



## President's Note

Since fire season is upon us, and because several wild fires have already occurred in Northern California, we felt that it was appropriate to dedicate this issue to emergency evacuations, courtesy of our Fire Safety Committee. Please take some time to review these tips — and, more importantly, take the recommended steps to prepare your family. During the early hours of recent wildfires, firefighters focused on *evacuating people* — before they could start fighting fires. If we can get ourselves evacuated, firefighters will be able to more quickly focus on fighting the fires.

— Bitsa Freeman, President

# WILDFIRE EVACUATION PREPARATION

### 1. Sign up for AlertMarin to get evacuation notifications.

Officials will use AlertMarin to deliver information and potentially life-saving instructions customized to your specific address(es). You can register up to five different Marin addresses – including your home, your child's school, a relative's home, etc. Your profile may contain up to 2 SMS (text) devices, two email addresses, a TTY device, four phone numbers (including a mobile phone) and a work phone.

**Sign up for AlertMarin here:**

<https://www.marinsheriff.org/services/emergency-services/alert-marin>

The caller ID for AlertMarin is 415-473-6376. Make AlertMarin a "Favorite" on your smartphone, so that you get the call even if you've turned on "Do Not Disturb."

### 2. Plan for Your Evacuation now.

- **Explore alternative escape routes from your property to Woodland Road.** Also explore bike and walking routes (including crossing neighbors' properties) in case you can't get out by car. The fire roads off Crown and Evergreen may not be open. View alternate routes at <http://kwpoa.com/uploads/Kent-Woodland-Evacuation-Map.pdf>
- **Select a family meeting place and make sure all in your household know where it is.** Good options are the homes of friends or relatives who don't live too close to Kent Woodlands. The Kentfield Fire Dept. suggests these meeting places: College of Marin athletic field, Marin Catholic High School athletic field, Bacich Elementary School athletic field.
- **Identify a telephone contact person** at least 25 miles from your home, since local phone lines may be jammed or inoperative. Keep it in your purse/wallet. Check in with them to tell them you are safe so that they can relay that information to the rest of your household when they check in. Give it to your children, and tell them how to use it.

### 3. Put together your "10 Minute List" and TO GO BAG now. Note that some items will take time organize and assemble.

#### **What to put onto your "10 Minute List" of evacuation instructions:**

**A list of what you need to do on your way out,** such as:

- Get dressed -- Put on shoes, long sleeve non-flammable jacket and pants. Grab eyeglasses or contacts. [Note: In Santa Rosa, most people had no more time than this.]
- Close all windows.
- Turn off attic fan or heat exchange system.
- Turn off the gas. (Keep a butterfly wrench handy for this.)

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- Open your garage door to get your car out before power outage – and close it after you leave.
- Open your driveway gate and secure it open for firefighters.
- Leave house doors unlocked – Firefighters request this to avoid breaking windows or breaking down doors to enter.

**A list of things to take with you** (e.g., jewelry, financial records, cell phone, charger, checkbook, extra cash, meds, family photos, safe deposit key, computer drives and disks), keeping in mind that you may have to bike or walk out. Keep list in handy place(s), known to all of the family. Ask children what few items they would like to take.

**What to put into your TO GO BAG:**

- **Your “10 Minute List”** (see above)
- **Emergency battery or crank operated radio** - Set radio to emergency station (KCBS740, KGO810, 1610AM).
- **Flashlights** – one for each family member.
- **Cotton bandanas and goggles** for each family member, for smoke protection.
- **Small first aid kit**
- **Cash** — ATMs may be out.
- **If you have pets: Carrying case, cage, leash, and pet food.**
- **Important documents, passports, etc.** – These should be kept in a safe place that is easy to access on your dash out of the house.
- **A list of insurance policy, bank and other account numbers** and important personal, financial and business phone numbers, and keep it with “The 10 Minute List” and in a safe place away from home, such as your office, a relative’s home, etc.
- **A list of emergency phone numbers** in your phones and purse/wallet (e.g., Sheriff 499-7234 (or 2311); Kentfield Fire Dept. 453-7464, Red Cross 721-2365; PG&E (800) 743-5000; CALTrans Highway Conditions 800-427-7623; Marin Humane Society 883-4621; your doctors).

**4. Practice Evacuation AT LEAST TWICE this summer** and include everyone in your household. You may have less than 10 minutes to get out, so practice is needed. Better yet, rehearse every month until the rainy season begins.

