



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, January 22, 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, Noah Hagey. **Staff Present:** Jeanne Williams

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

Public Comment: None

Fire Safety & Hazard Mitigation Report: Leh reporting for Heather Hill. Three properties to receive follow-up letters requesting completion of fire mitigation items before start of fire season (June 1), with another dozen similar letters to be sent in the next several weeks. Hill recently inspected KWPOA lots for fire safety, Williams to follow up on maintenance. Freeman reported that our Firewise designation has been renewed for 2024.

Appointment of 2024 Officers and Committees: The following officers were nominated and unanimously approved for a term of one year: Jeff Leh, President; Bitsa Freeman, VP/Secretary; Sara Wardell-Smith, Treasurer.

The following association members were appointed to the Architectural Committee for a term on one year: Bruce Raabe, Julie Johnson (Board Representative to AC), Tom Nichols, and Ann Becker.

Approval of Authorized Check Signers: It was unanimously approved to remove Ann Becker and add Bitsa Freeman as authorized bank and financial signatories. Leh and Wardell-Smith to remain as signatories. Leh, Freeman and Wardell-Smith to coordinate bank visit to update signature cards.

Approval of December 4, 2023 Board Meeting Minutes: Approved with the following revision: Remove identification of potential Architectural Committee appointee.

AC Report and Ratifications: Johnson reporting. The following Architectural Committee approvals were unanimously ratified by the board: 55 Kent, 156 S. Ridgewood, 333 Goodhill, 115 Woodland.

Revised Architectural Rules: The board discussed the one comment received during the second 28-day member comment period for the proposed revised Architectural Rules. The comment was regarding including non-members in the architectural review process. After discussion, the board unanimously approved to adopt the new KWPOA Architectural Rules as submitted to the membership on December 18, 2023. Williams will finalize the print and electronic versions of the new rules for posting and distribution.

Unapproved Exterior Paint Color Tracker: Leh reported that members whose homes remain an unapproved color will receive a final letter advising that their non-compliant status will be included in any real estate disclosures given to Realtors to provide to potential buyers.

Annual Membership Meeting Recap: The Annual Meeting was held on January 17, 2024. Approximately 55 people attended via Zoom, 2 in person at the KWPOA office. Attending members voted to approve a resolution authorizing KWPOA to apply any unused funds in the budget to the following year's budget. Leh and DiTommaso presented attending members with information about the proposed entrance project, followed by a question and comment period.

Roundabout/Safety Improvements Report: DiTommaso reports there has been little progress and that the County is moving slowly. The Bicycle Coalition has offered resources toward this effort. It will likely be several months before there is any progress, due to the District 2 Supervisor election.

Carbon Neutrality Task Force Report: Johnson reports that CNKW is soliciting members who may be interested in including their home in a "Green Home" tour on September 15th. A salon-style event with Ellie Conan at the Climate Center is scheduled for March. A neighborhood mailer is being prepared.

Kentfield/Ross Magazine: Freeman looking to do an article on Kent Woodlands history; Williams to provide with some source material. Board members are welcome to suggest other topics for the future.

Entrance Project – Next Steps & Special Assessment Process: Leh reported on various comments received regarding the potential entrance project. Next steps: DiTommaso to finalize plan/drawings and procure three bids; Hagey to start developing language for special assessment ballot; Leh to follow up with counsel regarding ADA requirements.

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

Officer Reports: VP Freeman reported on a recent vandalism incident. No report from Treasurer Wardell-Smith since the financial report at the Annual Meeting. No report from President Leh.

Operations Report: Williams reported that over half of members have paid their assessments. Current projects include processing assessment payments, updating member records, sending parking stickers, and year-end accounting. Williams recommended canceling the Survey Monkey account in favor of the free Google Forms. Reminded board April and May meeting dates have been adjusted due to Passover and Memorial Day.

Next Regular Board Meeting: February 26, 2024 at 6:00pm

Meeting adjourned at 7:30pm.

BITSA FREEMAN, VP/SECRETARY

APPROVED AT THE FEBURARY 26, 2024 BOARD MEETING