



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, October 28, 2024 - 6:00PM

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

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

Staff Present: Jeanne Williams

Call to Order: Meeting called to order at 6:03pm.

Public Comment: None.

Fire Safety & Hazard Mitigation Report: Continuing neighborhood drives and communicating with members as necessary. The property under enforcement has been adequately addressed.

Approval of September 23, 2024 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: No ratifications from the AC.

Clarifications to Design Review Fee Schedule and Preliminary Review Category: The Architectural Committee has requested that Project Type C-3 be made optional for C-4 projects at the AC Coordinator's discretion in cases where it is unnecessary and/or redundant (eg: very small or straightforward projects). It was moved, seconded, and unanimously approved to add the following sentence under C-3 on the Design Review Fee Schedule: "The Architectural Committee Coordinator may waive a preliminary review for a C4 project if they deem it relatively straightforward and the application includes all required documentation for the proposed project type." Since this is an administrative clarification to the document, a membership review period is not required.

ADU/JADU Policy and/or Legal Guidance: Leh reported that he sought guidance from counsel regarding KWPOA's governance/review of ADU/JADUs. While the association cannot deny construction of an ADU, we do have the right to review certain design aspects (exterior finishes, lot placement, etc.) Counsel has prepared a document providing guidance with regard to ADUs that will be posted on the web site and provided to member applicants wishing to construct an ADU.

Acorn Lot – Maintenance and Next Steps: Ring to obtain bids for a major cleanup of the Acorn Lot, with a view to the work being performed after the first of the year. Monthly maintenance to be discontinued until spring, at which point we can reevaluate maintenance needs.

LPR Cameras – Vendor Change and Equipment Upgrade: FLOCK (LPR Vendor) has determined that solar is not an option at the current LPR location, so Williams is scheduling another site visit to try to determine an alternate spot. Williams will also hold a call with the County Finance Dept. to determine how much money is currently in the CSA17 account and how much is collected each tax year.

Restatement of KWPOA CC&Rs and Bylaws: It was moved, seconded, and unanimously approved to move forward with updating the 30-year-old KWPOA governing documents to bring them in line with the

legislative requirements of the Davis-Stirling Act. Williams to begin preliminary legwork, and the board will consider putting together a committee of board members and community volunteers to work on the fine-tuning of the documents.

2025 Budget Discussion: Wardell-Smith answered questions regarding the revised draft budget as distributed to the board prior to the meeting. This revised version brings the association into the black with an income of approximately \$4000 for FY 2025. It was moved, seconded and unanimously approved to adopt the 2025 budget as presented.

2025 Annual Meeting and Election: Annually meeting and election is set for Wednesday, January 15th at 7:00pm. The required election notices have been sent out to the membership. Agenda items to include Sheriff Rep and MMWD board member.

Nominations for 2025 Board of Directors: Directors Paul Janzer and Steve Ring have stated their intention to run as incumbents. No additional nominations received to date. Nominations close on October 31.

Electrical Wire Undergrounding Committee Update: Leh reported that the survey regarding undergrounding power lines garnered a high level of engagement and support for the idea. Dr. Mary Lamia updated the board on the Undergrounding Committee activity. Amy Gallen volunteered to assist in securing an engineer to speak at the Annual Meeting regarding process and potential costs. Williams to provide Gallen with survey results to share with engineer in advance of annual meeting.

Association Donations/Ross's Tiered Model Discussion – Tabled to next month.

Kentfield/Ross Magazine: Tabled to next month.

Social Events Update: Halloween parade and party all set. Holiday party is scheduled for December 8, 2024 5-8pm at Guesthouse. Next food truck event scheduled for April 27, 2025.

Officer Reports: Wardell-Smith reported that she is looking into transferring \$100K to a CD. Will be meeting with Millar to discuss taking over Treasurer position.

Operations Report: Williams asked for and received the board's permission to go 100% digital for AC applications and drawings, which falls in line with County procedures. Williams reviewed other general document storage protocols and suggested engaging an IT consultant to evaluate our security protocols and offer suggestions for improvement. Upcoming projects include "Preferred Delivery Method" form mailing, annual disclosure package distribution, QuickBooks online transition, events, annual meeting, assessment billing.

Next Regular Board Meeting: December 2, 2024 at 6:00pm.

Meeting adjourned at 7:22 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT DECEMBER 2, 2024 BOARD MEETING