



Kent Woodlands Journal

Newsletter #240

October 2015

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Report

Hello, everybody! Life is always changing, and so it is on our Board of Directors! Our wonderful director Kathleen Belzer is leaving the board in October to become a director of the California Nurse-Midwives Association! We are so sad to lose her, but so delighted that she has moved on to other important public service. Fortunately for us, she will continue on as a member of the Fire Safety Committee and organizer of the Halloween parade. Kathleen, we all thank you so much for your splendid service!!

So here I am again asking you members out there to step forward and be considered to fill a vacant directors position. Now is the time to make your move to serve your community. Additionally, we continue to look for a qualified member to serve on the Architectural Committee. There you have it!

— Barry Evergettis, President

Fire Evacuation Planning

The problems some had in coping with the recent wildfires north of us points up some vital planning considerations in the event of a major wildfire in our neighborhood –

DON'T wait until you receive an “official” notice to evacuate – by phone, megaphone or siren. When in doubt, get out.

DON'T think you can stay put and save your house with your garden hose. Water pressure may be low and the fire way too fierce.

DO prepare a list of things to take with you. You may have only a few minutes to get out, and that's not the time to make those decisions.

DO prepare for the possibility that the road out may be jammed or impassable. You may have to get out on foot, with only a backpack and maybe a small travel bag.

Having a disaster plan may not save your house, but it could save your life and that of your family.

— YOUR FIRE SAFETY COMMITTEE

KWPOA 2016 Annual Meeting & Board Election

KWPOA's **GENERAL MEMBERSHIP MEETING AND ELECTION** is scheduled for **Wednesday, January 13, 2016** at 7:00 pm in the Livermore Room at Marin Art and Garden Center.

CALL FOR CANDIDATES: Four of the seven directorships are up for election in 2016. Nominations of qualified candidates may be submitted by mail, email, or in person at a special Membership and Board meeting on October 22nd. Nominations close October 31st. Candidates will be invited to publish a brief (200 words) summary of their qualifications in the December issue of the KWPOA newsletter.

ELECTION INSPECTORS NEEDED:

Election Inspectors play a crucial role in the Association's election by ensuring the process of receiving and counting ballots is fair and valid. If you are interested in volunteering your time for this important function, please contact the office at 721-7429 with your name and a board member will contact you.

Sheriff's Report

Here are the Kent Woodlands patrol statistics for the month of August 2015:

Vacation Homes	10 Homes
Vacation Checks Completed	61 Checks
Extra Patrol Checks Requested	8 Requests
911 Hang-Up	1 Incident
Alarm Activations	22 Activations
Assist Citizen	4 Requests
Advice Requested Calls	2 Requests
Assist Fire Dept./Fire Calls	4 Incidents
Assist Fire Dept./Medical Calls	8 Incidents
Suspicious Circumstance	2 Incidents
Suspicious Person	1 Incident
Fraud/Identity Theft Reports	2 Reports
Found Property	2 Reports
Lost Hiker	1 Incident

(Located and returned home to local residence.)

Traffic Related Matters

Parking Complaint	1 Incident
Parking Citations Issued	3 Citations
Traffic Violation Stops	2 Stops
Traffic Citations Issued	2 Citations
Suspicious Vehicles	4 Vehicles

— Glenn Hinchee, Deputy Sheriff #1299

Home Safety Tip

Here is your monthly fire safety tip:
“TAKE THE FUMES OUT”

Do you have a gas cooking stove? Does it have an exhaust fan? It should!! Each time you light the oven or a burner on your stove, it emits dangerous carbon monoxide fumes that become trapped in your house! The solution to this problem is an adequate exhaust fan to **“TAKE THE FUMES OUT”**. During a normal cooking time, even with just one burner going, thousands of gas BTUs are giving off many cubic feet of gas fumes. So **“TAKE THE FUMES OUT”** and turn on the exhaust fan each and every time you use your gas stove!



