



# Kent Woodlands Property Owners Association

## *Regular Board Meeting Minutes*

*July 24, 2023 - 6:00PM PST Hybrid with Meeting Owl*

**Present:**           **Directors:** Becker, Freeman, Hagey (Zoom), Johnson, Leh (Zoom), Wardell-Smith (Zoom)  
                          **Staff:** Hill (Zoom), Tiernan (Zoom), Williams  
                          **Guest:** Mark Brown, MWPA  
**Absent:**           **Director:** DiTommaso

**Call to Order:** President Leh called the meeting to order at 6:03 pm PST.

**Public Comment:** Nick Kanas, member at 9 Idlewood: Letter about exterior paint compliance.

**Guest Speaker:** Mark Brown, Executive Officer for MWPA, spoke about what MWPA is doing to reduce our fire risk.

**Public Comment:** Susan Blake, member at 603 Goodhill: Roadside vegetation.

**Fire Mitigation Report:** Hill reported on problem properties and said that 15 letters will be sent to property owners.

**Approval of 6/26/23, 2023 Minutes:** *M/S/A to approve the Minutes of the June 26 Board meeting as submitted.*

### **Architectural Committee Report and Ratifications:**

**Ratifications:** *M/S/A to ratify three approvals as proposed for 65 Rancheria, 375 Crown, 70 Rancheria..*

### **Updated Approval Letter Timing Regarding Ratification Process:**

*M/S/A to approve two suggested edits to the Approval Letter: adding “This approval letter will serve as a recommendation to the Board, which has the ultimate authority to ratify approvals” and changing the 10-day turnaround for member signature to the previous 5-day turnaround. Johnson also proposed that the “Project Types and Fees Schedule” be edited to show that there is no application fee for installations of rooftop solar. M/S/A to approve the suggested edit to “Project Types and Fees.”*

### **Revised Architectural Rules: Review and Discussion of Member Comments Received:**

Williams reported that several comments had been received ahead of the August 21 deadline. She said the Board should wait until we hear from Counsel whether or not we can simply make these changes and vote in the August meeting or if we need to circulate the edited document before voting to approve it. Final review of member comments will be at August meeting

**New Design Review FAQ Page:** Discussion about updating the “Quick Tips” document which the Board approved several years ago. No motion, no vote, but verbal consensus to proceed with this no-staff cost project.

**Unapproved Exterior Paint Letter:** President Leh asked Tiernan to reach out to 9 Idlewood Road re their exterior color. He asked Williams to create a Tracker for these 16 houses and to add this to the Agenda for the September Board meeting.

**Roundabout/Safety Improvements:** Tabled to August meeting.

**Entrance Beautification and Acorn Lot:** Director Hagey reported that Landscape Designer Erin Werner is getting rough approximate bids so that she can provide a budget for the Board's review at August meeting.

**Carbon Neutrality Task Force Report:** Director Johnson reported on upcoming events: the 9/24/23 EV Car Show and a Lemonade Stand in August to encourage people to complete the Survey. An email blast encouraging people to join Resilient Neighborhood groups will go out in August.

**Kentfield/Ross Magazine:** Director Freeman proposed that upcoming issues focus on Woodland Sponsors and the Carbon Neutral EV Show.

**Short Term Rentals Policy:** Tabled to August meeting.

**Officer Reports:**

**Vice President/Secretary:** Becker summarized comments from President Leh that Minutes should be more concise.

**Treasurer Report:** Wardell-Smith, Treasurer, presented the monthly financial report. A board discussion ensued about the fact that the association's income is essentially flat YOY (design review income + assessment income) while at the same time, overall operating expenses have risen substantially (specifically design review and legal expenses).

**Operations Manager's Report:** Williams reported the following:

- 1) Assessments – One member remains unpaid and a lien will be placed on the property.
- 2) Google Workspace Migration – No progress at this time given other priorities.
- 3) Hours – Williams reported on the hours she has spent on several one-time projects.
- 4) Website Design - She will be asking for input from the Board about website design.

**Social Events:** President Leh reported that the next Food truck event will be on Sunday September 10.

**Adjourn and Reconvene in Executive Session**

**Next regular Board meeting:** Monday August 28 at 6:00pm. Agenda to be published.

**Regular Meeting Adjourn:** 7:58 pm PST.

Respectfully submitted, Ann Peckenpaugh Becker, Secretary

**APPROVED AT 08/28/2023 BOARD MEETING**