



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, April 15, 2024 - 6:00PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Julie Johnson, Ghigo DiTommaso, Steve Ring, Sara Wardell-Smith

Directors Absent: Noah Hagey

Staff Present: Heather Hill, Jeanne Williams

Call to Order: Meeting called to order at 6:00pm.

Public Comment: None

Fire Safety & Hazard Mitigation Report: Heather Hill reported that she is continuing to check on properties with outstanding fire mitigation issues, with a focus on roadside clearance and absentee owners.

Approval of March 25, 2024 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: No meeting in April. No ratifications.

Proposed Design Review Fee Increases: A proposed revised Design Review Fee Schedule was submitted to the membership on March 8, 2024 for the required member comment period. Four comments were received: three comments expressed general concern about the amount of the increase in fees; one comment expressed concern specifically regarding the proposed View Restoration fee. After discussion of these member comments, the board unanimously voted to adopt the fee schedule as published, with no changes, effective May 1 for applications received by May 21 for the June Architectural Committee meeting. Williams will distribute the new fee schedule to members via the May newsletter and post on the website.

Administrative Correction to 2024 Budget: Wardell-Smith presented a proposed administrative correction to the 2024 budget due to an accidental double-counting of projected employment taxes. The correction would reduce budgeted expenses for 2024 by \$20,000. The board unanimously approved the corrected budget. Williams to distribute to the membership via the May newsletter and post on the website.

Entrance Project – Next Steps & Special Assessment Process: DiTommaso presented refined projected costs. Next steps: Leh to explore ballot language and process. Williams presented a proposal from “Pro Elections” for administration of the Special Assessment election, including acting as Inspectors of Election. Board unanimously voted to engage Pro Elections based on their proposal. Final election date and ballot counting meeting set for August 26, 2024.

Update of 1995 Bylaws: Williams reported that attorney Glenn Youngling's office has recommended that the Board update our 30-year-old bylaws. Because this expense has not been budgeted for this year, the Board will revisit at a later date and potentially schedule this update for next year.

Carbon Neutrality Task Force Report: Upcoming events: Fall "green home" tours.

Kentfield/Ross Magazine: Upcoming issue to include fire safety and roadside clearing.

Social Events Update: Food Truck event is scheduled for May 5.

Officer Reports: Treasurer Wardell-Smith reported on Association finances.

Operations Report: Williams reporting. One member has not paid their annual assessment, plus two others who still owe late fees. Prepping for time away from office. Vacation scheduled for 4/28/24 to 5/14/24, will be available by text/email for important issues.

Next Regular Board Meeting: May 20, 2024 at 6:00pm

Meeting adjourned at 7:30 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT THE MAY 20, 2024 BOARD MEETING