



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, March 25, 2024 - 6:00PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Julie Johnson, Ghigo DiTommaso

Directors Absent: Noah Hagey, Sara Wardell-Smith

Staff Present: Heather Hill, Jeanne Williams

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

Public Comment: None

Guest Speaker: PG&E Senior Manager Austin Sharp presented information related to public safety and undergrounding power lines in Kent Woodlands. Following discussion and Q&A, President Leh asked any member interested in serving on a Power Line Undergrounding committee to email us.

Fire Safety & Hazard Mitigation Report: Heather Hill reported that she is continuing to check on properties with outstanding fire mitigation issues, with a focus on roadside clearance and absentee owners.

Approval of February 26, 2023 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: Johnson reporting. The following Architectural Committee approval was unanimously ratified by the board: 115 Evergreen Drive.

Appointment to Vacant Board Director Seat: The board voted unanimously to appoint member Steven Ring to the vacant seat on the Board of Directors.

Required Update to KWPOA Voting Policy: Williams reported that recent statutory changes required an update to KWPOA's Voting Policy. HOA attorney Glenn Youngling was engaged to draft an updated policy, which was distributed to board members for review. These changes do not require a 28-day member review period because they are merely repeating existing law. The board voted unanimously to adopt the revised Voting Policy. Williams to distribute to all members.

Entrance Project – Next Steps & Special Assessment Process: DiTommaso presented refined numbers for potential soft costs related to the proposed project. Leh recapped cost estimates and potential bank financing. Next steps: Leh to explore ballot language and process.

Administrative Correction to 2024 Budget: Tabled until April meeting.

Real Estate Disclosure Package Fee Increase: The current price of providing the required disclosure documents to members prior to the sale of their property is \$220. This fee has not been increased for at

least 17 years, despite rising costs to produce the documents. The board voted unanimously to increase the fee for disclosure documents to \$325 to cover the current costs of production.

Carbon Neutrality Task Force Report: Johnson recapped the CNKW “Cocktails and Climate” event. Upcoming events: Fall “green home” tours.

Kentfield/Ross Magazine: Next issue to include information on food truck event. Suggestions for following issue: Fire safety and roadside clearing.

Social Events Update: Food Truck event is scheduled for May 5.

Officer Reports: No reports.

Operations Report: Leh reporting for Williams. Assessments for 17 properties remain unpaid. Pre-lien notices to be sent April 5. Projects recently completed include CPA financial review and election policy update. Coming up: Distribution of financial review and voting policy to members, food truck event, special assessment ballot preparation.

Next Regular Board Meeting: April 15, 2024 at 6:00pm

Additional Public Comment: A member commented on the current difficulty obtaining/keeping property insurance in Kent Woodlands. Freeman to provide Leh with a list of brokers to whom we can refer members.

Meeting adjourned at 8:05 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED 4/15/2024