:mbarber@kwpoa.com), or fax them to 415-532-1487, or mail them to KWPOA Architectural Committee, P. O. Box 404, Kentfield, 94914. If you'd like to deliver the documents to the KWPOA office, please call first at 415-721-7429 to make sure someone is there.
3. The Architecture Committee will send you written approval of your application within a week. That will be your go-ahead to arrange for removal of the tree.



## License Plate Reader Camera Update

KWPOA has been working diligently on the installation of the LPR cameras at the entrance to Kent Woodlands. We can't predict the exact date when the license plate readers will be operational, but we can give you this status report on the tasks required to complete the project:

- ✓ Ballot measure passed
- ✓ County makes funds available
- ✓ Power Agreement signed
- ✓ Engineering study completed
- ✓ Camera equipment purchased
- ✓ Permit Application submitted to County
- ✓ Permit Application approved by County
- \_\_\_ Trenching for power & pole installation
- \_\_\_ Installation of camera equipment
- \_\_\_ Cameras turn on

**We will keep you posted as this project nears completion!**

## Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during February 2018:

Alarm Activations	10 Activations
911 Hang-Up	0 Incidents
Vacation Homes	13 Homes
Vacation Checks Completed	54 Checks
Extra-patrol Request completed	44 Checks
Welfare Checks	2 Incidents
Citizen Assist	6 Incidents
Civil Advice	5 Incidents
AOA Fire	6 Incidents
Assist Outside Agency	1 Incident
Verbal Disturbance	0 Incidents
Noise Complaints	1 Complaint
Thefts	2 Incidents
Vandalism	1 Incident
Traffic Stops	13+
Parking Complaints	4 Complaint
Suspicious Vehicles/Persons	10 Incidents
Traffic Accidents	1 Accident

— Deputy Scott Anderson

## Spring Coffee Chats with Supervisor Katie Rice

Supervisor Katie Rice has announced dates for several "Coffee Chats" at locations in San Anselmo, San Rafael, Fairfax, Kentfield/Greenbrae and Larkspur on **Saturday mornings from 10-11:30am**.

**April 14, Imagination Park** (541 San Anselmo Ave, San Anselmo)

**April 28, Gerstle Park lower picnic area** (281 San Rafael Ave, San Rafael)

**May 12, Good Earth porch** (720 Center Blvd, Fairfax)

**June 2, Bon Air Center outside Victoria's** (292 Bon Air Center, Greenbrae)

**June 16, Emporio Rulli** (464 Magnolia, Larkspur)

If you cannot attend these dates, but you'd still like to talk or meet one-on-one about a specific issue, please contact Katie at [krice@marincounty.org](mailto:krice@marincounty.org) or call (415) 473-7825.



## **Architectural Applications: April 2018**

**Please note:** This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

### ***THIS MONTH'S ARCHITECTURAL REVIEW MEETING: April 10, 2018***

<b>Applicant</b>	<b>Property Address</b>	<b>Category/Project Description</b>
<b>New Applications for April</b>		
None		
<b>Continued Applications to be considered in April</b>		
I Spring Road	Gossett	C2: Minor Addition
<b>Applications Approved in April</b>		
160 Upland	Pollock	C2: Minor Addition
<b>Applications Denied in March</b>		
None		
<b>Applications Continued in March - next meeting to be decided</b>		
None		
<b>Open Enforcements</b>		
651 Goodhill		
67 Ridgecrest		
<b>Exempt and Administratively Approved Applications</b>		
665 Goodhill	Willson	Tree Removal
90 Idlewood	Wright	Tree Removal

**ARCHITECTURAL COMMITTEE:** Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

**AC COORDINATOR:** Michael Barber

**MEETINGS:** Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2<sup>nd</sup> and/or 4<sup>th</sup> Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, **COMPLETE** applications must be received by the 21<sup>st</sup> of the preceding month (or the Friday prior if the 21<sup>st</sup> falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or [mbarber@kwpoa.com](mailto:mbarber@kwpoa.com). Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association  
PO Box 404  
Kentfield, CA 94914

## *Regular Board Meeting*

**Date:** Thursday, April 26 22, 2018 - 6:00PM

**Location:** 1010 Sir Francis Drake #200, Kentfield

- Call to Order
- Public Comment
- Guest Speaker: Todd Lando, FireSafe Marin
- Approval of March 22 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- LPR Update and Related Votes
- KWPOA Parking Lot Enforcement
- Food Truck Social Event
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda (May 24, 2018)
- Adjourn and Reconvene in Executive Session

### **Executive Session Agenda:**

- Call to Order
- Approval of March 22 Minutes
- Litigation Report
- Personnel
- Adjournment