**5. Make a plan for helping your elderly and handicapped neighbors evacuate.**

If you have an elderly or handicapped neighbor, find out if they have a caregiver on the premises 24/7. If not, work with them and your other neighbors to create a plan for helping them evacuate. Remember that fire fighters won’t start protecting our houses until they are certain that all residents have been evacuated.

**6. Plan ahead for an insurance claim and temporary housing.**

- Have your insurance broker’s contact information handy.
- Take pictures of the exterior and interior of your house and its contents.
- Make an inventory, with purchase information.
- Store insurance photos and inventories off site, for example in the cloud, a safe deposit box, at work, with your attorney or a trusted friend (who doesn’t live here).
- Consider possible places to stay temporarily in case you can’t return to your house, for example, friends, family, hotel, Red Cross Shelter, etc.



See more important information in the  
Fire Safety section of our web site at:

[www.kwpoa.com/fire-safety](http://www.kwpoa.com/fire-safety)

## **Architectural Applications: July 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: Tuesday, July 10, 2018***

<b>Applicant</b>	<b>Property Address</b>	<b>Category/Project Description</b>
<b>New Applications for July</b>		
330 Goodhill	Kojima/Morton	C5: Substantial Remodel
<b>Continued Applications to be considered in July</b>		
314 Woodland	Alper	C7: Changes to Approved Plans
<b>Applications Approved in June</b>		
30 N Ridgewood	Merchant	CI : Minor Changes - Exterior Paint
43 Evergreen	Mallouh/Oliver	CI : Minor Changes - Exterior Paint
115 Woodland	Brownridge	CI : Minor Changes - Exterior Paint
<b>Open Enforcements</b>		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
<b>Exempt and Administratively Approved Applications</b>		
46 Diablo	Jessup	Roof Replacement
115 Woodland	Brownridge	Tree Removal
70 Rancheria	Kimchalk	Window Replacement

**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, July 26, 2018 - 6:00PM  
**Location:** 1010 Sir Francis Drake Blvd. #200  
Kentfield, CA

**NOTE:** July meeting to be held only if needed. Please call office to confirm prior to attending.

- Call to Order
- Public Comment
- Approval of June 28 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Social Events Update
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

### **Executive Session Agenda:**

- Call to Order
- Approval of June 28 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>

**KENT WOODLANDS PROPERTY OWNERS ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**THURSDAY, May 24, 2018**

**Present:** Freeman, Barr, Becker, Goldsmith, Gray, Leh, Willard  
A quorum of directors was present at the meeting.

**Call to Order:** The meeting was called to order at 6:01 pm by President Freeman.

**Public Comment:** None

**Guest Speakers:** Dick Spotswood and Bob Emrich, Greater Magee Avenue FireWise Community

- Dick Spotswood and Bob Emrich were invited to speak about their success in getting neighbors to work together to reduce fire risk and to create a FireWise Community. Dick is an OpEd Columnist for the Marin IJ. He announced in his column that he intends to keep writing about fire risk in every column. Bob Emrich is the neighbor who spearheaded the effort. Their neighborhood is the Magee Avenue area in Mill Valley, a neighborhood of fifty homes which is part of the much larger West Blithedale Neighborhood Association.
- This neighborhood is similar to Kent Woodlands in terms of topography and plant life.
- In 1990, an Emergency Preparedness Committee was founded. However, after the massive wildfires in Santa Rosa this fall, their Fire Chief and others realized that more work was needed. (The Fire Chief said, "Until today I thought we'd get everybody out.") Their new focus was on both fire fighting and evacuation. The Fire Chief took Mill Valley City Council on a tour of the devastation in Santa Rosa. They were immediately on board with the idea of revising city ordinances, and allowing the city to put liens on property which have not completed fire hazard removal work (in the same way that the Kentfield Fire Department can put liens on properties of homeowners for not completing fire hazard removal work.)
- There are ten trees or plants which are hazards and which this neighborhood worked hard to eradicate. Some of them are: Eucalyptus, Pine, Cypress, Acacia, Juniper, and Bay Laurel, plus Bamboo and Rosemary.
- Half of the neighborhood joined the effort right away, and half were either in denial or believed they had already done enough. With peer pressure, most of the neighborhood eventually came on board. What they saw was that when people removed hazardous trees, the properties looked good.
- They asked five tree companies to come in and give bids on three different jobs, in order to get a sense of which tree companies would provide the best value.
- The Mill Valley Fire Department provided chippers, and they removed 50 tons of debris to the dump.
- An important part of their effort was working with youth groups and the schools to educate children, who then brought the message home to their parents.
- The work done by this FireWise community has reduced the likelihood that a house fire will spread to other homes.

