



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, July 22, 2024 - 6:00PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Noah Hagey, Ghigo DiTommaso

Directors Absent:, Steve Ring, Sara Wardell-Smith

Staff Present: Jeanne Williams, Heather Hill

Call to Order: Meeting called to order at 6:04pm.

Public Comment: None

Fire Safety & Hazard Mitigation Report: Heather Hill reported on status of properties with fire hazard issues. Approximately 30 letters have been sent to members seeking their compliance with our fire safety standards. Continuing to identify and monitor trouble spots.

Approval of June 24, 2024 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: Jeff Leh reporting for Steve Ring. Leh reviewed approved projects approved by Architectural Committee. Ratification of all projects unanimously approved.

Entrance Project - Special Assessment Election Status: Leh reported that the election is on track with ballot packages set to be mailed on 7/25/24 by Pro Elections. The ballots will be counted live on Zoom at the August 26 board meeting. Inquiries regarding ballot process should be directed to J. Williams.

Appointment to Open Board Seat: The board is seeking to fill at least one open board seat, possibly two. Leh introduced John Millar, who expressed interest and provided his qualifications and background. Millar was confirmed to be eligible to serve on the board. Leh made a motion to appoint Millar to the currently open seat, and the motion was seconded and unanimously approved.

MCSO Substation: Leh attended the COM committee meeting regarding the possible relocation of the Sheriff's substation that is currently located on the College of Marin campus. A number of Kent Woodlands residents also attended and spoke against the relocation. Leh will provide follow-up if/when further details are available.

Kentfield/Ross Magazine: Freeman's next submission will address MCSO substation issue.

Social Events Update: Next food truck event scheduled for September 8, 2024. Planning will then begin for the Halloween parade and after-party.

Officer Reports:

J. Leh reported for Treasurer Wardell-Smith on monthly financial reports. Financial picture remains in good standing. Expenses are trending downward thanks to the Board's mindfulness in reigning in expenses. Monthly income has significantly slowed since all annual assessments have been collected, and we will be drawing down on cash-on-hand for the rest of the year. This is the norm, as the bulk of the Association's income is generated in the first several months of each year. Wardell-Smith advised that she will be transferring funds from the Schwab money market account into the BofA operating account to cover the next couple of months' expenses.

Operations Report: Williams reported that current projects include the special assessment election, fire mitigation correspondence and tracking, property transfers, responding to a legal issue, and general operations activity.

Next Regular Board Meeting: August 26, 2024 at 6:53pm. This meeting will also be the Special Assessment Election where ballots will be counted and the results certified by Pro Elections.

Meeting adjourned at 6:48 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT AUGUST 26, 2024 BOARD MEETING