



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, August 26, 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, Sara Wardell-Smith, John Millar

Directors Absent: Noah Hagey

Staff Present: Jeanne Williams, Heather Hill

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

Fire Safety & Hazard Mitigation Report: Heather Hill reported on status of properties with fire hazard issues. Over 25 properties have had their status cleared in the last several weeks. Continuing to identify and monitor trouble spots, including one property currently under board enforcement.

Public Comment: A member expressed concern about a neighboring property that is abandoned, unmaintained, and is a significant fire hazard. President Leh outlined the enforcement steps in progress.

Approval of July 22, 2024 Board Meeting Minutes: Unanimously approved as submitted.

Introduction of Inspector of Elections, Announcement of Quorum Status, and Commencement of Vote Count for special Assessment Ballot: Abigail Padou of Pro Elections introduced herself as the Inspector of Elections for KWPOA's Special Assessment election. Padou confirmed that 310 ballots were received, and therefore quorum was met. Padou explained the process for counting votes and proceeded with the count on camera while the board meeting continued.

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

Director Resignation/Appointment to Open Board Seat: Leh reported that Noah Hagey has indicated he is open to resigning since he is often unable to attend meetings. Member Paul Janzer has expressed interest in joining the board and is observing tonight's meeting. Hagey's potential resignation and Janzer's potential appointment will be discussed at the next Board meeting. Leh reminds all members to reach out if they are interested in volunteering on the board or in any capacity for the Association.

Formation of Legal Committee: Leh introduced the idea of forming a Legal Committee to assist the board with legal activity as a way to widen the board's legal perspective and reduce legal

costs. Williams to include a call for volunteers in the next newsletter. Any committee members will be officially appointed at a later date.

2025 Budget – Preliminary Discussion: Wardell-Smith provided the current Treasurer’s report on Association financials, which remain stable. Reminder to continue cost-cutting wherever possible. Regarding the 2025 budget, Wardell-Smith requests board members to email herself and J. Williams any new budget items to consider for 2025 – special projects, new or one-off expenses, etc. – by September 10th. Williams will build these into the first draft of the budget and the board will have a discussion at the September 23rd board meeting. A vote on a final budget will take place at the October 28th board meeting.

MCSO Substation Update: Leh thanked the many Kent Woodlands residents who attended and commented at the COM Campus Safety Committee meeting regarding the Sheriff’s campus substation. The committee has decided not to pursue moving the substation off-campus but may consider another campus location at a future date.

PG&E Undergrounding Committee Update: Dr. Mary Lamia provided a presentation regarding what would be involved with undergrounding the neighborhood’s PG&E electrical wires. Leh offered for the board to support the committee with a survey to gauge interest in the community. Leh and Lamia to work together on language for a survey.

Election Results: Inspector of Elections Abigail Padou announced the results of the election as follows:

- 310 ballots received
- 131 yes votes
- 179 no votes.
- The special assessment fails.

Padou advised that the board must deliver the election results to members within 15 days by general notice (eg: an upcoming newsletter). Leh expressed thanks to members for their participation in this election.

After the results were announced, Leh opened a discussion regarding what to do with the Acorn lot in absence of funds from a special assessment. DiTommaso discussed the minimum needs regarding mitigating fire hazards on the lot (removal of hazardous trees and invasive vegetation) and agreed to provide a proposed budget for this work.

Kentfield/Ross Magazine: Freeman’s next submission will feature the Kent Woodlands Halloween Parade.

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

Officer Reports: No reports.

Operations Report: Williams reported that the Association will be required to hold a balloted director election this year per the Davis-Stirling requirements regarding elections by acclamation. Williams/Leh to contact legal counsel regarding this requirement.

Williams advised the board that the governing documents (CC&Rs and Bylaws) are now 30 years old and past due for an update, since there have been many legislative changes to the Civil Code in the past three decades. Williams has requested a quote from Glenn Youngling and will report back.

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

Next Regular Board Meeting: September 23, 2024 at 6:00pm.

Meeting adjourned at 7:34 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT SEPT. 23, 2024 BOARD MEETING