



# Kent Woodlands Property Owners Association

## REGULAR BOARD MEETING MINUTES

**Monday, October 27, 2025 - 6:00PM**

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

**Directors Present:** Jeff Leh, Bitsa Freeman, Steve Ring, Ghigo DiTommaso, John Millar, Joel Ritch, Paul Janzer

**Directors Absent:** n/a

**Staff Present:** Jeanne Williams, Zachary Meier

**Call to Order:** Meeting called to order at 6:01 PM.

**Public Comment:** None

**Approval of 09-29-2025 Board Meeting Minutes:** Unanimously approved as submitted.

**Fire Safety & Hazard Mitigation Report:** Meier continues to reach out to residents who have potential fire safety issues. Eight residents will receive a formal notice letter from Williams because they have not been responsive to 3+ messages from Meier.

**Electrical Wire Undergrounding Committee Update:** The Town Hall Meeting on this topic is scheduled for Monday, November 3rd at 6PM. Ritch will moderate, and we will have three different speakers presenting for ~15 minutes per topic.

Ritch reports that the community will need to fund ~\$2M of work just to get a firm cost estimate for the full project before we can take a formal vote to approve the project/bond. If the vote passes, this cost can be folded into the bond.

**PG&E Undergrounding Demand & Liability Letter Review & Send Decision:** The board has reviewed a letter drafted by BraunHagey & Borden that puts PG&E on notice regarding our desire to have our wires undergrounded and the massive liability that they are exposing themselves to by not doing this. The board unanimously approved that the letter be sent to PG&E.

### **Architectural Committee:**

**-Report and Ratifications:** Unanimously approved the October A/C report with the condition that 55 Upland needs to correct their submission to satisfy the Architectural Committee.

**-Adjustment to Consultant Rate Used to Calculate Time on Applications:** The board unanimously approved a change to our fee schedule that sets our consultant rate to \$150/hour.

**Acorn Lot: Landscaping, Fundraising, Bike Rack Update:** Ring received multiple bids on the Acorn Lot landscaping project and selected Quinn's, which was 30% less than other bids and below our \$65K target. We hope to begin planting within ~1 week.

One Woodlands resident made a \$5K donation to the GoFundMe and offered some free-of-charge plants that we might be able to incorporate into our project to reduce the cost.

After talking to our insurer, we have determined that operating or facilitating any bike share in the Acorn Lot presents too much liability exposure. We are investigating whether there are any bike share companies that will cover the insurance risk themselves. If this is a dead end, we may look into simply adding a communal bike rack to the lot.

**2026 Budget: Review, Discussion, and Vote to Approve:** Millar and Williams prepared a 2026 budget proposal that we reviewed. The largest cost increase comes from our fire safety consultant, who is replacing a consultant who didn't have much availability/billable hours in 2025. On the revenue side, the model is very sensitive to design review income, which can be difficult to predict. As currently modeled, the 2026 budget has us drawing down slightly (~\$11K) from the reserves we had going into 2025, but this could be mitigated by additional contributions to the Acorn Lot GoFundMe.

The board unanimously approved the proposed 2026 budget as presented while waiving the 10% increase in dues that would have otherwise been assessed.

**Governing Documents Revision Update:** Suggested changes to the bylaws and CC&Rs will be reviewed by the board electronically in advance of an in-person discussion.

**College Avenue Safety Improvements:** DiTommaso had a call with Susannah Mrazek, board aide to Supervisor Colbert. They discussed potential "quick build" solutions for the intersection of College Ave. and Woodland Rd., which will allow us to trial a temporary solution that would be cheaper and faster than other options. DiTommaso will offer to join the advisory committee so he can better advocate for moving this forward.

**Social Events Update:** The Halloween event is on Friday at the Potters' house on Woodland Rd. Our Holiday Party will be on 12/7.

**Kentfield/Ross Magazine:** The most recent edition covered the undergrounding project.

**Officer Reports:** Freeman provided an update from a recent KPAV meeting regarding Marin General's project to build their own power source.

Leh was contacted by someone in the neighborhood who volunteered to help the HOA. He will direct them toward the Architectural Committee.

**Operations Report:** Williams is working on social events, collecting 4041 forms, and preparing for annual assessments.

**Next Regular Board Meeting Agenda:** Our next meeting will be on Monday, December 1.

**Meeting adjourned at 7:45 pm.**

---

Paul Janzer, SECRETARY

**APPROVED 12/1/2025**