— Your Fire & Safety Committee

Book Club News

Please join us for the Kent Woodlands Book Club! We will discuss **'A House In The Sky'** by Amanda Lindhout and Sara Corbett on **Tuesday, October 15 at 9:00 am** at Woodlands Café. Questions: LMellberg@gmail.com



Wildfire Protection Plan

You are invited! Marin County Fire Department & FIRESafe MARIN are actively working to complete an update to the 2005 Marin County Community Wildfire Protection Plan (CWPP). Interested parties are invited to attend one of four CWPP public meetings:

Southern Marin: Monday, October 12
Mill Valley Community Center - Mountain View Room

West Marin: Tuesday, October 13
Point Reyes, Red Barn/Bear Valley Visitor Center

Central Marin/Ross Valley: Wednesday, October 14
San Anselmo City Council Chambers

North Marin: Thursday, October 15
Novato, Margaret Todd Senior Center

What is a Community Wildfire Protection Plan (CWPP)?

A CWPP serves as a framework to prioritize future wildfire hazard protection, develop actions to reduce structural ignitability, and identify and prioritize potential fuel treatment, hazard mitigation, and restoration projects.

What can I expect at the public meeting?

Our team of wildfire scientists, fire officials, public land managers, and community volunteers will present the current state of wildfire science in Marin, and facilitate discussion and input to identify and prioritize potential projects.

Marin County Fire Department and FIRESafe MARIN seek to work with the public and stakeholders to identify areas of hazard and concern, and to work collaboratively to develop wildfire hazard mitigation solutions and guidelines that will be documented in an updated CWPP.

For more information, visit www.firesafemarin.org/cwpp.

Architectural Applications: OCTOBER 2015

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. Architectural Committee **Agendas** and **Results** are posted on our web site at www.kwpoa.com under "Design Review".

SEPTEMBER ARCHITECTURAL REVIEW MEETING: OCTOBER 27

Applicant	Property Address	Category/Project Description
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New Applications for October

Violich	43 Evergreen/5 Fern	C14: Lot line adjustment
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Applications Approved in September

Newsom	11 Rock Rd	C4: Minor remodel and 964 sf addition on 2 floors. Addition to include family room, bedroom and bathroom
Mulchay	421 Crown Rd.	New doors, windows and siding, pool equip. shed

Applications Continued

RMDG LLC	115 Woodland Rd	C3: Preliminary review - Addition and renovation of existing home. Reduction of existing detached structure and addition of 3 car garage.
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Exempt Applications

Park	41 Diablo Drive	Backup generator
Zenoff	27 Rock Road	revised pool location
Glander	11 Spring Road	Tree Removal
Finn	59 Idlewood Road	Tree Removal
Zieger	500 Goodhill Road	Deck surface replacement
Wilner	310 Evergreen Drive	Tree Removal
McLaughlin	7 Quail Ridge Road	Color change
Fellows	15 Spring Road	Floor Plan reduction, overhang revision

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

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th 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 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 721-7429 or 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

Special Membership Meeting

Date: Thursday, October 22, 2015 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of September 24 Meeting Minutes
- AC Report and Ratifications
- Appointment of New Board and Committee Members
- Appointment of Board Secretary
- Nominations for 2016 Board of Directors Election
- Vote to Approve 2016 Budget
- Vote on Resolution to Offer Rebate to Members
- Social Activities - Holiday Party, Halloween Parade
- Fire Safety Committee Report
- Officer Reports
- County Update
- Administrator's Report
- Next Meeting Agenda (December 3)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of September 24 minutes
- Litigation Report
- Personnel
- Adjournment

(Final agenda posted at office 96 hours prior to meeting)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914
Physical address: 1010 Sir Francis Drake Blvd. #200
Phone: 415-721-7429
Fax: 415-532-1487
Web Site: www.kwpoa.com
Email: info@kwpoa.com
Office Hours: Mon - Thur, 9:00am - 2:00pm

Board Members and Staff

Barry Evergettis, President	bevergettis@kwpoa.com
Bitsa Freeman, Vice President	bfreeman@kwpoa.com
Kathleen Belzer, Secretary	kbelzer@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Kathy Goldsmith, Director	kgoldsmith@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

ATTENTION MEMBERS

PROPOSED CHANGE TO THE KWPOA ARCHITECTURAL FEE SCHEDULE

KWPOA members have 30 days from the publication of this **proposed change** to our Architectural PROJECT TYPES AND FEES schedule to comment. Please address comments to the Board of Directors by email to info@kwpoa.com, or via mail to PO Box 404, Kentfield, CA 94914.