*(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)*

## *KWPOA Contact Information*

**Mailing address:** PO Box 404, Kentfield 94914

**Office address:** 1010 Sir Francis Drake Blvd. #200  
Kentfield, CA 94904

**Phone:** 415-721-7429

**Fax:** 415-532-1487

**Web Site:** [www.kwpoa.com](http://www.kwpoa.com)

**Email:** [info@kwpoa.com](mailto:info@kwpoa.com)

## *Board Members and Staff*

Bitsa Freeman, President	<a href="mailto:bfreeman@kwpoa.com">bfreeman@kwpoa.com</a>
Kathy Goldsmith, Vice President	<a href="mailto:kgoldsmith@kwpoa.com">kgoldsmith@kwpoa.com</a>
Ann Becker, Secretary	<a href="mailto:abecker@kwpoa.com">abecker@kwpoa.com</a>
Steve Gray, Treasurer	<a href="mailto:sgray@kwpoa.com">sgray@kwpoa.com</a>
Anne Barr, Director/Arch. Comm.	<a href="mailto:abarr@kwpoa.com">abarr@kwpoa.com</a>
Jeff Leh, Director	<a href="mailto:jleh@kwpoa.com">jleh@kwpoa.com</a>
Mimi Willard, Director	<a href="mailto:mwillard@kwpoa.com">mwillard@kwpoa.com</a>
Jeanne Williams, Administrator	<a href="mailto:jwilliams@kwpoa.com">jwilliams@kwpoa.com</a>
Michael Barber, AC Coordinator	<a href="mailto:mbarber@kwpoa.com">mbarber@kwpoa.com</a>

# Wildfire Preparedness Checklist

Complete this list of simple action steps each spring (and repeat as needed) to prepare your home and property for wildfire.

- Clean leaves and debris from gutters, eaves, porches and decks to prevent embers from igniting your home. Repeat often during fire season.
- Remove all dead leaves and vegetation from decks and within 30 feet of the house. Repeat regularly.
- Remove any combustibles stored underneath decks or porches.
- Enclose areas below patios and decks or screen with 1/8-inch wire mesh to prevent debris and combustible materials from accumulating.
- Remove all combustible materials such as firewood, propane tanks, and dry vegetation within 30 feet of your home's foundation and outbuildings, including garages and sheds. If it can catch fire, don't let it touch your house, deck, or porch.
- Prune trees annually so the lowest branches are 10 feet from the ground. Remove shrubs beneath trees.
- Keep grasses cut and maintained. If it's brown, cut it to less than 4 inches. Cut grass early in the day, when fire danger is lower. Repeat as needed.
- Rake and remove debris and lawn cuttings. Dispose of cut material in green cans to reduce fuel on your property.
- Inspect shingles, roof tiles, and flashing. Replace or repair as needed to prevent ember penetration. Consider installing a fire-resistant roof if you don't have one already.
- Cover exterior vents with 1/8-inch metal wire mesh to prevent embers from entering the home.
- Ensure that your address number is visible. 4" numbers on a contrasting background are required.
- Maintain driveways and roadways with 10' horizontal vegetation clearance and 14' vertically.
- Check your emergency & evacuation "Go Kit" ([www.firesafemarin.org/preparedness/evacuation](http://www.firesafemarin.org/preparedness/evacuation)) and replace perishables like batteries, food, and water annually.
- Conduct a family evacuation drill each year and instruct all family members on safe evacuation practices.
- Check that all phone numbers listed at [www.alertmarin.org](http://www.alertmarin.org) are current and correct.
- Check your homeowner's or renter's insurance and keep a copy of the policy in your "Go Kit."
- Learn more about how to keep your family safe and reduce your home's risk of wildfire damage online at [www.firesafemarin.org](http://www.firesafemarin.org).

**KENT WOODLANDS PROPERTY OWNERS ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
THURSDAY, February 22, 2018**

Present: Barr, Becker, Leh, Willard, Freeman, Goldsmith, Grey

A quorum of directors was present at the meeting.

**Call to Order:** The meeting was called to order at 6:00pm by President Freeman

**Public Comment:** None

**January Minutes:** M/S/A to approve January 25, 2018 minutes

**Architectural Committee Report and Ratifications**

- No projects presented to the board to ratify

**Fire Safety Report and Related Votes**

- Non-members can't serve on KWPOA committees as that violates our liability insurance.
- M/S/A to void prior appointment of non-members Brooke and Jurg Spoerry to KWPOA Fire Safety Committee
- Fire Safe Marin seeking money. This needs further research.
- Fire Safety Committee will advise whether Kent Woodlands should pursue becoming a Fire Wise community
- PG&E grants – Director Freeman & Fire Committee member Skip Kniesche will follow up with Todd Lando, fire consultant to the County – to seek PG&E grants to clear vegetation to reduce fire risk.

**License Plate Reader update and Related Votes**

- Encroachment permit from the county should issue within 2 weeks. That is the last bureaucratic hurdle.
- Trenching, pole install, and camera on pole will follow expeditiously.
- KWPOA will bill CSA-17A for administrator time related to LPR project.

**KWPOA Parking Lot Enforcement**

- Director Leh to explore with Supervisor Katie Rice and County Sheriff Department what it would take to have our Sheriff enforce parking restrictions in KWPOA's private parking lot.

## **Officers' Report**

- President - Recap of recent burglaries
- Treasurer – fund flows in the latest month were in line with usual trends
- No other reports

## **County Report**

- SFD Rehab project – Director Becker reported on SFD Rehab open house Jan 30. Public invited to prioritize projects within budget.

## **Administrator's Report:**

- Assessments: 41 members have not yet paid 2018 assessments. Late notices are ready to send.
- Parking stickers sent to those who requested them.
- All info required by accountant has been sent to him. These are for our financial reviews and 2017 taxes.
- New storage space rented – moving archived material into it. Allows office to be reorganized.
- Next newsletter deadline and content
- Administrator to meet with member Aubrey Leh to review new Excel system for the new Architectural Committee billing system being developed by Leh.

**Next Regular Board Meeting:** March 22, 2018

**Meeting adjourned 7:07 pm**

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Mimi Willard, Secretary pro tem, KWPOA Board of Directors