



## REGULAR BOARD MEETING MINUTES

**Monday, December 1, 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 6:02 PM.

**Public Comment:** None

**Approval of 10-27-2025 Board Meeting Minutes:** Unanimously approved as submitted.

**Fire Safety & Hazard Mitigation Report:** Meier and Williams have sent out several letters to KWPOA members who need to take fire hazard mitigation actions on their homes. Meier was able to inspect a home on Rock Rd. that requires action. The board would like Meier to put together a proposed action plan for that property.

Kent Woodlands' FireWise certification was renewed for 2026.

**Electrical Wire Undergrounding Committee Update:** We held a neighborhood town hall meeting in November to discuss the undergrounding process. Since then, the Undergrounding Committee has had two calls with Susannah Mrazek from Supervisor Colbert's office. She is helping us work with the Department of Public Works to understand what we need to know if we go down the undergrounding path.

In our next newsletter, the Undergrounding Committee will solicit help from 20-25 neighborhood volunteers to reach out to other homeowners and build support for this initiative. They are also creating an FAQ. In early 2026, we will survey the neighborhood to gauge interest in the undergrounding process.

**Architectural Committee Report and Ratifications:** Unanimously approved with the stated condition.

**Annual Meeting – Date, Agenda, Board Election Update:** Our KWPOA annual meeting will be on January 14 at 7PM. Leh will ask the Sheriff's department and Marin Water to present. DiTommaso will ask the county if they can discuss a potential roundabout project. Millar will cover our financial report. We will include a call for Undergrounding Committee volunteers. No election is necessary because all existing directors are running unopposed.

**Acorn Lot Update:** Landscaping work was completed on time. We were able to use many plants that were donated by a KWPOA member. All donors will be recognized in an upcoming newsletter.

The project went \$4070.76 over budget because we needed to use extra material/labor for the donated plants. The board approved this additional cost by unanimous written consent.

**Governing Documents Revision Update:** No updates

**College Avenue Safety Improvements:** No updates

**Social Events Update:** Our holiday party on December 7th is sold out.

Thank you to the Potters for hosting the Halloween party. The board unanimously approved a reimbursement of costs associated with the party.

**Kentfield/Ross Magazine:** Freeman will contribute to the next edition.

**Officer Reports:** Millar reports that our income from architectural reviews is ahead of pace, putting our overall budget on a good track.

**Operations Report:** Williams will be working on annual assessments.

**Next Regular Board Meeting Agenda:** Our next meeting will be on Monday, January 26.

**Meeting adjourned at 7:20 pm.**

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Paul Janzer, SECRETARY

**APPROVED 01/26/2026**