



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, March 23, 2026 - 6:00 PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Joel Ritch, Paul Janzer

Directors Absent: Steve Ring, Ghigo DiTommaso, John Millar

Staff Present: Zachary Meier

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

Electrical Wire Undergrounding Committee Update: Ritch and the rest of the committee are preparing to host their first small-group, home meeting to persuade neighbors of the importance of this initiative. They have prepared FAQs on this topic. A condensed version will be added to the next KWPOA newsletter.

Public Comment: None

Approval of 2-23-26 Minutes: Unanimously approved as submitted.

Fire Safety & Hazard Mitigation Report: Meier reports that several letters have been sent to members with potential hazards. If not responded to by 3/24, a follow-up letter will be sent. He also introduced a new safety tracker that gives KWPOA board members and staff even more visibility into his work. He has continued his neighborhood sweeps and notified one residence that they have hazardous, dead trees on their property. Meier will contribute a blurb on fire safety to an upcoming newsletter.

Architectural Committee Report and Ratifications: None this month

Governing Documents Revision Update: No updates this month

Social Events Update: We will hold a food truck event on 5/31. Vendors have been secured.

Kentfield/Ross Magazine: Freeman will contribute this month, potentially including the undergrounding FAQ.

Officer Reports: Millar submitted an email report informing the board that a CPA has been engaged for our annual financial review and taxes. No issues are expected. To date, we've collected 97% of expected assessments. Thus far, expenses have been close to budget.

Operations Report: Williams has sent late notices for assessment fees and is working with Meier on fire hazard notices. She is also working with Millar and our CPA on our annual financial report and taxes.

Crown Road – Restricted Parking: The county requests that parking on upper Crown Rd. be limited to one side of the road to make way for emergency vehicles. The board defers to the county on this matter.

College Avenue Safety Improvements: No updates this month.

Next Regular Board Meeting Agenda: Our next meeting will be on Monday, April 27.

Meeting adjourned at 6:30 pm.

Paul Janzer, SECRETARY

APPROVED AT 4/27/26 BOARD MEETING