



Kent Woodlands Journal

Newsletter #267

January 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Happy New Year, Neighbors! As a result of the raging wildfires that scorched California in 2017 and the devastation that many neighborhoods suffered, the KWPOA board is focusing on fire education in 2018. Kent Woodlands, with our unique topography, abundance of dead, dying and diseased trees and dense vegetation, is extremely vulnerable to fires. Educating our community about Fire Safety is of the utmost importance. With the creation of several fire committees (thank you to the many neighbors who volunteered to participate) and Kentfield Fire Chief Mark Pomi headlining our Annual Meeting, we are sure to have an engaged and educated community that can manage in the event of a fire. It's certain to be an interesting discussion and one that all neighbors should attend. Also, Sheriff Scott Anderson will be in attendance and will discuss current crime trends in our community. There has been a huge uptick in packages being stolen in the community (and the country in general) due to the explosive growth of amazon instant delivery. Please mark your calendars for our very informative and important Annual Meeting on January 17th in the Studio at Marin Art & Garden Center at 7:00pm.

— Bitsa Freeman, President

KWPOA Annual Membership Meeting

- DATE:** WEDNESDAY, JANUARY 17, 2018
- TIME:** 7:00PM
- LOCATION:** THE STUDIO, MARIN ART & GARDEN CENTER
- AGENDA:**
- Call to Order & Introductions
 - Guest Speakers:
 - Fire Chief Mark Pomi
 - Sheriff's Deputy Scott Anderson
 - President's Comments
 - Financial Report and Vote on Resolution Regarding Application of Surplus Funds
 - Architectural Committee Report
 - Public Comment
 - Adjournment



Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of November 2017:

Alarm Activations	8 Activations
911 Hang-Up	3 Incidents
Vacation Homes	13 Homes
Vacation Checks Completed	54 Checks
Extra-patrol Request completed	56 Checks
Citizen Assist	6 Incidents
AOA Fire	9 Incidents
Assist Outside Agency	5 Incidents
Verbal Disturbance	1 Incident
Noise Complaints	2 Complaints
Thefts	3 Incidents
Traffic Stops	5+ Stops
Parking Complaints	3 Complaint
Suspicious Vehicles/Persons	4 Incidents

— Deputy Scott Anderson

Annual Assessments

Assessment notices are on their way, so please keep an eye out! The annual assessment of \$275 is required of all members and is due February 15th, 2018. Late payments will be subject to a 10% late fee and 1% interest monthly. You can now also make your payment by credit or debit card through PayPal via our web site at www.kwpoa.com/membership/assessments/.

When paying your assessment, please be sure to check over all contact information and make corrections where necessary.

Many thanks in advance for your timely payment! If you have any questions, please contact us at 415-721-7429 or info@kwpoa.com.

COMMUNITY SAFETY INFORMATION

All Emergencies: 911

Kentfield Fire Department (Non-Emergency):

415-453-7464 / www.kentfieldfire.org

Marin County Sheriff (Non-Emergency):

General Info: 415-479-2311 / Kent Woodlands Deputy: kwpoa@marinsheriff.org

FIREsafe Marin (wildfire safety and prevention):

415-446-4420 / www.firesafemarin.org

Get Ready Marin (general disaster preparedness):

415-453-7464 / www.getreadymarin.org

Marin County Office of Emergency Services:

415-499-6584

Poison Control Center:

800-523-2222

Architectural Applications: January 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: January 9, 2018

Applicant	Property Address	Category/Project Description
New Applications for January		
615 College	Callan	C2: Minor Addition
15 Spring	Fellows	C7: Changes to Approved Plans
7 Rancheria	Forsland	C2: Minor Addition
Continued Applications to be considered in January		
21 Rancheria	Tuthill	C4: Significant Changes in appearance
115 Woodland	RMDG, Ilc	C7: Changes to Approved Plans
Applications Approved in December		
11 Rancheria	Centeno	C4: Significant Changes in appearance
40 Upland	Brown	C2: Minor Addition
10 Idlewood	Camaroto	C2: Minor Addition
Applications Continued in December - next meeting to be decided		
651 Goodhill	Mozaffarian	C5: Substantial Remodel
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
Exempt and Administratively Approved Applications		
2 Fern	Feidler	Tree Removal
375 Evergreen	Smock	Tree Removal
45 Ridgecrest	Rafner	Tree Removal
45 Evergreen	Matsik	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, January 25, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of December 7, 2017 Meeting Minutes
- AC Report and Ratifications
- Annual Meeting Recap
- Appoint 2018 Officers and Committee Members
- LPR and Related Votes
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda (Feb. 22, 2018)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of December 7, 2017 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914

Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
THURSDAY, October 26, 2017

Present: Barr, Becker, Freeman, Gray, Leh, Willard

Staff: Jeanne Williams, Administrator

A quorum of directors was present at the meeting.

Call to Order: The meeting was called to order at 6:01 pm by President Freeman

Public Comment: None

September Minutes: M/S/A to approve

Nominations for 2018 Board of Directors Election:

No association members were in attendance, and no nominations were received from the floor. Board Members Freeman, Gray, Leh, and Willard stated their intention to run as incumbents.

Architectural Committee Report and Ratifications

- M/S/A to ratify approval of three projects.
- Director Leh provided an update on the design of a new spreadsheet for the tracking and billing of charges for architectural projects.

Committee Appointments – Nothing to report. Still seeking another member for View Restoration Advisory Committee.

LPR Report and Related Votes

- Becker announced that the agreement granting the LPRs electrical power from the residents at 5 Rancheria was signed. The LPR project can now proceed. Jeanne Williams, Administrator, arranged a meeting with ILS Engineering to re-bid the engineering work which is necessary for the Encroachment Permit. Becker and Freeman also attended that meeting. ILS is ready to begin work.

Officer Reports

President's Report:

- Crime – There have been several recent burglaries among houses along Goodhill and Rancheria (and eight in the McAllister area nearby). Freeman spoke with the Sheriff Deputy and has learned this: 1) they believe the suspect is local due to the fact that he is on foot; 2) he is stealing cash, prescription drugs, jewelry; 3) he is targeting homes which are easily reached on foot near the entrance to Kent Woodlands, whose owners are out or on vacation, and whose doors and garages have been left unlocked. She advised that people not announce on NextDoor that they will be traveling.
- Fire Safety – Many residents have expressed concern about fire safety, and specifically about the need for PG&E to under-ground electrical lines. Becker organized a meeting to take place on Friday October 27 at the KWPOA Office to discuss and initiate action on fire safety issues. Freeman suggested that the

attendees join the existing Fire Safety Committee, whose work previously focused on fire evacuation drills, and broaden its reach to address these new issues raised by the Sonoma and Napa wildfires. In the discussion which followed, it was suggested that KWPOA reach out to organizations and agencies on behalf of Kent Woodlands residents, such as the County, the PUC, MMWD, Kentfield Fire Department. The Fire Chief will be invited to speak at the Annual Meeting. Willard will draft a letter for the Board to send to Supervisor Katie Rice. Becker is meeting with Nancy Vernon, Assistant to Katie Rice, on October 30 and this is on the agenda.

Treasurer's Report

Gray reported the September financials which were consistent with plan.

Social Activities Update

- **Halloween Parade and Party** – The Halloween Parade will begin at 5:00 pm on Tuesday October 31, followed by the Party. Non-members Tara Dale and Bob Gray, residents of 215 Woodland Road, have agreed to host the party, which is funded by KWPOA. Traffic on Woodland Road between Goodhill/Rancheria and North/South Ridgewood will be detoured due to the large numbers of young Trick-or-Treaters. Advance notice of the parade and detour will be published in the newsletter and posted at the Woodlands entrance, key intersections, and trailhead parking areas on Crown Road.
- **Holiday Party** – On Sunday December 3 at 5:00 pm, KWPOA hosts the Annual Holiday Party to which all Kent Woodlands residents are invited. This is an adult event. The cost is \$20 per person. The location will be Woodlands Café. Invitations will be sent out shortly.

Administrator's Report –

- One lien has been recorded, on 73 Ridgecrest, for failure to pay dues.

M/S/A to adopt a measure to start a lien proceeding for 136 Upland Rd. which has been in arrears for eight months.

- Planning for KWPOA board election and Annual Meeting on January 17.

Next Regular Board Meeting: December 7, 2017

Meeting adjourned 7:35 pm

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Ann Becker, Secretary, KWPOA Board of Directors



Kent Woodlands Journal

Newsletter #268

February 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Hello, Neighbors! The hills are alive with the sound of... jackhammering, chain saws, backhoes and curb cutters. It's the middle of winter, yet our neighborhood is a hive of activity. If you're wondering what's going on, here's the lowdown: Ross Valley Sanitary is working throughout Kent Woodlands on Gravity Sewer Improvements, Davey Trees is under contract with PG&E to clear trees and limbs that interfere with power lines, and the County is busy cleaning up and clearing out the road right of way. Please remember that if you own a piece of property with foliage growing into the roadway, it's your responsibility to trim those plants to keep a clear sightline on our curvy, twisty roads. If you don't trim your foliage, the County might take efforts into their own hand...and the result is not always pretty.

Speaking of foliage and roadway interference, the Kentfield Fire Department will be taking very aggressive fire suppression efforts beginning in April. Removing overgrowth is a key aspect of fire safety. Oleanders are highly flammable and will be actively targeted for removal. Don't wait until April to begin cleaning up and clearing out your dead, diseased, damaged or overgrown foliage.

— Bitsa Freeman, President

A word about garbage...

Specifically, your curbside trash and recycling bins. The night before your scheduled pickup, bins should be placed in a stable spot that does not create a hazard for cars, bicyclists or pedestrians. They should be removed from the street as soon as you can manage after pick-up.

In addition, our special area has wildlife concerns that necessitate securing your cans in a way to prevent critters from knocking over bins and spilling trash into the street. This garbage is not only unsightly, it attracts even more wildlife, including racoons, rodents, and crows. Bungee cords are a great solution for this!



In an Emergency...Stay Informed!

Make sure you receive notifications during a local disaster, emergency or evacuation in your neighborhood. There are three ways to ensure notifications are sent to you. We encourage you to sign up and enable these sites:

Alert Marin: Emergency alerts sent by call, text, email, or smartphone application from the County of Marin. Register at www.alertmarin.org. (Helpful hint: The caller ID for AlertMarin is 415-473-6376. Many smartphones allow you to create "favorites" and set preferences for those callers. Consider making AlertMarin a favorite on your mobile device to make sure you don't miss any alerts.)

Nixle: Text your zip code to 888777 to opt-in. Visit local.nixle.com/register/ to select notifications.

Wireless Emergency Alerts (WEA): Short emergency messages broadcast to WEA-enabled mobile devices in a locally targeted area. Look in your mobile phone's settings to enable.

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of December 2017:

Alarm Activations	13 Activations
Vacation Homes	8 Homes
Vacation Checks Completed	35 Checks
Extra-patrol Request completed	63 Checks
Welfare Checks	1 Incident
Citizen Assist	7 Incidents
Civil Advice	1 Incidents
AOA Fire	3 Incidents
Noise Complaints	1 Complaints
Thefts	1 Incident
Vandalism	1 Incident
Traffic Stops	5+ Stops
Parking Complaints	1 Complaint
Suspicious Vehicles/Persons	0 Incidents

— Deputy Scott Anderson

Fire Safety Events

Friday, February 9, 2018 from 11am - 2 pm at Marin Valley Mobile Country Club (100 Marin Valley Drive in Novato)

FIRESafe MARIN will host a community workshop to help Marin neighborhoods organize to achieve Firewise USA recognition. Learn about the benefits and challenges of Firewise recognition for your neighborhood, while preparing a plan to help your community survive a wildfire. Representatives from every Marin fire department, land management agencies like MMWD and Open Space, PG&E, and others will be in attendance to help residents understand Marin's wildfire risk and develop a plan to address the risk. www.firesafemarin.org.

Saturday, February 10, 2018 from 10am -noon at College of Marin Kentfield campus, Fusselman Hall, Room 120.

Assemblymember Marc Levine's Marin Town Hall on Fire Preparedness - Come hear what state, county, and local governments are doing to prepare for a fire emergency and how to improve fire safety in Marin. Learn how to prepare your family, home and property in case of disaster.

2018 Officers Elected

At the January 25th regular board meeting, the KWPOA Board of Directors elected the following officers for 2018:

President — Bitsa Freeman
Vice President — Kathy Goldsmith
Secretary — Ann Becker
Treasurer — Steve Gray

In addition, the board reappointed the following association members to the Architectural Committee:

Jim Schafer — Chair
Anne Barr — Board Representative
Trina Lavigna
Tom Nicholson
Bill Riley

Many thanks to these dedicated volunteers!

