



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, February 26, 2024 - 6:00PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Sara Wardell-Smith, Julie Johnson, Ghigo DiTommaso

Directors Absent: Noah Hagey

Staff Present: Jeanne Williams, Heather Hill

Call to Order: Meeting called to order at 6:04pm.

Public Comment: None

Fire Safety & Hazard Mitigation Report: Heather Hill reported that she is continuing to check on properties with outstanding fire mitigation issues. Hill and Williams to confer regarding letters to be sent to members.

Approval of January 22, 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: 8 Woodland Place.

Appointment to Architectural Committee: The board voted unanimously to appoint member Keith Kirley to the Architectural Committee effective immediately.

Proposed Changes to Design Review Fee Schedule: AC Chair Bruce Raabe presented a proposed revised "Project Types and Fee Schedule". After discussion, the board unanimously approved its distribution to the KWPOA membership for a 28-day review period. Williams will prepare final document to send either by mail or email to members. At the April 22, 2024 meeting, the board will discuss any comments received and potentially vote to adopt the new fee schedule.

Unapproved Exterior Paint Color Tracker: Leh reported that a final follow-up letter regarding their unapproved paint color will be sent to members who have not responded to our previous communication.

Entrance Project – Next Steps & Special Assessment Process: DiTommaso presented three bids for the proposed entrance project, plus additional bids for tree removal. Next steps: DiTommaso to provide an updated bid presentation that includes a financial buffer, cost of project management, finance fees, and all other soft costs and contingencies.

Carbon Neutrality Task Force Report: Johnson reporting. CNKW mailer sent to all residents. Upcoming events: Ellie Cohen from the Climate Center on 3/13/24, Green Home Tours on 9/15/24.

Kentfield/Ross Magazine: Williams to provide Freeman with verbiage regarding next food truck event.

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

Officer Reports: No report from President or VP/Secretary. Treasurer Wardell-Smith reported on the monthly financials.

Operations Report: Williams reported that assessments for 37 properties remain unpaid. Any members who are delinquent as of March 15 will receive a final warning followed by a pre-lien notice.

Next Regular Board Meeting: March 25, 2024 at 6:00pm

Meeting adjourned at 7:16 pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT THE MARCH 25, 2023 BOARD MEETING