

**Kent Woodlands Property Owners Association**  
**Minutes of the Board of Directors meeting**  
**Thursday, September 22, 2011**

**Present:** Directors Josh Rafner, Kathy Goldsmith, Jesse Gossett, Betty Segars, Tim Treadway, and Peter Brockman. Staff: Jeanne Williams.

**Call to Order:** J. Rafner called the meeting to order at 5:35 P.M.

**Public Comment:** The floor was open to public comment.

**Approval of Minutes-** The draft minutes of the May and July meetings were unanimously approved as submitted.

**AC Ratifications:** All AC approvals were ratified. Director B. Segars will bring new suggested AC guidelines, including recommendations for solar panel guideline language, to the next board meeting for board review.

**Officers' Reports:** J. Rafner updated the board on the upcoming Roads meeting. This meeting will be in Room 8 & 9 at Kent School, Thursday, October 6<sup>th</sup>, 7:00-9:00 P.M. Bob Beaumont of the County and Craig Parmely will attend, and other County officials. J. Rafner reported to the board that there is a Roads petition going around, which was advertised in our KWPOA newsletter. Regarding CSA research: J. Rafner said another meeting would be set up with a CSA administrative person, with information at that meeting about price levels etc. Rafner will collect information and bring it back to the board at an upcoming meeting. Regarding the Visioning Committee process: J. Rafner has contacted Christine Gimmler regarding the fate of this committee. Rafner also announced the Centennial Project of Kent School.

**Treasurer's update-** J. Gossett, treasurer, reported that at the upcoming meeting he will have 2<sup>nd</sup> and 3<sup>rd</sup> quarter financials.

**Administrator's Report -** J. Williams updated the board on the timeline for board elections and other requirements of the election process.

**Board vacancy:** J. Rafner proposed Marie Lyons as a candidate to fill the board vacancy created by Mark Garwood's resignation. Motion by Rafner to elect Marie Lyons as a board member. Motion seconded. Yes votes: Rafner, Treadway, Gossett and Brockman, and no votes, Segars and Goldsmith. Marie Lyons was elected as a new KWPOA board member.

**Traffic, Safety, Fire Ctte-** J. Rafner has updated board on road and road construction recently taking place. Chairman Brockman reported on the amount of dead trees in the Woodlands. Upon contacting the Kentfield Fire Department, the Department is not going

to do anything regarding dead trees. J. Rafner recommended to Brockman that he contact Chief Paul Smith directly on this matter.

**Administrator's Report-** J. Williams reported on Assessments. 3 members remain unpaid. All have been turned over to Associated Lien Services. The property at 136 Upland is currently in escrow and KWPOA will receive a check from the title company at COE next week. The deadline for the October newsletter is tomorrow (Friday). The newsletter will include a Halloween Parade insert, an election rule insert, a directory supplement insert, an annual meeting/election announcement and call for candidates. There will also be miscellaneous items, such as announcement of the Kentfield history project, etc., in the newsletter. J. Williams announced other projects coming up: Trees and Views community meeting, October 3; Roads meeting, October 6<sup>th</sup>; Halloween parade, 10/31; Annual Meeting and election, assessments- invoices will be printed through Quickbooks. J. Williams asked if the board would want to consider PayPal. J. Williams reminded the board of her office hours, Monday, Wednesday, and Thursday from 9 to 2 P.M. Alison will be in the office Monday, Tuesday, and Thursday.

**Social Committee:** K. Goldsmith announced the upcoming board cocktail party this Sunday, September 25, at Elena Mandin's on Ridgecrest. This is not a potluck, and the party will be catered. The Halloween parade will be chaired by Jenne DiForzio and Laura Tang, with neighbors along Woodland Road participating in candy stops. An ending party will be held at the Haake's home on Woodland. K. Goldsmith expressed thanks for the chairmanship of Jenne and Laura for the Halloween event. The Holiday party date has been set as Dec. 7<sup>th</sup> at Woodlands Café. It will follow the same format as last year.

**Rules of Conduct:** J. Rafner, having earlier emailed board members proposed Rules of Conduct and asked for discussion and possible adoption of these draft rules. The board made a few revisions, and *It was agreed that* as revised these Rules of Conduct for board members be adopted. Clean copies of the revised language will be made available for signature of board members. *It was agreed that* Director Segars will alter the language as appropriate of this draft for the adoption by members of her AC. Segars will bring the proposed changed wording to the next board meeting.

**New Matters:** J. Gossett reported on the parcels owned by KWPOA. The board discussed the issues of the relevance and maintenance of these various parcels. *It was agreed that* in order to help make a decision on these parcels, the board would ask a specialist to research the title history on these properties, etc.. J. Rafner suggested an individual to do such research. It was agreed that we would do research following up on the suggestion of a camera at the entrance to the Woodlands.

**Next Meeting:** Will be October 27<sup>th</sup>, and the board decided to combine the November – December meeting into one meeting on Dec. 1<sup>st</sup>.

**Adjournment:** J. Rafner adjourned the meeting at 7 P.M. and immediately reconvened the board into Executive Session.

Respectfully submitted,

Kathy Goldsmith, board secretary

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