**April Minutes:** M/S/A to approve

## **Architecture Committee Report and Ratifications**

- M/S/A to ratify approval of three projects.

## **Fire Safety Report and Related Votes**

- M/S/A to become a FireWise Community.
- The Fire Safety Committee will play an important role in our becoming a FireWise Community. More committee members need to be recruited such that we have members in every sub-neighborhood of Kent Woodlands.
- To be discussed at our next meeting: 1) Magee Avenue FireWise was successful partly because of their personal outreach to homeowners, rather than relying on the Fire Department to do it all; 2) Getting the County to take on more of the fire hazard removal tasks, by telling them what we homeowners will do and what we want them to do.

## **LPR Report and Related Votes**

- Administrator Williams reported that the LPRs are operational. Some tree work was necessary to provide totally unobstructed views for the two cameras. President Freeman and the entire Board thanked Administrator Williams for her work on this project.
- Director Becker agreed to contact Sheriff Doyle to ask about appropriate signage about the LPRs, specifically what language would be most effective at deterring crime.

## **Food Truck Social Event**

- Director Leh and member Melissa Christianson are working on a Kent Woodlands social event. The date will be Sunday, September 16 and the time will be 5:30 – 7:30 pm. Crown Road will be closed to vehicular traffic for a short distance between two driveways, such that the closure doesn't block anyone's access to their home. One or two Food Trucks plus an Ice Cream Truck will sell food. KWPOA will also bring in tables and chairs, and portable toilets. The Fire Department plans to send a fire truck.

## **Holiday Party 2018**

- Director Leh reported that The Guest House, formerly Ambrosia, is the potential site for the Kent Woodlands Holiday Party. The date will be Sunday, December 9 (rather than our traditional first Sunday of December, which is the first night of Hanukah). The time will be The tentative charge will be \$25 per person. The estimated net cost to KWPOA is \$4,000, versus the net cost last year of \$6,100.

## **Officer Reports**

- **President's Report:**
  - President Freeman reported that she has received complaints about tree work being done by the County along Goodhill, Buckeye, and other roads. The County wants to maintain an 8-foot setback along all roads. The main issue is that the County workers showed up with no warning.
  - She has also heard from many neighbors about tree removal being done by homeowners as directed by the Fire Department. People need to realize that the need for fire hazard removal is determined by the Fire Department, not KWPOA. Also, people need to complete an application for hazardous tree removal beforehand. This is a no-fee application, and there is no requirement to get neighbor approval for hazardous tree removal which is backed up by a

letter from the Fire Department.

### **Administrator's Report**

- **Assessments** -- Administrator Williams reported that five assessments remain unpaid and pre-lien notices will be sent out to those homeowners in mid-June.
- **LPR Project** -- Administrator Williams, who has been managing the LPR installation project, reported that the license plate reader cameras are operational.
- **County DPW Tree and Brush Clearing** -- After homeowners complained, Administrator Williams contacted Nancy Vernon, in Supervisor Katie Rice's office, and is working with Nancy to develop a better system of communicating about DPW work to homeowners. She stated that DPW said they knocked on every door, but this was not sufficient.
- **Newsletter Deadline** – The next newsletter deadline is Tuesday May 29 at noon.

### **KWPOA Parking Lot Enforcement**

- Director Leh reported that the new procedure is as follows: When the Deputy sees a car parked in the KWPOA lot without the required acorn sticker, he will place a warning flyer on the car windshield. He will contact KWPOA if there is a repeat offender and request that it be towed. He will wait there to oversee the towing.
- As a reminder, only homeowners who are members of KWPOA , and who have an acorn sticker on the left rear bumper of their car, may park there. This doesn't include guests or household workers.
- If anyone else sees a car parked there illegally, they can email the Deputy to alert him. His email address is: [K\\_WoodlandDeputy@marinsheriff.org](mailto:K_WoodlandDeputy@marinsheriff.org). It helps to include a photo of the rear of the car including license plate, if possible. Otherwise, simply describe the car and provide the license plate number.

**Next Regular Board Meeting:** June 28, 2018

**Meeting adjourned** 7:56 pm

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

Ann Becker, Secretary, KWPOA Board of Directors