Financial Resolution Passed

As in past years, the KWPOA called for a vote at the annual meeting on January 17, 2018 regarding the application of surplus funds. The following resolution was adopted by unanimous voice vote:

WHEREAS, the Kent Woodlands Property Owners Association is a non-profit mutual benefit corporation, and,

WHEREAS, the corporation seeks to act in accordance with the applicable IRS Revenue Rulings;

RESOLVED that any surplus funds remaining in the Association's budget at the end of the fiscal year shall be applied to the following year's budget as provided for in the IRS Revenue Ruling 70-60A.

Annual Assessments Due

Members, please remember that your 2018 annual assessment of \$275 is due on February 15th! Late payments will be subject to a 10% late fee and 1% interest monthly. Payment by credit or debit card through PayPal is available at www.kwpoa.com/membership/assessments/.

When paying your assessment, please be sure to check over all contact information and make corrections where necessary.

If you did not receive your assessment invoice, please contact us as soon as possible at 415-721-7429 or info@kwpoa.com.

Architectural Applications: February 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: February 27, 2018

Applicant	Property Address	Category/Project Description
New Applications for February		
375 Crown	Smock	C5: Preliminary review
Continued Applications to be Considered in February		
15 Spring Road	Fellows	C7: Changes to Approved Plans
70 Rancheria	Rockefeller	C4: Significant Change in Appearance
Applications Approved in January		
615 College	Callan	C2: Minor Addition
21 Rancheria	Tuthill	C4: Significant Changes in Appearance
115 Woodland	RMDG, Ilc	C7: Changes to Approved Plans
Applications Denied in January		
7 Rancheria	Forsland	C2: Minor Addition
Open Enforcements		
651 Goodhill		
67 Ridgecrest		
Exempt and Administratively Approved Applications		
111 Goodhill	Powell	Tree Removal
40 Spring	Sanderson	Tree Removal
237 S Ridgewood	Bloom	Tree Removal
648 Goodhill	Keefe	Fence Replacement

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, February 22, 2018 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of January 25 Meeting Minutes
- AC Report and Ratifications
- LPR Update and Related Votes
- Officer Reports
- County Update
- KWPOA Parking Lot Enforcement
- Administrator's Report
- Next Regular Board Meeting Agenda (Feb. 22, 2018)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of January 25 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

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Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904
Phone: 415-721-7429
Fax: 415-532-1487
Web Site: www.kwpoa.com
Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com



Assemblymember
Marc Levine



Invites you to hear what state, county, and local governments are doing to prepare for a fire emergency and how to improve fire safety in Marin. Learn how to prepare your family, home and property in case of disaster.

MARIN TOWN HALL

on Fire Preparedness

SATURDAY
February 10, 2018
10:00 AM - 12:00 PM

College of Marin Fusselman Hall Room
120 835 College Ave., Kentfield 94904

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
THURSDAY, December 7, 2017

Present: Barr, Becker, Freeman, Goldsmith, Gray, Willard

Excused: Leh

Staff: Jeanne Williams, Administrator

A quorum of directors was present at the meeting.

Call to Order: The meeting was called to order at 6:00 pm by President Freeman.

Public Comment: None

October Minutes: M/S/A to approve

Architectural Committee Report and Ratifications

- M/S/A to ratify approval of one project.

Committee Appointments

- Director Becker reported that the Fire Safety Committee has formed.
 - M/S/A to appoint the following people to the Power Line Under-grounding Sub-Committee: Keith Shultz (Chair), and Christine Baron, with non-member Bob Gray serving as Advisor.
 - M/S/A to appoint the following people to the Prevention Sub-Committee: Ron Antipa, Krystal Ariel, Robin Bruener, Deborah Cook, Nikki Johnson, Skip Kniesche, Pam Lytz, Pam Riley, Brook Spoerry, Jurg Spoerry, Warren Webber, Eric Wilcox, and Jin Zidell.
 - M/S/A to appoint the following people to the Evacuation Committee: Daly Schreck.

LPR Report and Related Votes

- Jeanne Williams reported that the project is on track, equipment has been ordered; AT&T has been contacted and data services are being explored; the engineering firm is working on the study needed for the Encroachment Permit application. She estimates that the permit application will be ready to go to the County in early January.

Officer Reports

President's Report:

The Holiday Party, which was on Sunday December 3, went very well, was very well attended. Compliments to Jeanne Williams for her help organizing it.

Treasurer's Report

Director Gray reported the financials which were consistent with plan.

Secretary's Report

Director Becker reported on the Fire Education Tour of Santa Rosa and environs which she, Director Freeman, and former Director Evergettis went on with Kentfield Fire Chief Mark Pomi and Battalion Chief Mike Hadfield. There were many lessons to be learned, including the need to: 1) maintain defensible

space between ones house and any flammable materials including dead or distressed shrubs and trees, plastic garbage bins, wooden or plastic patio furniture and toys, leaves on roofs or in gutters, mulch, firewood, wooden decks, etc.; 2) remove all hazardous trees such as diseased Oaks, distressed Eucalyptus, any Monterrey Pines ("torches"), Cypress, Juniper, Bamboo; 3) get to know our neighbors, especially the elderly or handicapped, and help them make sure their property is free of flammable vegetation and help them evacuate; 4) register for AlertMarin.org to get fire department emergency warnings and evacuation notices tailored to our neighborhood.

County Update – none

Social Activities Update – none

Administrator's Report

- Disclosure packages have been sent out.
- The database has been updated in preparation for running the assessments, which will be mailed out 12/29/17.
- The website has been updated to allow PayPal payments for the assessment, as well as to allow members to order parking stickers online.
- This is part of an effort to allow as much as possible to happen online and via email, to reduce printing and mailing costs.
- Member billing for Architectural Committee services was recently transitioned to an Excel-based system. Member Aubrey Leh is developing, pro bono, a further improved, integrated system for tracking and billing Architectural projects; Leh's final product should be implemented in 2018.
- The deadline for the next newsletter is Dec. 27. Director Barr noted that the newsletter should include the addresses subject to Enforcement Actions, as is the custom.
- Planning for the KWPOA Annual Meeting on the evening of January 17. The facility has been secured (The Studio, Marin Art and Garden Center). Speakers have been confirmed (Fire Chief Mark Pomi and Sheriff Deputy for Kent Woodlands Scott Anderson).

Next Regular Board Meeting: January 25, 2018

Meeting adjourned 7:00 pm

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Ann Becker, Secretary, KWPOA Board of Directors



Fire Safety Special: Four Things Every Homeowner Needs to Do Before Fire Season

Each of us has responsibility for protecting our homes from the devastation of a wild fire. We have a great local fire department and a dedicated Fire Safety Committee – but most of the prevention and preparation work must be done by you.

There are 4 things every homeowner needs to do before this summer, according to Kentfield Fire Chief Mark Pomi, who spoke at our Annual Meeting in January:



1. Clear 100 feet of defensible space around your home.

Residents of Kent Woodlands are now required by law to clear 100 feet of defensible space around their homes. The Fire Department will inspect every property this spring, from the road, or if invited, from the property. They'll write citations for those who do not comply, give you time to remove the hazards, then schedule a second visit to make sure changes were made. **For more information on clearing your property of fire hazards, go to READYFORWILDFIRE.org**

2. Harden your home against wildfire.

Flying embers can destroy a home up to a mile ahead of a wildfire or from a structural fire next door. There are many things you can do now to "harden" your home so that embers are less likely to find a resting place and light it on fire. **For more information, go to READYFORWILDFIRE.org/hardening**

3. Plan for evacuation.

Figure out two or more routes from your house down to College Ave. as well as a meeting place to rendezvous in safety, and tell everyone in your household. Keep a kit of important documents to grab on the way out. If you have elderly or handicapped neighbors, plan to check on them and help them to safety.

4. Sign up for AlertMarin emergency notifications.

If evacuation of your house is necessary, AlertMarin will notify you – *but only if you've signed up for the alerts.* These alerts are targeted to specific addresses, so you won't get irrelevant alerts. For example, an alert might go to the 300 block of Evergreen telling them to evacuate, directing them to get downhill via Crown and Idlewood. **Register today at <https://alertmarin.org>**

In future newsletters, we'll go into more detail about each of these items and more.

— KWPOA Fire Safety Committee

License Plate Reader Camera Update

KWPOA has been working diligently on the installation of the LPR cameras at the entrance to Kent Woodlands. We can't predict the exact date when the license plate readers will be operational, but we can give you this status report on the tasks required to complete the project:

- ✓ Ballot measure passed
- ✓ County makes funds available
- ✓ Power Agreement signed
- ✓ Engineering study completed
- ✓ Camera equipment purchased
- ✓ Permit Application submitted to County
- ___ Permit Application approved by County
- ___ Trenching for power & pole installation
- ___ Installation of camera equipment
- ___ Cameras turn on

**We will keep you posted as this
project nears completion!**

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of January 2018:

Alarm Activations	9 Activations
Vacation Homes	14 Homes
Vacation Checks Completed	75 Checks
Extra-patrol Request completed	57 Checks
Welfare Checks	1 Incident
Citizen Assist	7 Incidents
Civil Advice	2 Incidents
AOA Fire	10 Incidents
Assist Outside Agency	2 Incidents
Noise Complaints	2 Complaints
Warrant Arrest	0 Arrest
Thefts	0 Incidents
Vandalism	0 Incidents
Traffic Stops	8+ Stops
Parking Complaints	3 Complaints
Suspicious Vehicles/Persons	4 Incidents
Traffic Accidents	0 Accidents

— Deputy Scott Anderson

Spring Coffee Chats with Supervisor Katie Rice

Supervisor Katie Rice has announced dates for several "Coffee Chats" at locations in San Anselmo, San Rafael, Fairfax, Kentfield/Greenbrae and Larkspur on **Saturday mornings from 10-11:30am**.

April 14, Imagination Park (541 San Anselmo Ave, San Anselmo)

April 28, Gerstle Park lower picnic area (281 San Rafael Ave, San Rafael)

May 12, Good Earth porch (720 Center Blvd, Fairfax)

June 2, Bon Air Center outside Victoria's (292 Bon Air Center, Greenbrae)

June 16, Emporio Rulli (464 Magnolia, Larkspur)

If you cannot attend these dates, but you'd still like to talk or meet one-on-one about a specific issue, please contact Katie at krice@marincounty.org or call (415) 473-7825.



Architectural Applications: March 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: March 13, 2018

Property Address	Applicant	Category/Project Description
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New Applications for March

160 Upland	Pollock	C2: Minor Addition
1 Spring	Gossett	C2: Minor Addition

Applications Approved in February

15 Spring	Fellows	C7: Changes to Approved Plans
70 Rancheria	Rockefeller	C4: Significant Changes in Appearance

Applications Continued in February - next meeting to be decided

375 Crown	Smock	C5: Preliminary Review
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Open Enforcements

67 Ridgecrest

651 Goodhill

Exempt and Administratively Approved Applications

36 N Ridgewood	Goshay	Tree Removal
45 Evergreen	Matsik	House Paint
101 Idlewood	Schafer	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, March 22, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of February 22 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- LPR Update and Related Votes
- KWPOA Parking Lot Enforcement
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda (Apr. 26, 2018)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of February 22 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914

Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
THURSDAY, January 25, 2018

Present: Barr, Becker, Leh, Willard

Excused: Freeman, Goldsmith, Grey

A quorum of directors was present at the meeting.

Call to Order: The meeting was called to order at 6:37pm by President pro tem Becker

Public Comment: None

December Minutes: M/S/A to approve

Architectural Committee Report and Ratifications

- M/S/A to ratify approval of four projects.
- Progress report on new spreadsheet being developed by Aubrey Leh for the tracking and billing of charges for architectural projects.

Annual Meeting Recap

- Highlights of the Annual Meeting include:
- LPR Report - Waiting for County approval of Application for Encroachment Permit
- Architecture Committee Report - Advice on how to get rapid approval of projects
- Sheriff's Deputy Scott Anderson (who shares Kent Woodlands patrol duty) - Advice on protecting your home from break-in's
- Kentfield Fire Chief Mark Pomi - Advice on protecting your home from fire.

Appoint 2018 Officers and Committee Members

M/S/A to appoint the following:

- Board officers: President Freeman, VP Goldsmith, Treasurer Gray, Secretary Becker
- AC rep Barr.
- AC Chair Jim Schafer
- AC members Bill Riley and Trina Lavigna, Tom Nicholson
- VRAC – Dave Schreck

Officer Reports

- No reports from any officers

- Fire Safety Committee – Committee Chair Becker reported on Jan 23 committee meeting. FSC plans to alert membership to prevention needs.
- Director Leh suggests Newsletter write-up re goal to make Kent Woodlands a Fire Wise Community.
- Fire evacuation subcommittee needs more members.

