



Kent Woodlands Journal

Newsletter #264

October 2017

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Hello Neighbors,

As they say on Game of Thrones...winter is coming! As we transition from long, warm summer days to shorter, cooler days and possibly some early rains, now would be a great time to prepare for winter weather. Marin County Code requires property owners to keep all watercourses (creeks, gutters, drainage ditches, etc.) on their private property free of obstructions. This includes man-made as well as natural drainage areas and means keeping them clear of debris, yard waste, brush, etc.

It is critically important to take time to inspect drainage areas on your property and clear your "watercourse". Yard waste, broken branches, overgrown foliage, even leaves in drainage ditches, gutters or along creek banks can cause localized flooding during major storms, particularly early in the season. You never know how your yard waste might affect a downstream neighbor during the next winter storm!

The County of Marin has a great resource to answer any questions you might have regarding erosion, or how or what to clean up. Contact Sarah Phillips of Marin Resource Conversation District via email at sarah@marinrcd.org.

— Bitsa Freeman, President

KWPOA 2018 Annual Meeting & Board Election

KWPOA's 2018 GENERAL MEMBERSHIP MEETING AND ELECTION will be held on **Wednesday, January 17, 2018 at 7:00 pm** in The Studio at Marin Art and Garden Center, 30 Sir Francis Drake Blvd., Ross, CA 94957.

CALL FOR CANDIDATES: Four of the seven directorships are up for election in 2018: Bitsa Freeman, Steve Gray, Mimi Willard and Jeff Leh. The four incumbents will seek re-election. Nominations of qualified candidates may be submitted by mail, email, or in person at a **Special Membership and Board Meeting** on October 26th at 6:00pm at the KWPOA office at 1010 Sir Francis Drake Blvd., Suite 200, Kentfield. Nominations close October 31st. Candidates will be invited to publish a brief (200 words) summary of their qualifications in the December newsletter.

For more information about the election process, please see the enclosed KWPOA Election Rule, or contact the office at 415-721-7429.

Sheriff's Report

AUGUST 2017 SHERIFF ACTIVITY:

Alarm Activations	15 Activations
911 Hang-Up	1 Incidents
Vacation Homes	12 Homes
Vacation Checks Completed	74 Checks
Extra-patrol Request completed	19 Checks
Welfare Checks	0 Incidents
Citizen Assist	6 Incidents
Civil Advice	1 Incidents
AOA Fire	8 Incidents
Assist Outside Agency	0 Incidents
Verbal Disturbance	0 Incidents
Noise Complaints	3 Complaints
Warrant Arrest	0 Arrests
Thefts	2 Incident
Vandalism	0 Incident
Parking Complaints	2 Complaint
Suspicious Vehicles/Persons	5 Incidents
Traffic Accidents	0 Accidents

—Submitted by Deputy Scott Anderson
kwpoa@marinsheriff.org

CONTACTING THE SHERIFF



415-479-2311
kwpoa@marinsheriff.org

**DIAL 911
FOR ALL EMERGENCIES!**

KENT WOODLANDS

Halloween Parade

**Tuesday,
October 31st
5:00 p.m.**



Don your costumes and join your neighbors for the 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 to a gathering sponsored by KWPOA and hosted by the Dale/Gray family at 215 Woodland Rd.

*As usual, Woodland Road will be **CLOSED** between Rancheria/Goodhill and North/South Ridgewood from 5:00 to 6:00 pm. Alternative routes will be available.*

If you're interested in hosting a candy stop along Woodland Road, or for other parade information, contact the office at 415-721-7429.

Architectural Applications: October 2017

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".

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, October 17

Property Address	Applicant	Category/Project Description
New Applications for October		
11 Rancheria Road	Centeno	C4: Significant Changes
100 Rock Road	Kelly	C6: Teardown
Continued Applications to be Considered in October		
70 Rancheria Road	Rockefeller	C4: Significant Changes
Applications Approved in September		
61 Ridgecrest Road	Johnson	C4: Significant Changes
Exempt and Administratively Approved Applications		
411 Crown Road	Mott	Deck Repair
215 Goodhill Road	Skall	Tree Removal
200 Goodhill Road	Pritzker	Tree Removal
93 Kent Avenue	Hout	Fence Repair/Tree Removal
421 Crown Road	Aldridge	Deck Repair

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 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 415-721-7429 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 26, 2017 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of September 28, 2017 Meeting Minutes
- Nominations for 2018 Board of Directors Election
- AC Report and Ratifications
- Committee Appointments
- LPR Report and Related Votes
- Officer Reports
- County Update
- Social Activities Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of September 28, 2017 Minutes
- Legal & Litigation
- 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

Email: info@kwpoa.com

Board Members and Staff

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