



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, September 23, 2024 - 6:00PM

Meeting held at 1010 Sir Francis Drake, Suite 200, Kentfield and via Zoom

Directors Present: Jeff Leh, Bitsa Freeman, Ghigo DiTommaso, Steve Ring, John Millar, Paul Janzer

Directors Absent: Sara Wardell-Smith

Staff Present: Jeanne Williams, Heather Hill

Call to Order: Meeting called to order at 6:02pm.

Public Comment: None.

Fire Safety & Hazard Mitigation Report: Heather Hill reported on status of properties with fire hazard issues. Fire season is coming to a close; mitigation needs are slowing down, but Hill will continue to monitor neighborhood.

Approval of August 26, 2024 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: The board reviewed three recent projects approved by Architectural Committee. Ratification of all projects unanimously approved.

Clarifications to Design Review Fee Schedule and Preliminary Review Category: Tabled to next month.

PG&E Undergrounding Committee Update: No committee update. Leh discussed the challenges of forming a special utility district and passing a bond for this project. Board agreed that a neighborhood survey would be valuable in gauging interest. Williams to send survey draft to board for comment, then distribute to residents.

Election of 2025 Board of Directors: Counsel has advised that KWPOA must perform a balloted election this year in order to hold any future elections with acclamation. Williams presented a quote of \$1979 from Pro Elections to act as the required independent third-party Inspector of Elections. The Board unanimously approved engaging Pro Elections per that quote. A call for candidates will go out in the October 1st newsletter, followed by the required pre-ballot notice in the November 1st newsletter. Ballots will be issued by Pro Elections in December.

Director Resignation/Appointment to Open Board Seat: Noah Hagey tendered his resignation as a board member due to time conflicts. The board unanimously approved the appointment of member Paul Janzer to Hagey's vacated director seat.

Formation of Legal Committee: The board unanimously approved the formation of a Legal Advisory Committee to consist of board-appointed KWPOA members who are currently

practicing or retired legal professionals (i.e.: attorney, paralegal, etc.) to provide consultation to the board on an as-needed basis. The board unanimously approved the appointment of Noah Hagey and Patrick Hagan as the initial members of this committee.

2025 Budget Discussion: The board discussed the draft budget that was distributed in advance of the meeting. A KWPOA member provided public comment expressing concern regarding the negative operating budget from the last few years and maximum assessment increases. Leh/Wardell-Smith/Williams to make final adjustments and will present to the board for approval at the October 28, 2024 meeting.

Annual Meeting and Election: The board unanimously voted to hold the annual meeting on Wednesday, January 15, 2025 both in person and via Zoom. Agenda TBD.

LPR Cameras: Leh discussed the aging LPR equipment and our current reliance on electrical connection to a member's property. The Sheriff and other local law enforcement now uses a different LPR vendor (FLOCK) which is reportedly more reliable, provides easier coordination between law enforcement agencies, and can operate on solar power. Williams to obtain a quote from FLOCK and connect with County for an audit of funds currently available in the CSA-17 account that funds the cameras.

Info Session: Representatives for our Neighbors on Water Board re: Fire and Water Supply: Tabled to next meeting. Also, subject to be added to annual meeting agenda.

Kentfield/Ross Magazine: Freeman's next submission not yet planned.

Social Events Update: The Ryan's will host the Halloween after-party again this year, working on street closure permit. Holiday party is scheduled for December 8, 2024 5-8pm at Guesthouse. Increasing ticket price to \$50, plus a senior discount. Next food truck event scheduled for April 27, 2025.

Officer Reports: No reports.

Operations Report: Upcoming projects: Final 2025 budget, required member "Preferred Delivery Method" form, annual disclosure packages, QuickBooks online transition, events, annual meeting.

Next Regular Board Meeting: October 28, 2024 at 6:00pm.

Meeting adjourned at 7:19 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT OCTOBER 28, 2024 BOARD MEETING