



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, July 27, 2026 - 6:00 PM

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

Directors Present: Jeff Leh, Bitsa Freeman, John Millar, and Joel Ritch

Directors Absent: Steve Ring, Ghigo DiTommaso, and Paul Janzer

Staff Present: Jeanne Williams, Zachary Meier

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

Public Comment: None

Fire Safety & Hazard Mitigation Report: Meier sent out ~60 emails this month, with a ~25% response rate. Williams to help him send out formal letters to unresponsive residents. Meier continues to keep the tracker up to date and has started sending a pre-read to the board before our monthly meeting. He plans to attend our September food truck event to talk to residents.

Meier to reach out to Larry Pasero from Kentfield Fire to offer to follow up with KWPOA properties that had serious issues flagged during the annual fire safety inspections.

Architectural Committee Report and Ratifications: Unanimously approved as submitted.

AC Fee Category Creation for Potential Tear-Down Project with No Rebuild: Since there is no fee category for a tear-down project with no rebuild, this matter falls under category C14, allowing the board to determine the appropriate fee for the project. A tear-down still requires significant AC time and coordination (review, notice, being on-point for follow-ups during the project, etc). Given this, the board determined that \$2500 was an appropriate fee for this project type. Leh made a motion, which was unanimously approved.

Tiernan will reach out to the resident to provide specific requirements.

Construction Traffic: The board discussed a proposed new rule that would limit the number of contractor vehicles parked on neighborhood roads for a single KWPOA property to three. Egregious violations could result in a stop-work order for the project.

There was some pushback that this rule was too strict and hard to enforce. The board discussed softer approaches.

To start, the board recommends that we require a contractor parking plan to be submitted as part of AC applications. Williams to work with Tiernan to draft language and get board feedback. Leh to get feedback from our legal counsel.

Parking at COM for Woodlands Residents: Leh has reached out to the President of COM, and they are engaged. They are considering giving free parking privileges to Woodlands residents with acorn stickers.

College Avenue Safety Improvements: No updates this month

Governing Documents Revision Update: No updates this month

2027 Board Election: Williams needs to put a notice in the newsletter making a call for KWPOA board candidates.

Social Events Update: Food truck event coming soon.

Kentfield/Ross Magazine: Freeman will contribute this month. The following month we will cover our Halloween event.

Officer Reports: Millar reports that we are \$20K ahead of budget on income, and expenditures are well within the budget. Financially, we are in great shape.

Millar is going to look into whether QuickBooks allows us to pay via ACH while getting the necessary board approvals.

Leh reports that we've gotten positive feedback regarding our suggestion that residents use goats to clear debris on hillsides.

Operations Report: Williams reports that the last delinquent HOA dues were paid, but they circumvented the debt collector. We will bill the resident for the cost of the collection agency's fees.

Next Regular Board Meeting Agenda: Our next meeting will be on Monday, August 24.

Meeting adjourned at 7:03 pm.

Paul Janzer, SECRETARY

APPROVED AT 08/24/2026 BOARD MEETING