County Report

- SFD Rehab project – open house Jan 30. Public invited to prioritize projects within budget.

LPR Report and Related Votes

- Administrator reports final plan has been received. Will submit permit application to County next week.

KWPOA Parking Lot

- This agenda item tabled to Feb meeting

Administrator's Report:

- 2017 assessments all paid except one (which is already subject to a lien)
- Parking stickers going out soon.
- Newsletter deadline and content
- Website – administrator proposes new website with additional functions. Add to agenda for Feb meeting.
- Administrator has many projects upcoming, with extra hours
- Administrator's vacation schedule.
- A Welcome packet (community guide) is being updated.

Next Regular Board Meeting: February 22, 2018

Meeting adjourned 7:31 pm

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Mimi Willard, Secretary pro tem, KWPOA Board of Directors



Kent Woodlands Journal

Newsletter #270

April 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Whew, what a relief! Another March miracle of rain helped to quench what was becoming one of the driest winters on record. All that late season rain leads to an abundance of weeds and grasses which eventually dries out and becomes fuel for fire. While the rains came down, the Fire Committee and the Kentfield Field Department finalized plans to tackle fire safety in our neighborhood. On April 15th, the Fire Department will be mailing fliers to all residents which outline the 30 and 100 foot defensible space requirements as well as Wildfire Preparedness Checklists. In May and continuing through June the Fire Department will be walking all the streets of the Woodlands accessing and inspecting every resident's home for defensible space. These fire fighters will be in uniform and have badges so if you're concerned about their legitimacy ask to see a badge. They will be knocking on doors to ask permission to inspect your property. If no one is home, they will assess from the street and leave a violation notice for any clearance needing attention. They will be reinspecting property with violations in June. If you get the chance, make their job easier and begin cleaning up your property now.

And speaking of safety...another task has been completed in the implementation process for our LPR cameras. We were granted an encroachment permit from the County last week. We've scheduled electrical trenching and the pole installation and are awaiting the equipment so we can begin construction!

— Bitsa Freeman, President

If the Fire Department tells you that you must remove a tree...

1. Complete a no-fee application and submit it along with a letter from the Fire Department (which identifies the specific tree and states that it must be removed because it is a fire hazard). Note that neighbors' signatures are not required in the case of a hazardous tree. The Tree Removal Application form is on our web site at <http://kwpoa.com/uploads/Tree-Removal-Application-081417.pdf>.
2. Send both documents to the Architectural Committee: Either scan both documents and email them to Michael Barber at mbarber@kwpoa.com, or fax them to 415-532-1487, or mail them to KWPOA Architectural Committee, P. O. Box 404, Kentfield, 94914. If you'd like to deliver the documents to the KWPOA office, please call first at 415-721-7429 to make sure someone is there.
3. The Architecture Committee will send you written approval of your application within a week. That will be your go-ahead to arrange for removal of the tree.



License Plate Reader Camera Update

KWPOA has been working diligently on the installation of the LPR cameras at the entrance to Kent Woodlands. We can't predict the exact date when the license plate readers will be operational, but we can give you this status report on the tasks required to complete the project:

- ✓ Ballot measure passed
- ✓ County makes funds available
- ✓ Power Agreement signed
- ✓ Engineering study completed
- ✓ Camera equipment purchased
- ✓ Permit Application submitted to County
- ✓ Permit Application approved by County
- ___ Trenching for power & pole installation
- ___ Installation of camera equipment
- ___ Cameras turn on

**We will keep you posted as this project
nears completion!**

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during February 2018:

Alarm Activations	10 Activations
911 Hang-Up	0 Incidents
Vacation Homes	13 Homes
Vacation Checks Completed	54 Checks
Extra-patrol Request completed	44 Checks
Welfare Checks	2 Incidents
Citizen Assist	6 Incidents
Civil Advice	5 Incidents
AOA Fire	6 Incidents
Assist Outside Agency	1 Incident
Verbal Disturbance	0 Incidents
Noise Complaints	1 Complaint
Thefts	2 Incidents
Vandalism	1 Incident
Traffic Stops	13+
Parking Complaints	4 Complaint
Suspicious Vehicles/Persons	10 Incidents
Traffic Accidents	1 Accident

— Deputy Scott Anderson

Spring Coffee Chats with Supervisor Katie Rice

Supervisor Katie Rice has announced dates for several "Coffee Chats" at locations in San Anselmo, San Rafael, Fairfax, Kentfield/Greenbrae and Larkspur on **Saturday mornings from 10-11:30am.**

April 14, Imagination Park (541 San Anselmo Ave, San Anselmo)

April 28, Gerstle Park lower picnic area (281 San Rafael Ave, San Rafael)

May 12, Good Earth porch (720 Center Blvd, Fairfax)

June 2, Bon Air Center outside Victoria's (292 Bon Air Center, Greenbrae)

June 16, Emporio Rulli (464 Magnolia, Larkspur)

If you cannot attend these dates, but you'd still like to talk or meet one-on-one about a specific issue, please contact Katie at krice@marincounty.org or call (415) 473-7825.



Architectural Applications: April 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: April 10, 2018

Applicant	Property Address	Category/Project Description
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New Applications for April

None

Continued Applications to be considered in April

I Spring Road	Gossett	C2: Minor Addition
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Applications Approved in April

160 Upland	Pollock	C2: Minor Addition
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Applications Denied in March

None

Applications Continued in March - next meeting to be decided

None

Open Enforcements

651 Goodhill

67 Ridgecrest

Exempt and Administratively Approved Applications

665 Goodhill	Willson	Tree Removal
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90 Idlewood	Wright	Tree Removal
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ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, April 26 22, 2018 - 6:00PM

Location: 1010 Sir Francis Drake #200, Kentfield

- Call to Order
- Public Comment
- Guest Speaker: Todd Lando, FireSafe Marin
- Approval of March 22 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- LPR Update and Related Votes
- KWPOA Parking Lot Enforcement
- Food Truck Social Event
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda (May 24, 2018)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of March 22 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

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Board Members and Staff

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Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

Wildfire Preparedness Checklist

Complete this list of simple action steps each spring (and repeat as needed) to prepare your home and property for wildfire.

- ☐ Clean leaves and debris from gutters, eaves, porches and decks to prevent embers from igniting your home. Repeat often during fire season.
- ☐ Remove all dead leaves and vegetation from decks and within 30 feet of the house. Repeat regularly.
- ☐ Remove any combustibles stored underneath decks or porches.
- ☐ Enclose areas below patios and decks or screen with 1/8-inch wire mesh to prevent debris and combustible materials from accumulating.
- ☐ Remove all combustible materials such as firewood, propane tanks, and dry vegetation within 30 feet of your home's foundation and outbuildings, including garages and sheds. If it can catch fire, don't let it touch your house, deck, or porch.
- ☐ Prune trees annually so the lowest branches are 10 feet from the ground. Remove shrubs beneath trees.
- ☐ Keep grasses cut and maintained. If it's brown, cut it to less than 4 inches. Cut grass early in the day, when fire danger is lower. Repeat as needed.
- ☐ Rake and remove debris and lawn cuttings. Dispose of cut material in green cans to reduce fuel on your property.
- ☐ Inspect shingles, roof tiles, and flashing. Replace or repair as needed to prevent ember penetration. Consider installing a fire-resistant roof if you don't have one already.
- ☐ Cover exterior vents with 1/8-inch metal wire mesh to prevent embers from entering the home.
- ☐ Ensure that your address number is visible. 4" numbers on a contrasting background are required.
- ☐ Maintain driveways and roadways with 10' horizontal vegetation clearance and 14' vertically.
- ☐ Check your emergency & evacuation "Go Kit" (www.firesafemarin.org/preparedness/evacuation) and replace perishables like batteries, food, and water annually.
- ☐ Conduct a family evacuation drill each year and instruct all family members on safe evacuation practices.
- ☐ Check that all phone numbers listed at www.alertmarin.org are current and correct.
- ☐ Check your homeowner's or renter's insurance and keep a copy of the policy in your "Go Kit."
- ☐ Learn more about how to keep your family safe and reduce your home's risk of wildfire damage online at www.firesafemarin.org.

**KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
THURSDAY, February 22, 2018**

Present: Barr, Becker, Leh, Willard, Freeman, Goldsmith, Grey
A quorum of directors was present at the meeting.

Call to Order: The meeting was called to order at 6:00pm by President Freeman

Public Comment: None

January Minutes: M/S/A to approve January 25, 2018 minutes

Architectural Committee Report and Ratifications

- No projects presented to the board to ratify

Fire Safety Report and Related Votes

- Non-members can't serve on KWPOA committees as that violates our liability insurance.
- M/S/A to void prior appointment of non-members Brooke and Jurg Spoerry to KWPOA Fire Safety Committee
- Fire Safe Marin seeking money. This needs further research.
- Fire Safety Committee will advise whether Kent Woodlands should pursue becoming a Fire Wise community
- PG&E grants – Director Freeman & Fire Committee member Skip Kniesche will follow up with Todd Lando, fire consultant to the County – to seek PG&E grants to clear vegetation to reduce fire risk.

License Plate Reader update and Related Votes

- Encroachment permit from the county should issue within 2 weeks. That is the last bureaucratic hurdle.
- Trenching, pole install, and camera on pole will follow expeditiously.
- KWPOA will bill CSA-17A for administrator time related to LPR project.

KWPOA Parking Lot Enforcement

- Director Leh to explore with Supervisor Katie Rice and County Sheriff Department what it would take to have our Sheriff enforce parking restrictions in KWPOA's private parking lot.

Officers' Report

- President - Recap of recent burglaries
- Treasurer – fund flows in the latest month were in line with usual trends
- No other reports

County Report

- SFD Rehab project – Director Becker reported on SFD Rehab open house Jan 30. Public invited to prioritize projects within budget.

Administrator's Report:

- Assessments: 41 members have not yet paid 2018 assessments. Late notices are ready to send.
- Parking stickers sent to those who requested them.
- All info required by accountant has been sent to him. These are for our financial reviews and 2017 taxes.
- New storage space rented – moving archived material into it. Allows office to be reorganized.
- Next newsletter deadline and content
- Administrator to meet with member Aubrey Leh to review new Excel system for the new Architectural Committee billing system being developed by Leh.

Next Regular Board Meeting: March 22, 2018

Meeting adjourned 7:07 pm

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Mimi Willard, Secretary pro tem, KWPOA Board of Directors



Kent Woodlands Journal

Newsletter #271

May 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Dear Neighbors,

The Fire Department begins their property inspections May 15th. All residents should've received a mailer last week, from the Kentfield Fire Protection District, outlining fire clearance zones and other helpful information regarding being fire safe. If you didn't receive a copy and would like one we have extras in the KWPOA office. A lot of the pertinent information is included in this newsletter below. Now would be the time to begin clearing up your properties so you pass the inspection.

— Bitsa Freeman, President

Wildfire Preparedness: Removing Fire Hazards from your Property

Structures – Harden your home against embers, which are the most significant cause of home ignitions during wildfires. Hardening your home includes retrofitting attic and sub-basement vents, sealing gaps and openings where an ember could lodge, weather-stripping doors. Eliminate any gaps more than 1/8" as they are potential entry or lodging points for embers. Besides embers, any flammable material within 10 feet can jeopardize your home. Start at your roof and work outwards, keeping all surfaces of your home and other structures free of leaves, needles and debris.

Zone 1 – 0 to 30 feet from your home -- Remove combustible plants and shrubs near windows. Remove combustible items around and under decks, such as flammable patio furniture, flammable toys, garbage and recycling bins. Remove your jute or flammable fiber doormat. Remove debris from roof gutters, decks, under decks, porches, stairways. Remove branches that overhang your roof and keep branches 10 feet from chimneys. On the ground, remove fallen leaves, needles, twigs, bark, cones, and small branches. Trim trees to remove limbs from the ground up to 6 - 10 feet high. Relocate your firewood pile to outside Zone 1. Irrigate plants within Zone 1, choose only fire resistant species, use only fire resistant mulch.

Zone 2 – 30 to 100 feet from your home – Remove dead vegetation regularly. Cut annual grasses to a maximum height of 4 inches. Provide adequate horizontal spacing between shrubs and trees. Loose surface litter – consisting of fallen leaves or needles, twigs, bark, cones, and small branches – is permitted up to a depth of 3 inches. Trim trees to remove branches up to 10 feet from the ground.

