



# Kent Woodlands Property Owners Association

## ANNUAL MEMBERSHIP MEETING MINUTES

Wednesday, January 15, 2025 - 7:00PM

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

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

**Directors Absent:** None.

**Staff Present:** Jeanne Williams, Heather Hill

**Call to Order and Introductions:** Meeting called to order at 7:02pm.

**President's Comments:** Our thoughts go out to the Los Angeles fire victims. The KWPOA has ongoing efforts to prepare for fires. Kentfield Fire will attend our February board meeting to discuss evacuation preparedness and provide commentary on our neighborhood's fire risks.

**Financial Report & Vote on Resolution re: Application of Surplus Finds:** Wardell-Smith provided our 2024 treasurer's report. Total revenue was ~\$263K (primarily from annual membership assessments) and expenses were ~\$258K, yielding a net income of ~\$5K. Expenses rose 5% y/y. Our cash balance is currently \$206K. Our detailed financials will be available for public viewing on our website by approx. the end of March after being audited by our accounting firm. Wardell-Smith is ending her role as Treasurer after 6 years. Millar is taking over this responsibility.

The attendees of the meeting voted unanimously (43 of 43) in favor of a resolution that allows the KWPOA to use surplus funds from the last fiscal year towards the 2025 budget as provided for in the IRS Revenue Ruling 70-60A.

**Announcement of Election Results by Inspector of Election:** Every 4 years, a balloted election for the KWPOA board is required. Pro Elections, an independent inspector of elections, managed this process. We received 97 ballots, which gave us a quorum. The election results were as follows: Steven Ring 82 votes; Paul Janzer 81. Steven Ring and Paul Janzer are elected to the board. The vacant seat can be filled by appointment.

**Architectural Committee Report:** Bruce Raabe provided an update on the KWPOA Architectural Committee. There has been an uptick in applications recently. The committee has recently streamlined procedures and clarified policies, especially concerning ADUs.

**Call for Community Volunteers:** Most KWPOA work is done by volunteers. The board would like to extend an invitation to the community to contribute to the following committees:

- fire safety committee
- architectural committee
- legal sub-committee
- social committee
- utility undergrounding committee
- beautification committee

- governing documents (CC&R) revision oversight committee

Send an email to [info@kwpoa.com](mailto:info@kwpoa.com) if you're interested in learning more.

**Electrical Wire Undergrounding Engineer – Informational Presentation:** Dennis Klingelhofer gave an informational presentation on undergrounding utility lines. Mr. Klingelhofer is an assessment engineer who has worked on hundreds of similar projects.

Klingelhofer described two different mechanisms for funding these projects via bonds – assessment districts and special tax districts. These two types of entities have different processes and thresholds for formation.

Assessments to homes for similar projects have ranged from ~\$20K-\$100K, paid over the life of the bond (~15-30 years). There may be an additional cost to hook up the services to each home.

Typically, all overhead utilities are undergrounded at the same time. The process typically takes 6-9 months to form a district, 6-12 months for design/bidding, and 18-24 months for construction of the improvements.

If you're interested in participating in the utility undergrounding committee, contact [info@kwpoa.com](mailto:info@kwpoa.com).

**Marin County Sheriff Representative – Neighborhood Update:** Deputy Jerry Niess from the Marin County Sheriff's Department provided an update on crime in the neighborhood/area. He patrols our neighborhood under a special contract funded by our property taxes.

Most crimes in our neighborhood have gone down, but Deputy Niess did discuss three recent residential burglaries in the Woodlands. He also provided updates on police calls related to Project Homekey (on S. Eliseo), our proposed migration to a new license plate reader system (FLOCK), and the prospects of converting the intersection in front of our neighborhood to a roundabout.

**Marin Water Representative:** Ranjiv Khush, our representative from the Marin Water Board, provided updates on our water supply and fire mitigation in the watershed.

Our water supply is currently good. Usage is down since 2020. We are making investments to improve resilience to droughts. There was a recent rate increase for water (an average of ~20% increase per customer, but more for some homes).

The MMWD does regular maintenance on Crown Road and other parts of the watershed to create fuel/fire breaks. All fire hydrants have good access to water and are regularly maintained.

**Public Comment:** We received a public comment asking if our current cash balance (\$206k) is enough. Previous boards have held more for legal issues, but we feel comfortable with our reserves at this time.

**Meeting adjourned at 9:05 pm.**

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Paul Janzer, SECRETARY

**APPROVED AT THE 01-27-25 BOARD MEETING**