The Board is proposing to discuss and take action on this change to our Architectural Project Types and Fees schedule at our board meeting on December 3rd at 6:00 pm in our office at 1010 Sir Frances Drake Blvd., Suite 200 in Kentfield.

Fee Adjustment for Appealing an Architectural Committee Decision

Under the current Architectural Project Types and Fees schedule, the fee is \$1,500 to file an application to appeal a decision of the Architectural Committee to the KWPOA Board of Directors. The \$1,500 appeal fee currently consists of a non-refundable application fee of \$1,000 and a refundable reserve fee of \$500. The purpose of the proposed change is to adjust the levels of the refundable and non-refundable components of the \$1,500 appeals filing fee. Under the proposal, the appeal fee will remain at \$1,500, but (a) the non-refundable application fee will be reduced from \$1,000 to \$750, and (b) the refundable reserve fee will be increased from \$500 to \$750. The effect is to increase the amount of the \$1,500 appeal fee that is potentially subject to refund.

The complete Architectural Project Types and Fees schedule is available on our website at kwpoa.com under the Design Review tab. The schedule is also included in the KWPOA disclosure package that is distributed annually to all members.

The current fee provision for appealing an Architectural Committee decision to the KWPOA Board of Directors is as follows, with the proposed new language shown in bold and the proposed deletions shown with a strikethrough:

C9: Project Category 9 • APPEALS (other than from Project Category 8, View Restoration) • \$1,500

*Application Fee: ~~\$1000~~**750**; Reserve Fee: ~~\$500~~**750** (estimated 15 hours staff time)*

• APPEALS from Project Category 8, View Restoration • \$500

Application Fee: \$100; Reserve Fee: \$400 (estimated 5 hours staff time)

Any decision of the Architectural Committee may be appealed to the KWPOA Board of Directors. Such appeals must comply with established appeal procedures, including time limits for filing such appeals, set forth by the Board.

KENT WOODLANDS

Halloween Parade

Saturday, October 31st

5:00 p.m.

Woodland Road



Don your costumes and join your neighbors for the annual Kent Woodlands Halloween Parade! Gather just past the intersection of Woodland Road and Rancheria/Goodhill, where the parade will begin at 5:00 p.m. sharp. Follow the fire engines up a candy-laden street and look for a special treat at the end!

SEE YOU OCTOBER 31st!

Woodland Road will be **CLOSED**
between Rancheria/Goodhill and
North/South Ridgewood from
5:00 to 6:00 pm

*If you're interested in hosting a candy stop along Woodland Road,
or for other parade information, contact Nicole Siminoff
at nikkisimi@gmail.com*

KWPOA Election Rule

Preamble

Effective July 1, 2006, for elections occurring on or after that date, the California Legislature has enacted legislation which will modify our current election procedures as provided for in the Kent woodlands Property Owners Association's current By-Laws. This new legislation (SB 61) (as amended by the California legislature on September 18, 2006) requires a homeowners association to adopt rules that meet specific standards. The purpose of the following rule is to achieve compliance with the new law while maintaining the general scheme of our current By-Laws.

Article I: Elections

The following rules shall apply to KWPOA elections held for any of the following reasons:

- Election of Directors
- Assessments (other than special individual assessments as defined under Article 4, Section 4 of the CC&Rs)
- Amendments to the CC&Rs or By-Laws

Article II: Candidacy for Board of Directors

The qualifications for candidates to serve on the KWPOA Board of Directors are:

- (i) Members in good standing with all Assessments current and whose Kent Woodlands property is subject to the CC&Rs
- (ii) Members who are not subject to any suspension of membership rights
- (iii) Only one Owner per Lot shall be eligible to serve on the Board at any time

The KWPOA Board will publish a copy of this rule in its October Newsletter each year preceding a Board Election to take place in January, thereafter. Candidates must submit a written statement of qualifications to the Board of Directors no later than October 31, each year. The Board of Directors will hold a special membership meeting in the month of October to allow nominations from the floor. The Board shall accept into nomination all individuals who meet the qualifications for candidates.