For more information: www.firesafemarin.org

— Fire Safety Committee

A Reminder About Noise

As spring garden and construction projects get underway, residents are asked to be mindful of our regulations regarding noise in the neighborhood:

Power Tools: The use of noise producing manual or power tools, including but not limited to leaf blowers, lawn mowers, chain saws, chippers, power washers, and similar equipment, is only permitted between 7:30am and 5:00pm Monday through Friday, 9:00 am and 4:00 pm on Saturdays, and should be avoided unless reasonably necessary on Sundays, state or national holidays. Consistent use of noisy tools on Sundays or holidays may be considered unreasonable and subject to enforcement action.

Construction: Regulations and permit approvals limit the hours for construction-related activities to between 7:30 a.m. and 5:00 p.m. Monday through Friday, 9:00 a.m. and 4:00 p.m. on Saturdays. No construction is allowed on Sundays, state or national holidays. Loud noise-generating construction-related equipment (e.g., backhoes, generators, jackhammers) can be maintained, operated, or serviced at a construction site from 8 am to 5 pm Monday – Friday only.

Thank you in advance for being a considerate neighbor!

License Plate Reader Camera Update

KWPOA has been working diligently on the installation of the LPR cameras at the entrance to Kent Woodlands. We can't predict the exact date when the license plate readers will be operational, but we can give you this status report on the tasks required to complete the project:

- ✓ Ballot measure passed
- ✓ County makes funds available
- ✓ Power Agreement signed
- ✓ Engineering study completed
- ✓ Camera equipment purchased
- ✓ Permit Application submitted to County
- ✓ Permit Application approved by County
- ✓ Trenching for power & pole installation
- ___ Installation of camera equipment
- ___ Cameras turn on

We will keep you posted as this project nears completion!

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during March 2018:

Alarm Activations	20 Activations
Vacation Homes	8 Homes
Vacation Checks Completed	31 Checks
Extra-patrol Request completed	53 Checks
Welfare Checks	2 Incidents
Citizen Assist	3 Incidents
Civil Advice	9 Incidents
AOA Fire	5 Incidents
Assist Outside Agency	1 Incident
Noise Complaints	3 Complaints
Thefts	0 Incidents
Traffic Stops	24
Parking Complaints	6 Complaint
Suspicious Vehicles/Persons	4 Incidents
Traffic Accidents	Accidents

— Deputy Scott Anderson

Architectural Applications: May 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: May 8, 2018

Applicant	Property Address	Category/Project Description
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New Applications for May

648 Goodhill	Keefe	C1: Minor Changes
9 Phoenix	Baierlein	C1: Minor Changes
233 S. Ridgecrest	Lane	C2: Minor Additions

Continued Applications to be considered in May

375 Crown	Smock	C5: Prelim Review
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Applications Approved in April

I Spring	Gossett	C2: Minor Additions
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Open Enforcements

67 Ridgecrest
651 Goodhill

Exempt and Administratively Approved Applications

135 Crown	Shultz	Changes to approved plans
210 Goodhill	Lowe	Window changes
I Spring	Gossett	Tree Removal
242 Evergreen	Arntz	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, May 24, 2018 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of April 26 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- FireWise Discussion
- LPR Update and Related Votes
- Food Truck Social Event
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda (May 24, 2018)
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of April 26 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914
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Board Members and Staff

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Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION

FINANCIAL STATEMENTS

AS OF

DECEMBER 31, 2017

TOGETHER WITH

INDEPENDENT ACCOUNTANTS' REVIEW REPORT



friedlander cherwon capper

Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Members
Kent Woodlands Property Owners Association
Kentfield, California

We have reviewed the accompanying financial statements of Kent Woodlands Property Owners Association, which comprise the balance sheet as of December 31, 2017, and the related statements of revenues, expenses and changes in fund balances and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Association's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Kent Woodlands Property Owners Association has not estimated future common property maintenance expenditures or future potential litigation expenses and, therefore, has not presented supplemental information of estimated future expenditures from its reserve fund and its future funding requirements that the American Institute of Certified Public Accountants has determined is required to supplement, although not required to be a part of, the basic financial statements.

Friedlander Cherwon Capper LLP

April 22, 2018

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
BALANCE SHEET
DECEMBER 31, 2017

ASSETS

	Operating Fund	Reserve Fund	Total
ASSETS:			
CURRENT ASSETS:			
Cash	\$ 12,714	\$ 293,016	\$ 305,730
Prepaid expenses	6,003	-	6,003
Security deposit	<u>1,250</u>	<u>-</u>	<u>1,250</u>
Total current assets	<u>19,967</u>	<u>293,016</u>	<u>312,983</u>
PROPERTY AND EQUIPMENT at cost:			
Land	4,490	-	4,490
Office and computer equipment	4,000	-	4,000
Less - Accumulated depreciation	<u>(4,000)</u>	<u>-</u>	<u>(4,000)</u>
Total property and equipment	<u>4,490</u>	<u>-</u>	<u>4,490</u>
Total Assets	<u><u>\$ 24,457</u></u>	<u><u>\$ 293,016</u></u>	<u><u>\$ 317,473</u></u>
LIABILITIES:			
CURRENT LIABILITIES:			
Accounts payable	<u>\$ 7,758</u>	<u>\$ -</u>	<u>\$ 7,758</u>
Total current liabilities	7,758	-	7,758
FUND BALANCES	<u>16,699</u>	<u>293,016</u>	<u>309,715</u>
Total Liabilities and Fund Balances	<u><u>\$ 24,457</u></u>	<u><u>\$ 293,016</u></u>	<u><u>\$ 317,473</u></u>

See accompanying notes to financial statements and independent accountants' review report.

**KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2017**

REVENUES:

Member assessments	\$ 131,331
Design review revenue	57,777
Disclosure packages	4,955
Interest income	<u>91</u>
 Total Revenues	 <u>194,154</u>

OPERATING EXPENSES:

Secretary salaries and payroll taxes	42,917
Design review expense	38,891
Legal fees	19,376
Rent	15,152
Insurance	9,778
Office expense	9,399
Landscaping, maintenance and other operating expenses	5,177
Social committee events, net of reimbursements	4,708
Accounting	3,610
Utilities	2,566
Newsletter	667
Property taxes	<u>269</u>
 Total Operating Expenses	 <u>152,510</u>

REVENUES IN EXCESS OF EXPENSES	41,644
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FUND BALANCES AT BEGINNING OF YEAR	<u>268,071</u>
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FUND BALANCES AT END OF YEAR	<u><u>\$ 309,715</u></u>
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See accompanying notes to financial statements and independent accountants' review report.

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>Operating Fund</u>	<u>Reserve Fund</u>	<u>Total</u>
CASH FLOWS FROM			
OPERATING ACTIVITIES:			
Expenses in excess of revenues	\$ 41,644	\$ -	\$ 41,644
Adjustments to reconcile expenses in excess of revenues to net cash provided by operating activities:			
Increase in prepaid expenses	(41)		(41)
Increase in accounts payable	(1,352)	-	(1,352)
Transfer between funds	<u>(30,000)</u>	<u>30,000</u>	<u>-</u>
 Net cash provided by operating activities	 10,251	 30,000	 40,251
 CASH AT BEGINNING OF YEAR	 <u>2,463</u>	 <u>263,016</u>	 <u>265,479</u>
 CASH AT END OF YEAR	 <u>\$ 12,714</u>	 <u>\$ 293,016</u>	 <u>\$ 305,730</u>

See accompanying notes to financial statements and independent accountants' review report.

**KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017**

1. Summary of Business Activity and Significant Accounting Policies

A. Business Activity

Kent Woodlands Property Owners Association (the "Association") is a California nonprofit mutual benefit corporation that was established on June 1, 1966. The Association's purpose is to enforce the rules and regulations adopted by the Board of Directors, the covenants, conditions and restrictions as set forth in the *First Restated Declaration of Covenants, Conditions, and Restrictions for Kent Woodlands*, and the deed restrictions encumbering certain lots and parcels within the Kent Woodlands real estate common interest development located in the County of Marin, California. The Association was also organized to own, repair, maintain and manage the common property of Kent Woodlands, and to otherwise enhance and promote the use and enjoyment of Kent Woodlands.

B. Basis of Accounting

These financial statements have been prepared on the accrual basis of accounting which recognizes revenues when assessed or earned and expenses when goods or services are received.

C. Fund Accounting and Reserve Fund

The Association uses fund accounting, which requires that funds, such as operating funds and reserve funds, be classified separately for accounting and reporting purposes. The Association maintains a reserve fund primarily to pay for extraordinary expenditures that cannot be funded by the operating fund, such as substantial maintenance of its common property or legal action necessary to enforce its regulations. Disbursements from the reserve fund and operating fund are generally at the discretion of the Board of Directors. Disbursements from the reserve fund generally may be made only for designated purposes. During the year ended December 31, 2017, \$30,000 was transferred from the reserve fund to the operating fund.

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

1. Summary of Business Activity and Significant Accounting Policies (continued)

D. Property and Equipment

Property and equipment is depreciated using straight-line methods over their estimated useful lives ranging from three to seven years.

Maintenance, repairs, and renewals that neither materially add to the value of the property nor appreciably prolong its useful life are charged to expense as incurred.

E. Member Assessments and Allowance for Uncollectible Assessments

Members are subject to an annual assessment to provide funds for the Association's operating expenses and the funding of its reserve fund. The annual budget and member's assessments are determined by the Association's Board of Directors. Assessments receivable represent fees due from members at the balance sheet date. At December 31, 2017, assessments receivable were immaterial. The Board of Directors has the authority to levy special assessments against its members and their lots. Certain assessments require prior membership majority approval. Specific related information is available in the *First Restated Declaration of Covenants, Conditions, and Restrictions for Kent Woodlands*.

F. Income Taxes

Property owner associations may be taxed either as an owner association or as a regular corporation. For the year ended December 31, 2017, the Association was taxed as an owner association. Under that election, the Association is taxed on its nonexempt function net income, such as interest income and certain nonexempt function expenses, at a flat rate of 30%. Exempt function income, which consists of member assessments and other member fees, is not taxable.

The Association has analyzed the various federal and state filing positions and believes that its income tax filing positions and deductions are well documented and supported. Additionally, the Association believes that no accrual for tax liabilities is necessary. Therefore no reserves for uncertain income tax positions have been accrued.

G. Subsequent Events

Subsequent events have been evaluated through April 22, 2018, which is the date the financial statements were available to be issued.

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

1. Summary of Business Activity and Significant Accounting Policies (continued)

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

2. Commitments

The Association leases its administrative office through October 2018. Monthly rent of \$1,329 increases annually as of November 1st, in proportion to increases in the consumer price index, but no more than 5%. The minimum annual rent commitment related to the remaining lease term amounts to \$13,290. Rent expense for the year ended December 31, 2017 was \$15,152.



Kent Woodlands Journal

Newsletter #272

June 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

Dear Neighbors,

I hope all enjoyed a peaceful and relaxing Memorial Day Weekend. Recently it seems our neighborhood has become a construction zone with many public agencies doing their repairing, replacing, clearing and jack-hammering all at the same time. So what's going on? PG&E is in the process of replacing gas lines and clearing tree limbs from power lines. Ross Valley Sanitary is replacing most of the sewer mains, and the County has been reclaiming their road right-of-way. Unfortunately, none of the public agencies notified us of their impending work.

The KWPOA has expressed our frustration with all the public agencies and their lack of communicating any sort of notice. The County promised us a heads-up next time they come to hack up the roadways and to give homeowners a chance to be involved in the clearing of the roadways.

On a more positive note, our LPRs are up and running! Thank you all for your patience while we navigated the many county agencies involved in what we thought was a pretty straightforward process.

Happy almost summertime!

— Bitsa Freeman, President

SAVE THE DATE!

Food Truck Social Event



The KWPOA is pleased to announce the Kent Woodlands Food Truck Event on **Sunday, September 16th from 5:30-7:30 p.m.** on the 300 block of Crown Road. Perfect for families! The board is in the process of securing a road closure (that will have no impact to any driveway accessibility). The fire department will make a guest appearance and we'll have 2-3 food trucks plus toilets and plenty of tables and chairs. Mark your calendars and tell your neighbors! If you're interested in volunteering to help organize this first (of hopefully many?) or similar events in the Woodlands please contact KWPOA Board Member Jeff Leh at jleh@kwpoa.com.

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during April 2018:

Alarm Activations	18 Activations
Vacation Homes	4 Homes
Vacation Checks Completed	20 Checks
Extra-patrol Request completed	41 Checks
Welfare Checks	2 Incidents
Citizen Assist	4 Incidents
Civil Advice	1 Incidents
AOA Fire	3 Incidents
Assist Outside Agency	1 Incidents
Verbal Disturbance	0 Incidents
Noise Complaints	2 Complaints
Warrant Arrest	0 Arrest
Thefts	0 Incident
Vandalism	0 Incident
Traffic Stops	21 Stops
Parking Complaints	7 Complaints
Suspicious Vehicles/Persons	3 Incidents
Traffic Accidents	0 Accidents

— Deputy Scott Anderson

Local Nostalgia

Did you know that...