Article III: Election Procedures

The Board shall do the following:

- Set dates for the opening and closing of the Balloting Period; Ballots will state the date latest time when ballots may be received;
- Set the date and place for a vote count;
- Appoint as the Inspectors of Election three independent third parties who are members in good standing of the KWPOA and meets the definition of independent third party as specified in this article;
- Arrange for a double envelope secret ballot by mail which meets the requirements of the statute (add reference) as specified in Article IV;
- Provide Notice of the place and time of the ballot count, which place must be a public place in the proximity of Kent Woodlands;
- Assure that the counting process meets the requirements of Articles IV and V;
- Establish a procedure to allow for proxy voting; and,
- Store election ballots in a secure place for one year after the date of the vote count; in the event of a recount or other challenge to the election process, make ballots available, upon written request, to association members or their designated representatives; any recount will be conducted using the same counting procedure as for the original election, unless otherwise ordered by a court.

Independent Third Party. For the purposes of this section, an independent third party includes, but is not limited to, a volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy, or a notary public. An independent third party may be a member of the association, but may not be a member of the Board of Directors or a candidate for the Board of Directors or related to a member of the Board of Directors or a candidate for the Board of Directors. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services unless expressly authorized by rules of the Association.

Article IV: Ballot

Ballot Format and Delivery. Ballots and two preaddressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the association to every member not less than 30 days prior to the closing of the balloting period. In order to preserve confidentiality, a voter may not be identified by name, address, or lot, parcel, or unit number on the ballot. The association shall use as a model those procedures used by California counties for ensuring confidentiality of voter absentee ballots, including all of the following:

- The ballot itself is not signed by the voter, but is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote.
- The second envelope is addressed to the Inspectors of Election, who will be tallying the votes. The envelope may be mailed to a location specified by the inspectors of election. The member may request a receipt for delivery, if ballot delivered by hand to a place designated by inspectors.

The Count and Publication:

- All votes shall be counted and tabulated by the Inspectors of Election in public at a properly noticed open meeting of the Association members.
- Any candidate or other member of the association may witness the counting and tabulation of the votes. No person, including a member of the association, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.
- The results of the election shall be promptly reported to the board of directors of the association and shall be recorded in the minutes of the next meeting of the board of directors and shall be available for review by members of the association. Within 15 days of the election, the board shall publicize the results of the election in a KWPOA Newsletter directed to all members.
- The sealed ballots at all times shall be in the custody of the inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, at which time custody shall be transferred to the association.

Article V: Inspectors of Election Duties.

- Inspectors of election shall do all of the following:
- Determine the number of member households to vote and allow one vote per household;
- Determine the authenticity, validity, and effect of proxies;
- Receive ballots by use of a post office box exclusive to the election process and by hand delivery, if so determined;
- Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
- Count and tabulate all votes;
- Determine the result of the election; and,
- Perform any acts as may be proper to conduct the election with fairness to all members in accordance with this section and all applicable rules of the association regarding the conduct of the election that are not to conflict with this section.

Article VI: Miscellaneous

- **Proxies (Amended on July 25, 2013).** All proxies issued for an election under this rule must contain the procedures for use in casting votes by secret ballot as a proxy holder. Such procedure must be separate from the ballot. Any KWPOA member in good standing may appoint another KWPOA member in good standing as proxy holder to vote by secret ballot in conformance with procedures set forth and issued with the proxy and in conformance with Article IV, Section 5 of the KWPOA By-Laws. As with all voting wherein a proxy is allowed, to ensure that any proxy form complies with the Corporations Code and is counted by the Inspectors of Election, members should use only the proxy form approved by KWPOA, which form will be provided by KWPOA upon request. KWPOA shall not designate or suggest any proxy holder.
- **Equal Access.** The Board, at its discretion may make the KWPOA Newsletter, KWPOA website, or other venue available for campaign purposes, so long as that methodology is available to all candidates, members advocating a point of view in the case of Amendments, assessments, etc., and is not edited or redacted by the KWPOA but subject to such limitations on length as the Board may establish.

This Rule shall apply to all KWPOA membership elections henceforth to the extent it is consistent with the provisions of 1363.03 of the California Civil Code (CCC). In the event that this Rule is inconsistent with the KWPOA By-Laws, this Rule shall apply to the extent it is consistent with the provisions of 1363.03 of the CCC.