- In the 60's and early 70's, the location now occupied by Union Bank on College Avenue was a drive-in called **King Henry VIII**? Their corn-dogs were unparalleled!
- According to a 1936 county map, Woodland Road was originally named **Adaline Avenue**?
- The new wine bar (formerly United Liquors) on Magnolia was a candy shop and soda fountain called **Shaw's Candy**? And, of course, next door was **Dollars 'n Sense**, the local toy and variety store.
- Woodlands Café used to house a diner called **The Hungry House**? The vinyl upholstery in the booths was an unforgettable orange and brown.

A Reminder About Noise

As spring garden and construction projects get underway, residents are asked to be mindful of our regulations regarding noise in the neighborhood:

Power Tools: The use of noise producing manual or power tools, including but not limited to leaf blowers, lawn mowers, chain saws, chippers, power washers, and similar equipment, is only permitted between 7:30am and 5:00pm Monday through Friday, 9:00 am and 4:00 pm on Saturdays, and should be avoided unless reasonably necessary on Sundays, state or national holidays. Consistent use of noisy tools on Sundays or holidays may be considered unreasonable and subject to enforcement action.

Construction: Regulations and permit approvals limit the hours for construction-related activities to between 7:30 a.m. and 5:00 p.m. Monday through Friday, 9:00 a.m. and 4:00 p.m. on Saturdays. No construction is allowed on Sundays, state or national holidays. Loud noise-generating construction-related equipment (e.g., backhoes, generators, jackhammers) can be maintained, operated, or serviced at a construction site from 8 am to 5 pm Monday – Friday only.

Thank you in advance for being a considerate neighbor!

Architectural Applications: June 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, June 12, 2018

Applicant	Property Address	Category/Project Description
New Applications for June		
30 N Ridgewood	Merchant	C1 : Minor Changes - house paint
43 Evergreen	Mallouh/Oliver	C1 : Minor Changes - house paint
115 Woodland	Brownridge	C1 : Minor Changes - house paint
314 Woodland	Alper	C7 : Changes to Approved Plan
330 Goodhill	Kojima/Morton	C3 : Preliminary Review
Applications Approved in May		
648 Goodhill	Keefe	C1: Minor Changes
9 Phoenix	Baierlein	C1: Minor Changes
233 S. Ridgecrest	Lane	C2: Minor Additions
375 Crown	Smock	C5 : Substantial Remodel
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
Exempt and Administratively Approved Applications		
31 Turnagain	Musik	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, June 28, 2018 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of May 24 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- FireWise Discussion
- LPR Update and Related Votes
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of May 24 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914
Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904
Phone: 415-721-7429
Fax: 415-532-1487
Web Site: www.kwpoa.com
Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com



President's Note

Since fire season is upon us, and because several wild fires have already occurred in Northern California, we felt that it was appropriate to dedicate this issue to emergency evacuations, courtesy of our Fire Safety Committee. Please take some time to review these tips — and, more importantly, take the recommended steps to prepare your family. During the early hours of recent wildfires, firefighters focused on *evacuating people* — before they could start fighting fires. If we can get ourselves evacuated, firefighters will be able to more quickly focus on fighting the fires.

— Bitsa Freeman, President

WILDFIRE EVACUATION PREPARATION

1. Sign up for AlertMarin to get evacuation notifications.

Officials will use AlertMarin to deliver information and potentially life-saving instructions customized to your specific address(es). You can register up to five different Marin addresses — including your home, your child's school, a relative's home, etc. Your profile may contain up to 2 SMS (text) devices, two email addresses, a TTY device, four phone numbers (including a mobile phone) and a work phone.

Sign up for AlertMarin here:

<https://www.marinsheriff.org/services/emergency-services/alert-marin>

The caller ID for AlertMarin is 415-473-6376. Make AlertMarin a "Favorite" on your smartphone, so that you get the call even if you've turned on "Do Not Disturb."

2. Plan for Your Evacuation now.

- **Explore alternative escape routes from your property to Woodland Road.** Also explore bike and walking routes (including crossing neighbors' properties) in case you can't get out by car. The fire roads off Crown and Evergreen may not be open. View alternate routes at <http://kwpoa.com/uploads/Kent-Woodland-Evacuation-Map.pdf>
- **Select a family meeting place and make sure all in your household know where it is.** Good options are the homes of friends or relatives who don't live too close to Kent Woodlands. The Kentfield Fire Dept. suggests these meeting places: College of Marin athletic field, Marin Catholic High School athletic field, Bacich Elementary School athletic field.
- **Identify a telephone contact person** at least 25 miles from your home, since local phone lines may be jammed or inoperative. Keep it in your purse/wallet. Check in with them to tell them you are safe so that they can relay that information to the rest of your household when they check in. Give it to your children, and tell them how to use it.

3. Put together your "10 Minute List" and TO GO BAG now. Note that some items will take time organize and assemble.

What to put onto your "10 Minute List" of evacuation instructions:

A list of what you need to do on your way out, such as:

- Get dressed -- Put on shoes, long sleeve non-flammable jacket and pants. Grab eyeglasses or contacts. [Note: In Santa Rosa, most people had no more time than this.]
- Close all windows.
- Turn off attic fan or heat exchange system.
- Turn off the gas. (Keep a butterfly wrench handy for this.)

CONTINUED/page 2

- Open your garage door to get your car out before power outage – and close it after you leave.
- Open your driveway gate and secure it open for firefighters.
- Leave house doors unlocked – Firefighters request this to avoid breaking windows or breaking down doors to enter.

A list of things to take with you (e.g., jewelry, financial records, cell phone, charger, checkbook, extra cash, meds, family photos, safe deposit key, computer drives and disks), keeping in mind that you may have to bike or walk out. Keep list in handy place(s), known to all of the family. Ask children what few items they would like to take.

What to put into your TO GO BAG:

- **Your “10 Minute List”** (see above)
- **Emergency battery or crank operated radio** - Set radio to emergency station (KCBS740, KGO810, 1610AM).
- **Flashlights** – one for each family member.
- **Cotton bandanas and goggles** for each family member, for smoke protection.
- **Small first aid kit**
- **Cash** — ATMs may be out.
- **If you have pets: Carrying case, cage, leash, and pet food.**
- **Important documents, passports, etc.** – These should be kept in a safe place that is easy to access on your dash out of the house.
- **A list of insurance policy, bank and other account numbers** and important personal, financial and business phone numbers, and keep it with “The 10 Minute List” and in a safe place away from home, such as your office, a relative’s home, etc.
- **A list of emergency phone numbers** in your phones and purse/wallet (e.g., Sheriff 499-7234 (or 2311); Kentfield Fire Dept. 453-7464, Red Cross 721-2365; PG&E (800) 743-5000; CALTrans Highway Conditions 800-427-7623; Marin Humane Society 883-4621; your doctors).

4. Practice Evacuation AT LEAST TWICE this summer and include everyone in your household. You may have less than 10 minutes to get out, so practice is needed. Better yet, rehearse every month until the rainy season begins.

5. Make a plan for helping your elderly and handicapped neighbors evacuate.

If you have an elderly or handicapped neighbor, find out if they have a caregiver on the premises 24/7. If not, work with them and your other neighbors to create a plan for helping them evacuate. Remember that fire fighters won’t start protecting our houses until they are certain that all residents have been evacuated.

6. Plan ahead for an insurance claim and temporary housing.

- Have your insurance broker’s contact information handy.
- Take pictures of the exterior and interior of your house and its contents.
- Make an inventory, with purchase information.
- Store insurance photos and inventories off site, for example in the cloud, a safe deposit box, at work, with your attorney or a trusted friend (who doesn’t live here).
- Consider possible places to stay temporarily in case you can’t return to your house, for example, friends, family, hotel, Red Cross Shelter, etc.



*See more important information in the
Fire Safety section of our web site at:*

www.kwpoa.com/fire-safety

Architectural Applications: July 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, July 10, 2018

Applicant	Property Address	Category/Project Description
New Applications for July		
330 Goodhill	Kojima/Morton	C5: Substantial Remodel
Continued Applications to be considered in July		
314 Woodland	Alper	C7: Changes to Approved Plans
Applications Approved in June		
30 N Ridgewood	Merchant	CI : Minor Changes - Exterior Paint
43 Evergreen	Mallouh/Oliver	CI : Minor Changes - Exterior Paint
115 Woodland	Brownridge	CI : Minor Changes - Exterior Paint
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
Exempt and Administratively Approved Applications		
46 Diablo	Jessup	Roof Replacement
115 Woodland	Brownridge	Tree Removal
70 Rancheria	Kimchalk	Window Replacement

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, July 26, 2018 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA

NOTE: July meeting to be held only if needed. Please call office to confirm prior to attending.

- Call to Order
- Public Comment
- Approval of June 28 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Social Events Update
- Officer Reports
- County Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of June 28 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914
Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904
Phone: 415-721-7429
Fax: 415-532-1487
Web Site: www.kwpoa.com
Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
THURSDAY, May 24, 2018

Present: Freeman, Barr, Becker, Goldsmith, Gray, Leh, Willard
A quorum of directors was present at the meeting.

Call to Order: The meeting was called to order at 6:01 pm by President Freeman.

Public Comment: None

Guest Speakers: Dick Spotswood and Bob Emrich, Greater Magee Avenue FireWise Community

- Dick Spotswood and Bob Emrich were invited to speak about their success in getting neighbors to work together to reduce fire risk and to create a FireWise Community. Dick is an OpEd Columnist for the Marin IJ. He announced in his column that he intends to keep writing about fire risk in every column. Bob Emrich is the neighbor who spearheaded the effort. Their neighborhood is the Magee Avenue area in Mill Valley, a neighborhood of fifty homes which is part of the much larger West Blithedale Neighborhood Association.
- This neighborhood is similar to Kent Woodlands in terms of topography and plant life.
- In 1990, an Emergency Preparedness Committee was founded. However, after the massive wildfires in Santa Rosa this fall, their Fire Chief and others realized that more work was needed. (The Fire Chief said, "Until today I thought we'd get everybody out.") Their new focus was on both fire fighting and evacuation. The Fire Chief took Mill Valley City Council on a tour of the devastation in Santa Rosa. They were immediately on board with the idea of revising city ordinances, and allowing the city to put liens on property which have not completed fire hazard removal work (in the same way that the Kentfield Fire Department can put liens on properties of homeowners for not completing fire hazard removal work.)
- There are ten trees or plants which are hazards and which this neighborhood worked hard to eradicate. Some of them are: Eucalyptus, Pine, Cypress, Acacia, Juniper, and Bay Laurel, plus Bamboo and Rosemary.
- Half of the neighborhood joined the effort right away, and half were either in denial or believed they had already done enough. With peer pressure, most of the neighborhood eventually came on board. What they saw was that when people removed hazardous trees, the properties looked good.
- They asked five tree companies to come in and give bids on three different jobs, in order to get a sense of which tree companies would provide the best value.
- The Mill Valley Fire Department provided chippers, and they removed 50 tons of debris to the dump.
- An important part of their effort was working with youth groups and the schools to educate children, who then brought the message home to their parents.
- The work done by this FireWise community has reduced the likelihood that a house fire will spread to other homes.

April Minutes: M/S/A to approve

Architecture Committee Report and Ratifications

- M/S/A to ratify approval of three projects.

Fire Safety Report and Related Votes

- M/S/A to become a FireWise Community.
- The Fire Safety Committee will play an important role in our becoming a FireWise Community. More committee members need to be recruited such that we have members in every sub-neighborhood of Kent Woodlands.
- To be discussed at our next meeting: 1) Magee Avenue FireWise was successful partly because of their personal outreach to homeowners, rather than relying on the Fire Department to do it all; 2) Getting the County to take on more of the fire hazard removal tasks, by telling them what we homeowners will do and what we want them to do.

LPR Report and Related Votes

- Administrator Williams reported that the LPRs are operational. Some tree work was necessary to provide totally unobstructed views for the two cameras. President Freeman and the entire Board thanked Administrator Williams for her work on this project.
- Director Becker agreed to contact Sheriff Doyle to ask about appropriate signage about the LPRs, specifically what language would be most effective at deterring crime.

Food Truck Social Event

- Director Leh and member Melissa Christianson are working on a Kent Woodlands social event. The date will be Sunday, September 16 and the time will be 5:30 – 7:30 pm. Crown Road will be closed to vehicular traffic for a short distance between two driveways, such that the closure doesn't block anyone's access to their home. One or two Food Trucks plus an Ice Cream Truck will sell food. KWPOA will also bring in tables and chairs, and portable toilets. The Fire Department plans to send a fire truck.

Holiday Party 2018

- Director Leh reported that The Guest House, formerly Ambrosia, is the potential site for the Kent Woodlands Holiday Party. The date will be Sunday, December 9 (rather than our traditional first Sunday of December, which is the first night of Hanukah). The time will be The tentative charge will be \$25 per person. The estimated net cost to KWPOA is \$4,000, versus the net cost last year of \$6,100.

Officer Reports

- **President's Report:**
 - President Freeman reported that she has received complaints about tree work being done by the County along Goodhill, Buckeye, and other roads. The County wants to maintain an 8-foot setback along all roads. The main issue is that the County workers showed up with no warning.
 - She has also heard from many neighbors about tree removal being done by homeowners as directed by the Fire Department. People need to realize that the need for fire hazard removal is determined by the Fire Department, not KWPOA. Also, people need to complete an application for hazardous tree removal beforehand. This is a no-fee application, and there is no requirement to get neighbor approval for hazardous tree removal which is backed up by a

letter from the Fire Department.

Administrator's Report

- **Assessments** -- Administrator Williams reported that five assessments remain unpaid and pre-lien notices will be sent out to those homeowners in mid-June.
- **LPR Project** -- Administrator Williams, who has been managing the LPR installation project, reported that the license plate reader cameras are operational.
- **County DPW Tree and Brush Clearing** -- After homeowners complained, Administrator Williams contacted Nancy Vernon, in Supervisor Katie Rice's office, and is working with Nancy to develop a better system of communicating about DPW work to homeowners. She stated that DPW said they knocked on every door, but this was not sufficient.
- **Newsletter Deadline** -- The next newsletter deadline is Tuesday May 29 at noon.

KWPOA Parking Lot Enforcement

- Director Leh reported that the new procedure is as follows: When the Deputy sees a car parked in the KWPOA lot without the required acorn sticker, he will place a warning flyer on the car windshield. He will contact KWPOA if there is a repeat offender and request that it be towed. He will wait there to oversee the towing.
- As a reminder, only homeowners who are members of KWPOA, and who have an acorn sticker on the left rear bumper of their car, may park there. This doesn't include guests or household workers.
- If anyone else sees a car parked there illegally, they can email the Deputy to alert him. His email address is: K_WoodlandDeputy@marinsheriff.org. It helps to include a photo of the rear of the car including license plate, if possible. Otherwise, simply describe the car and provide the license plate number.

Next Regular Board Meeting: June 28, 2018

Meeting adjourned 7:56 pm

I, the undersigned secretary of the KWPOA, certify the foregoing to be true and correct.

Ann Becker, Secretary, KWPOA Board of Directors



Kent Woodlands Journal

Newsletter #274

August 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's Note

What's happened to our peaceful summer? Ideally the loudest noises echoing through the neighborhood would be the joyful sounds of children splashing in their pools. Now it's a constant explosion of blowers and chainsaws as homeowners tackle dying trees and clear brush. Add in all the remodeling and upgrading taking place and there is a relentless cacophony.

While we want our neighborhood cleared of fire hazards and understand the desire to update our homes, we all expect an adherence to the construction hours. Please remind your contractors that work is restricted to 7:30am-5:00pm M-F and 9-4 on Saturdays with **no work on Sundays**. Please respect your neighbors' desire for peace and quiet in our lovely little community.

On a related topic, please take a moment to find out if your gardener or tree trimmer is dumping their trimmings on the side of our roads. It is illegal and our Sheriff will ticket/fine them if they are caught. More importantly, these trimmings add to our level of fire hazard and must be curtailed. Please keep an eye out if you live near a dumping spot and report any suspicious activity.

— Bitsa Freeman, President

UPDATE!

Food Truck Social Event



The KWPOA is pleased to remind everyone about the Kent Woodlands Food Truck Event on **Sunday, September 16th from 5:30-7:30 p.m., now to be held in the Acorn Lot on Woodland Road at College Avenue**. Perfect for families! The Sheriff will be present and will provide barricades to enclose the event. We'll have 2-3 food trucks plus toilets and plenty of tables and chairs. Mark your calendars and tell your neighbors! As a result of this event there will be **NO PARKING in the Acorn Lot on Saturday 9/15 and Sunday 9/16**. If you're interested in volunteering to help organize this first (of hopefully many?) or similar events in the Woodlands, please contact KWPOA Board Member Jeff Leh at jleh@kwpoa.com.

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of June:

Alarm Activations	18 Activations
911 Hang-Up	1 Incident
Vacation Homes	11 Homes
Vacation Checks Completed	28 Checks
Extra-patrol Request completed	19 Checks
Welfare Checks	0 Incidents
Citizen Assist	9 Incidents
Civil Advice	2 Incidents
AOA Fire	5 Incidents
Assist Outside Agency	2 Incidents
Verbal Disturbance	0 Incidents
Noise Complaints	3 Complaints
Warrant Arrest	0 Arrests
Thefts	0 Incidents
Vandalism	0 Incidents
Traffic Stops	3 Stops
Parking Complaints	2 Complaints
Suspicious Vehicles/Persons	4 Incidents
Traffic Accidents	0 Accidents

— Deputy Scott Anderson

VACATION CHECKS: *Would you like the Sheriff to periodically check on your home while you are on vacation? Contact general dispatch at 415-479-2311 with your request.*



Concerned about keeping your family and property safe in the event of a wild fire? Get prepared! Find important information on our web site at:

**[www.kwpoa.com/
fire-safety](http://www.kwpoa.com/fire-safety)**

Be a Good Neighbor!

Here are some reminders to help keep the neighborhood happy and safe:

TRASH BINS:

Please remember that trash and recycling bins should be removed from the street as soon as possible after collection by Marin Sanitary. In addition, please ensure that your bins do not impede traffic (car, bicycle or pedestrian) in any way.

NOISE RULES:

Please be mindful of rules regarding construction and maintenance-related noise. The use of noise producing manual or power tools, including but not limited to leaf blowers, lawn mowers, chain saws, chippers, power washers, and similar equipment, is only permitted between 7:30am and 5:00pm Monday through Friday, 9:00 am and 4:00 pm on Saturdays. In addition, loud noise-generating construction-related equipment (e.g., backhoes, generators, jackhammers) can be maintained, operated, or serviced at a construction site from 8am to 5pm Monday – Friday only.

DUMPING DEBRIS ON ROADWAYS:

There is an ongoing problem with contractors and landscapers dumping debris along our roadways instead of properly disposing of it at the dump. Not only is this illegal, it is a fire danger. Please remind your workers that they will be cited by the Sheriff if observed dumping any trash or debris on our streets.

IS YOUR PROPERTY OCCUPIED BY A TENANT?

Please help us update our records by providing your tenant's name, phone number and/or email address. We'd like to make sure they receive our newsletter, notification of social events, and any other important neighborhood information. Call us at 415-721-7429 or email info@kwpoa.com. **THANK YOU!**

Architectural Applications: August 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, August 21, 2018

Property Address	Applicant	Category/Project Description
New Applications for August		
12 Madrone Way	Eiseman	C2: Minor Addition
160 Upland	Pollock	C7: Changes to Approved Project
Applications Approved in July		
330 Goodhill	Kojima/Morton	C5: Substantial Remodel
314 Woodland	Alper	C7: Changes to Approved Plans
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
Exempt and Administratively Approved Applications		
21 Evergreen	Otto	Tree Removal
90 Upland	Springfield	Tree Removal
50 Rancheria	Courderc	Tree Removal
423 Woodland	Evergettis	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, August 23, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of June 28 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Officer Reports
- County Update
- Lease Renewal Discussion and Vote
- Social Events Update
- Administrator's Report
- Web Site Redesign Discussion
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of June 28 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914

Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com



Kent Woodlands Journal

Newsletter #275

September 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

Special Note from the Vice President

At the behest of president Freeman, this note highlights our KWPOA election rules as found on our web site and to be distributed next month. As I am retiring from the board after more than a decade, there is now a chance for one of you to join it. Anne Barr and Ann Becker, both incumbents, are also up for re-election in January.

The current board is looking for an individual who loves our community; who respects and understands the CC&Rs governing our neighborhood; who can work congenially with others on a board; and, importantly, who has the time to regularly attend board meetings and hearings. A proposed candidate must be a member in good standing, as well.

It has been my privilege to serve you on the KWPOA board, first as board secretary and social committee chair, long ago, and, subsequently, as president. Currently I am vice-president under Bitsa. Every board has its ongoing issues and challenges, and our Association board is never without them. In my decade, most were minor, while some, frankly, were significant. Over the years, I have worked with five Architectural Coordinators, two office secretaries, three AC chairs, and 19 various board members. I started out in one tiny office in Kent School, and then relocated our office twice, including a stint of meetings in the Kentfield Fire Station between moves. I have made treasured friendships during my tenure, and learned a great deal about the how and why of our CC&Rs, the rules allowing all of us to enjoy and preserve the beauty and value of Kent Woodlands. We are indeed fortunate to be residents of a very, very special place in Marin County...

In summary, I have taken my KWPOA board job with great seriousness and pride, but am happy to say, I leave you all with a competent and fair board, and a strong, fair, dedicated, and absolutely stellar Architectural Committee. NOW — it would be wonderful for one of you reading this to be inspired to step up to the plate! If you are the right person, you will never regret being on this board and serving your community, as I have had the honor of doing.

Sincerely and best wishes to ALL,

Kathy Goldsmith, Director, KWPOA Board

REMINDER !

Food Truck Social Event Sunday, Sept. 16



The KWPOA is pleased to remind everyone about the Kent Woodlands **Food Truck Event** on **Sunday, September 16th from 5:30-7:30 p.m.**, now to be held in the Acorn Parking Lot on Woodland Road at College Avenue. Perfect for families! The Sheriff will be present and will provide barricades to enclose the event. We'll have 2-3 food trucks, a face-painter, a toilet, and plenty of tables and chairs. The food trucks accept credit cards. Mark your calendars and tell your neighbors! As a result of this event there will be **NO PARKING in the Acorn Lot on Saturday 9/15 and Sunday 9/16**. For more information, please contact KWPOA Board Member Jeff Leh at jleh@kwpoa.com.

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of July:

Alarm Activations	23 Activations
Vacation Homes	16 Homes
Vacation Checks Completed	102 Checks
Extra-patrol Request completed	34 Checks
Welfare Checks	2 Incidents
Citizen Assist	7 Incidents
Civil Advice	5 Incidents
AOA Fire	2 Incidents
Assist Outside Agency	3 Incidents
Verbal Disturbance	0 Incidents
Noise Complaints	2 Complaints
Warrant Arrest	0 Arrest
Thefts	2 Incident
Vandalism	0 Incidents
Traffic Stops	9 Stops
Parking Complaints	4 Complaint
Suspicious Vehicles/Persons	7 Incidents
Traffic Accidents	0 Accidents

— Deputy Scott Anderson

IMPORTANT:

YOUR ACTION IS REQUIRED

In this issue, you will find an insert titled **"Request for Annual Notice of Address, Representative and Rental Status."** Per the California Civil Code, every homeowner is required to provide us annual updates regarding their mailing address, alternative address, authorized representatives, and rental status of their property.

Please fill out and return this form to us within 30 days.

- **Mail to:**
KWPOA, PO Box 404, Kentfield, 94914
- **Email to:**
info@kwpoa.com
- **Fax to:**
415-532-1487

Thank you!



SAVE THE DATE!

Mark your calendars now for the annual
Kent Woodlands Halloween Parade
Monday, October 31st at 5:00pm

Ghosts and goblins of all shapes and sizes will show off their costumes as they trick-or-treat along Woodland Road. More info to follow!

*Interested in hosting a treat table along the parade route?
Let us know at **info@kwpoa.com**!*

Architectural Applications: August 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, Sept. 11, 2018

Applicant	Property Address	Category/Project Description
New Applications for September		
Stanek	21 Turnagain	C2 Minor Additions
Fair	234 Evergreen	C1 Minor Changes
Leon	115 S Ridgewood	C2 Minor additions
Cummings	310 Goodhill	C1 Minor Changes
Springfield	90 Upland	C4 Significant Changes in Appearance
Continued Applications to be considered in September		
Mozaffarian	651 Goodhill	C5 Substantial Remodel
Applications Approved in August		
Eiseman	12 Madrone	C2 Minor Additions
Applications Continued in August - next meeting to be decided		
Pollock	160 Upland	C7 Changes to approved plans
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
Exempt and Administratively Approved Applications		
50 Rancheria	Courderc	Tree Removal
423 Woodland	Evergettis	Tree Removal
237 S Ridgewood	Bloom	Tree Removal
115 Evergreen	Tiernan	Tree Removal
615 Goodhill	Saris	Tree Removal
22 Spring	Evans	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, Sept. 27, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of August 23 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Officer Reports
- 2019 Budget Discussion and Vote to Approve
- County Update
- Social Events Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of August 23 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914

Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION

Request for Annual Notice of Address, Representative and Rental Status

Civil Code, Section 4041 requires each owner of a separate interest to provide written notice to the Association of all the following information annually. Please provide the information in the form below and return the completed form to the Association within 30 days. If the requested information is not provided, the property address of the Owner's separate interest will be used for notices.

1. The address or addresses to which notices from the Association are to be delivered.

2. An alternate or secondary address to which notices from the Association are to be delivered.

3. The name and address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence from the separate interest.

4. Is the separate interest --

- ☐ Owner-occupied? ☐ Rented out? ☐ Developed, but vacant?
☐ Undeveloped?

5. Member Name

Property Address

6. Return form to:

KENT WOODLANDS PROPERTY OWNERS ASSOCIATION
PO BOX 404
KENTFIELD CA 94901

EMAIL: INFO@KWPOA.COM
FAX: 415-532-1487



Kent Woodlands Journal

Newsletter #276

October 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's note

The warm colors of fall blanketing the neighborhood are a sure sign the annual Halloween Parade is just around the corner. Let's all raise our broomsticks in salute to Halloween chair Laura Mellberg who's in charge of organizing this year's event. The usual KWPOA-sponsored pizza party, following the parade, will take place at 111 Woodland Road — many thanks to the Ryan family for hosting! And thanks to all volunteers, including board member and social director extraordinaire Jeff Leh, for pulling it together. Jeff and volunteers also organized the hugely successful Food Truck event last month. Due to its popularity, we already have another one scheduled for May.



November 6th is election day and many of you have already received your ballots in the mail. There are many issues that directly affect Kentfield so be sure to educate yourself and read your ballot. There is an abundance of election signs strategically placed in visible locations throughout the neighborhood. While we've fielded complaints about this visual assault, state law supersedes our governing documents regarding the placement of political signs (which are allowed on one's private property). Please do, however, remember to remove your signs when the election is over.

— Bitsa Freeman, President

KWPOA 2019 Annual Meeting & Board Election

KWPOA's **2019 GENERAL MEMBERSHIP MEETING AND ELECTION** will be held on **Wednesday, January 16, 2019 at 7:00 pm** in the Livermore Pavilion at the Marin Art and Garden Center, 30 Sir Francis Drake Blvd., Ross, CA 94957.

CALL FOR CANDIDATES: Three of the seven directorships are up for election in 2018: Anne Barr, Ann Becker, and Kathy Goldsmith. Barr and Becker will seek re-election. Nominations of qualified candidates may be submitted by mail, email, or in person at a **Special Membership and Board Meeting** on October 25th at 6:00pm at the KWPOA office at 1010 Sir Francis Drake Blvd., Suite 200, Kentfield. Nominations close October 31st. Candidates will be invited to publish a brief (200 words) summary of their qualifications in the December newsletter.

For more information about the election process, please see the enclosed KWPOA Election Rule, or contact the office at 415-721-7429.



HALLOWEEN PARADE TRICK OR TREAT STREET!

Wednesday, October 31st at 5:00pm

Don your costumes and join your neighbors for the annual Kent Woodlands Halloween Parade! Gather just past the intersection of Woodland Road and Rancheria/Goodhill, where the parade will begin at 5:00 p.m. sharp, followed by a post-parade gathering with food and beverages for kids and adults at the home of the Ryan family at 111 Woodland Road.

As usual, Woodland Road will be CLOSED between Rancheria/Goodhill and North/South Ridgewood from 5:00 to 6:00 pm. Alternate routes are available.

*Interested in hosting a treat table along the parade route?
Let us know at info@kwpoa.com!*

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of August:

Alarm Activations	13 Activations
Vacation Homes	8 Homes
Vacation Checks Completed	49 Checks
Extra-patrol Request completed	21 Checks
Welfare Checks	3 Incidents
Citizen Assist	13 Incidents
Civil Advice	5 Incidents
AOA Fire	5 Incidents
Assist Outside Agency	2 Incidents
Verbal Disturbance	1 Incidents
Noise Complaints	2 Complaints
Thefts	1 Incident
Traffic Stops	14 Stops
Parking Complaints	1 Complaint
Suspicious Vehicles/Persons	8 Incidents

— Deputy Scott Anderson

Register for AlertMarin Now!

To get fire evacuation alerts, you **must** register your address and all your family phone numbers on **AlertMarin**.

1. First, enter your address and phone numbers here:
<https://www.marinsheriff.org/services/emergency-services/alert-marin>
2. Next, set up a Contact on your cell phone for AlertMarin with this phone number: [\(415\) 473-6376](tel:4154736376).
3. Then, set up "Emergency Bypass" for that Contact so that you get alerts even while on Do Not Disturb. Here's how: Go to that Contact. Click to "Edit" it, then go to "Ringtone" and click on it. At the top of the Ringtone screen, toggle the Emergency Bypass button to turn on.
4. Finally, when authorities say we are in a Red Flag condition, don't turn off your phone at night and don't turn off the ringer. (You can set it to Do Not Disturb if you did Step 3 above.)

Unlike Nixle, Twitter and other sources, AlertMarin will alert you only for the most urgent issues, namely official evacuation orders or shelter in place orders specific to your address.

— Ann Becker, Fire Safety Committee

Architectural Applications: October 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, October 9, 2018

Applicant	Property Address	Category/Project Description
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New Applications for October

None

Continued Applications to be considered in October

Mozaffarian	651 Goodhill	C5 Substantial Remodel
Pollock	160 Upland	C2 Minor Additions
Leon	115 S Ridgewood	C2 Minor Additions

Applications Approved in September

Stanek	21 Turnagain	C2 Minor Additions
Fair	234 Evergreen	C1 Minor Changes
Cummings	310 Goodhill	C1 Minor Changes
Springfield	90 Upland	C4 Significant Changes in Appearance

Applications Continued in September - next meeting to be decided

None

Open Enforcements

67 Ridgecrest
651 Goodhill
7 Rancheria

Exempt and Administratively Approved Applications

Heibak	67 Idlewood	Tree Removal
Ireland	14 Fern	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Special Membership Meeting

Date: Thursday, Oct. 25, 2018 - 6:00PM
Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of September 27 Meeting Minutes
- AC Report and Ratifications
- Nominations for 2019 Board of Directors Election
- Appointment of Election Inspectors
- Possible Resignation/Appointment of Board Member
- Fire Safety Report and Related Votes
- Officer Reports
- County Update
- Social Events Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of September 27 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914
Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904
Phone: 415-721-7429
Fax: 415-532-1487
Web Site: www.kwpoa.com
Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com

KWPOA Election Rule

Preamble

Effective July 1, 2006, for elections occurring on or after that date, the California Legislature has enacted legislation which will modify our current election procedures as provided for in the Kent woodlands Property Owners Association's current By-Laws. This new legislation (SB 61) (as amended by the California legislature on September 18, 2006) requires a homeowners association to adopt rules that meet specific standards. The purpose of the following rule is to achieve compliance with the new law while maintaining the general scheme of our current By-Laws.

Article I: Elections

The following rules shall apply to KWPOA elections held for any of the following reasons:

- Election of Directors
- Assessments (other than special individual assessments as defined under Article 4, Section 4 of the CC&Rs)
- Amendments to the CC&Rs or By-Laws

Article II: Candidacy for Board of Directors

The qualifications for candidates to serve on the KWPOA Board of Directors are:

- (i) Members in good standing with all Assessments current and whose Kent Woodlands property is subject to the CC&Rs
- (ii) Members who are not subject to any suspension of membership rights
- (iii) Only one Owner per Lot shall be eligible to serve on the Board at any time

The KWPOA Board will publish a copy of this rule in its October Newsletter each year preceding a Board Election to take place in January, thereafter. Candidates must submit a written statement of qualifications to the Board of Directors no later than October 31, each year. The Board of Directors will hold a special membership meeting in the month of October to allow nominations from the floor. The Board shall accept into nomination all individuals who meet the qualifications for candidates.

Article III: Election Procedures

The Board shall do the following:

- Set dates for the opening and closing of the Balloting Period; Ballots will state the date latest time when ballots may be received;
- Set the date and place for a vote count;
- Appoint as the Inspectors of Election three independent third parties who are members in good standing of the KWPOA and meets the definition of independent third party as specified in this article;
- Arrange for a double envelope secret ballot by mail which meets the requirements of the statute (add reference) as specified in Article IV;
- Provide Notice of the place and time of the ballot count, which place must be a public place in the proximity of Kent Woodlands;
- Assure that the counting process meets the requirements of Articles IV and V;
- Establish a procedure to allow for proxy voting; and,
- Store election ballots in a secure place for one year after the date of the vote count; in the event of a recount or other challenge to the election process, make ballots available, upon written request, to association members or their designated representatives; any recount will be conducted using the same counting procedure as for the original election, unless otherwise ordered by a court.

Independent Third Party. For the purposes of this section, an independent third party includes, but is not limited to, a volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy, or a notary public. An independent third party may be a member of the association, but may not be a member of the Board of Directors or a candidate for the Board of Directors or related to a member of the Board of Directors or a candidate for the Board of Directors. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services unless expressly authorized by rules of the Association.

Article IV: Ballot

Ballot Format and Delivery. Ballots and two preaddressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the association to every member not less than 30 days prior to the closing of the balloting period. In order to preserve confidentiality, a voter may not be identified by name, address, or lot, parcel, or unit number on the ballot. The association shall use as a model those procedures used by California counties for ensuring confidentiality of voter absentee ballots, including all of the following:

- The ballot itself is not signed by the voter, but is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote.
- The second envelope is addressed to the Inspectors of Election, who will be tallying the votes. The envelope may be mailed to a location specified by the inspectors of election. The member may request a receipt for delivery, if ballot delivered by hand to a place designated by inspectors.

The Count and Publication:

- All votes shall be counted and tabulated by the Inspectors of Election in public at a properly noticed open meeting of the Association members.
- Any candidate or other member of the association may witness the counting and tabulation of the votes. No person, including a member of the association, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.
- The results of the election shall be promptly reported to the board of directors of the association and shall be recorded in the minutes of the next meeting of the board of directors and shall be available for review by members of the association. Within 15 days of the election, the board shall publicize the results of the election in a KWPOA Newsletter directed to all members.
- The sealed ballots at all times shall be in the custody of the inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, at which time custody shall be transferred to the association.

Article V: Inspectors of Election Duties.

- Inspectors of election shall do all of the following:
- Determine the number of member households to vote and allow one vote per household;
- Determine the authenticity, validity, and effect of proxies;
- Receive ballots by use of a post office box exclusive to the election process and by hand delivery, if so determined;
- Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
- Count and tabulate all votes;
- Determine the result of the election; and,
- Perform any acts as may be proper to conduct the election with fairness to all members in accordance with this section and all applicable rules of the association regarding the conduct of the election that are not to conflict with this section.

Article VI: Miscellaneous

- **Proxies (Amended on July 25, 2013).** All proxies issued for an election under this rule must contain the procedures for use in casting votes by secret ballot as a proxy holder. Such procedure must be separate from the ballot. Any KWPOA member in good standing may appoint another KWPOA member in good standing as proxy holder to vote by secret ballot in conformance with procedures set forth and issued with the proxy and in conformance with Article IV, Section 5 of the KWPOA By-Laws. As with all voting wherein a proxy is allowed, to ensure that any proxy form complies with the Corporations Code and is counted by the Inspectors of Election, members should use only the proxy form approved by KWPOA, which form will be provided by KWPOA upon request. KWPOA shall not designate or suggest any proxy holder.
- **Equal Access.** The Board, at its discretion may make the KWPOA Newsletter, KWPOA website, or other venue available for campaign purposes, so long as that methodology is available to all candidates, members advocating a point of view in the case of Amendments, assessments, etc., and is not edited or redacted by the KWPOA but subject to such limitations on length as the Board may establish.

This Rule shall apply to all KWPOA membership elections henceforth to the extent it is consistent with the provisions of 1363.03 of the California Civil Code (CCC). In the event that this Rule is inconsistent with the KWPOA By-Laws, this Rule shall apply to the extent it is consistent with the provisions of 1363.03 of the CCC.



Kent Woodlands Journal

Newsletter #277

November 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's note

It's official: Kent Woodlands is now recognized as a Firewise USA community, one of only 1500 across the nation. Under the direction of the Kentfield Fire Department, our neighborhood eliminated a huge amount of dead and dried foliage, trees, brush and flammable plants. Recently, as part of the application to becoming a Firewise community, an email survey was sent to residents asking how much was spent mitigating fire danger on their property. We needed a minimum of \$13,277 to qualify and of the 70 members who responded an unbelievable \$1,240,000 was spent! Thank you to everyone who participated in clearing up and cleaning out your property, the neighborhood is safer due to your efforts. For more information about Firewise USA, visit www.firesafemarin.org/firewise.

The social committee is in full party mode here in the Woodlands. Quite an impressive turnout of festive Halloween parade attendees this year. A record number of neighbors either marched in the parade or hosted a table along the route. The pizza party that followed was a huge hit and lasted well after the end of the parade. Thank you to Laura Mellberg for organizing, Eric Ryan for hosting the pizza party and all the residents who hosted a table for all the little (and not so little) trick or treaters. Next up is our annual holiday party, which we are excited to host at the hip, new Kentfield restaurant, Guesthouse! Be sure to mark your calendars for December 9th.

— Bitsa Freeman, President

KWPOA Election News

As announced in the October 2018 newsletter, and in accordance with our Election Rule, the Association invited nominations for the annual election of the 2019 Board of Directors, for which three director seats are open. A special membership meeting was held on October 25th to take nominations from the floor, and the deadline for submitting nominations by mail, email, or delivery to our office was October 31, 2018.

Nominations were received and qualified for incumbents Anne Barr and Ann Becker, and for member Sara Wardell-Smith. With three Director seats up for election and three candidates running, the seats are uncontested. As such, KWPOA will dispense with the mailing of secret ballots and declare that Barr, Becker and Wardell-Smith are elected. This decision has been made pursuant to the California Civil Code and KWPOA's bylaws, which state: "In the event that the number of qualified nominees for election as directors does not exceed the number of vacancies to be filled, the Association may, without further action, declare that those nominated and qualified have been elected." (KWPOA Bylaws, Article VI, Section 5 [d]).

The two-year terms for the elected Directors will begin on the date of the Annual Membership Meeting, January 16, 2019. If you have any questions, please contact the office at 415-721-7429 or info@kwpoa.com.

HOLIDAY PARTY!

Save the date for KWPOA's annual holiday celebration on **Sunday, December 9th**.

Please join us for some holiday cheer at the neighborhood's newest restaurant!

Sunday, December 9th

5:00-8:00pm



GUEST HOUSE



850 College Avenue

\$20 per person • Adults only
Payment accepted at the door!

**RSVP to info@kwpoa.com
or 415-721-7429**

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of September:

Alarm Activations	9 Activations
911 Hang-Up	1 Incidents
Vacation Homes	3 Homes
Vacation Checks Completed	25 Checks
Extra-patrol Request completed	37 Checks
Welfare Checks	4 Incidents
Citizen Assist	6 Incidents
Civil Advice	2 Incidents
AOA Fire	10 Incidents
Assist Outside Agency	2 Incidents
Thefts	1 Incident
Traffic Stops	17 Stops
Parking Complaints	2 Complaint
Suspicious Vehicles/Persons	5 Incidents
Traffic Accidents	2 Accidents

— Deputy Scott Anderson

Register for AlertMarin Now!

To get fire evacuation alerts, you **must** register your address and all your family phone numbers on **AlertMarin**.

1. First, enter your address and phone numbers here:
<https://www.marinsheriff.org/services/emergency-services/alert-marin>
2. Next, set up a Contact on your cell phone for AlertMarin with this phone number: (415) 473-6376.
3. Then, set up "Emergency Bypass" for that Contact so that you get alerts even while on Do Not Disturb. Here's how: Go to that Contact. Click to "Edit" it, then go to "Ringtone" and click on it. At the top of the Ringtone screen, toggle the Emergency Bypass button to turn on.
4. Finally, when authorities say we are in a Red Flag condition, don't turn off your phone at night and don't turn off the ringer. (You can set it to Do Not Disturb if you did Step 3 above.)

Unlike Nixle, Twitter and other sources, AlertMarin will alert you only for the most urgent issues, namely official evacuation orders or shelter in place orders specific to your address.

— Ann Becker, Fire Safety Committee

Annual KWPOA Disclosures

As required by Davis-Stirling section of the California Civil Code, all KWPOA members will be receiving a package of annual disclosures regarding our Association later this month. If you have a "Consent to Receive Electronic Communications" form on file with us, you will receive your documents via email. If not, you will receive it via the US Postal Service.

Although no action is required on your part after receiving this package, we do encourage all members to review these documents in order to be informed of the Association's policies and procedures.

If you have not received your package by the end of November, or you have any questions or comments, please contact us at 415-721-7429 or info@kwpoa.com.

— KWPOA Board of Directors

Smoke Alarms Save Lives!

Did you know that the majority of home fires that have fatalities happen at night? Properly installed and maintained smoke alarms can wake you up, giving you and your family time to escape. All families should have a fire escape plan and practice it during the day and at night. Here are some helpful tips:

- Test your alarms once a month.
- Change the batteries twice a year when you change your clock.
- Never "borrow" batteries from the alarm.
- Replace smoke alarms after 10 years.
- Clean your smoke alarms with the wand from your vacuum. Spiders and webs can cause a faulty alarm.
- Never dismantle your alarm if it goes off when cooking. Simply move the location of the alarm so it is more functional.

Architectural Applications: November 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Tuesday, November 13, 2018

Applicant	Property Address	Category/Project Description
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New Applications for November

Mozaffarian	651 Goodhill	C8 View Restoration
Perry	46 Rock	C1 Minor Changes
Ryan	111 Woodland	C2 Minor Addition
Schafer	101 Idlewood	C2 Minor Addition

Applications Approved in October

Pollock	160 Upland	C7 Changes to approved plans
Leon	115 S Ridgewood	C2 Minor additions

Applications Continued in October - next meeting to be decided

Mozaffarian	651 Goodhill	C5 Substantial Remodel
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Open Enforcements

67 Ridgecrest
651 Goodhill
7 Rancheria

Exempt and Administratively Approved Applications

Mallouh	43 Evergreen	Window Replacement
Carbone	4 Spring	Tree Removal
Akram	109 Crown	Paint Color
Clifford	125 Woodland	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, December 6, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of October 25, 2018 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Officer Reports
- County Update
- Social Events Update
- Finalize Annual Meeting Agenda
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of October 25, 2018 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWPOA Contact Information

Mailing address: PO Box 404, Kentfield 94914

Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com



Kent Woodlands Journal

Newsletter #278

December 2018

The monthly newsletter of the Kent Woodlands Property Owners Association

President's note

At long last mother nature has blessed us with winter rains to replenish our dried, parched soil. I'm sure we are all breathing a sigh of relief that Kent Woodlands has survived another long, hot, dry summer without a major fire occurring in our neighborhood. Whether it's our topography, fire mitigation efforts or pure luck that has kept us from fire's devastating destruction, our northern neighbors have not been so fortunate. Evacuation proved to be the downfall of many residents as gridlock trapped many homeowners as they all tried to flee at the same time. Evacuation will be of paramount concern here in the Woodlands as, although our roads are wide, they all terminate at Woodland Road, our only road out. This topic will be addressed at our next Fire Safety Committee which is working diligently to make our neighborhood safe from fire and its devastation. If you are interested in joining this committee, please contact the KWPOA office for information.

On a more festive note our annual Holiday Party scheduled for December 9th at the new local restaurant GuestHouse has proven to be quite a hit and is almost sold out. If you are planning on attending please be sure to RSVP to Jeanne Williams in the KWPOA office (jwilliams@kwpoa.com) to make sure you reserve a spot. It is sure to be a fabulous evening.

— Bitsa Freeman, President

Annual Membership Meeting

Mark your calendar for the KWPOA Annual Membership Meeting on Wednesday, January 16th at 7:00pm in the Livermore Room at Marin Art and Garden Center. Topics will include fire safety and updates from the Board of Directors. A final agenda will be included in next month's newsletter.

Annual Assessments

KWPOA members will receive their annual assessment notice during the first week of January. Your assessment payment is due by February 15th, and late payments will be subject to a 10% late fee and monthly interest.

As noted in our recently mailed Annual Budget Report and Policy Statement, the annual dues will remain at \$275, as they have been for the past four years.

If you have any questions, please contact the office at 415-721-7429 or info@kwpoa.com.

Sheriff's Report

The following is a recap of Sheriff activity in Kent Woodlands during the month of October:

Alarm Activations	4 Activations
911 Hang-Up	2 Incidents
Vacation Homes	3 Homes
Vacation Checks Completed	17 Checks
Extra-patrol Request completed	32 Checks
Welfare Checks	4 Incidents
Citizen Assist	10 Incidents
Civil Advice	6 Incidents
Assist Fire	9 Incidents
Noise Complaints	1 Complaint
Traffic Stops	9 Stops
Parking Complaints	3 Complaints
Suspicious Vehicles/Persons	5 Incidents

— Deputy Scott Anderson

Top 5 Tips for Holiday Home Safety

It's the season of good cheer and festive gatherings, complete with decorations, lighting, trees and more. While these things help set a jolly holiday tone, they also pose hidden dangers. These tips can help you keep your family and home safe.



1. Holiday Lighting

All those twinkle lights help make spirits bright, but they can also start fires. Be careful to choose strands of lights that are flame-resistant. Inspect your older lights and make sure to replace them if the wires are frayed, sockets are cracked or the cord is tightly kinked. Look for a certification mark like UL or ETL to make sure the product complies with safety standards. Don't overload extension cords. Keep decorations and other flammable materials away from lit candles. And never use electric lights on a metallic tree; a single touch can cause electrocution. Keep children and pets away from light strings or decorations that use electricity. Always turn your lights off when you're away from home or going to bed.

2. Trees

If you're buying an artificial tree, look for a "fire-resistant" label. When choosing a live tree, look for fresh green needles that don't break easily when bent. Set your tree up away from fireplaces, radiators, portable heaters and other heat sources. Heat sources too close to the tree cause roughly one in every six holiday tree fires. Be sure to keep the tree watered, and make sure it doesn't block any main exits.

3. Decorations

Older ornaments may have been painted with lead paint. If you even suspect they were, don't display them, especially if you have children. Use only nonflammable or fire retardant ornaments. With children in the home, be sure your ornaments are unbreakable and free of sharp edges. Also, hang ornaments with moving parts out of your child's reach.

4. Entertaining

As you're preparing for guests, keep these safety tips in mind.

- Don't leave the kitchen when anything is cooking. Unattended cooking is the leading cause of home fires in the U.S., according to the National Fire Protection Association. Two out of every five home fires start in the kitchen.*
- Poinsettias are festive. While they are NOT poisonous to pets, according to veterinary experts, they are mildly toxic and CAN cause nausea, vomiting and skin irritation. Keep them out of your pet's reach or avoid displaying them at all.
- Be sure the fireplace flue is open BEFORE you light the fire. Keep evergreen boughs, paper and decorations away from the fireplace. Never burn wrapping papers in the fireplace.

5. Security

While you're busy enjoying holiday events, criminals are busy watching your home. So be extra careful about locking doors and windows when you leave home. You should also:

- Leave a radio or TV on so it looks like someone is home.
- Keep indoor lights on a timer.
- Not openly display gifts in front of windows.
- Ask someone to pick up your mail or newspaper if you'll be gone for longer periods.
- Not hide the spare key in obvious places. Burglars know to look under doormats, rocks, flowerpots and above the door.

Architectural Applications: December 2018

Please note: This newsletter is your **official notice** from the KWPOA regarding property improvements submitted for approval by the Architectural Committee. Please review this section very carefully as some planned development may affect you. Note that Architectural Committee actions are not final until ratified by the Board of Directors.

THIS MONTH'S ARCHITECTURAL REVIEW MEETING: Wednesday, December 12

Applicant	Property Address	Category/Project Description
New Applications for December		
Buresh	227 S Ridgewood	C2 Minor Additions
Solomon	432 Woodland	C3 Preliminary Review
Continued Applications to be considered in December		
Mozaffarian	651 Goodhill	C8 View Restoration
Gossett	I Spring	C4 Significant Changes to Appearance
Applications Approved in November		
Schafer	101 Idlewood	C2 Minor Addition
Ryan	111 Woodland	C2 Minor Addition
Perry	46 Rock	C1 Minor Changes
Open Enforcements		
67 Ridgecrest		
651 Goodhill		
7 Rancheria		
Exempt and Administratively Approved Applications		
Bloomberg	147 Crown	Fence Replacement
Lane	233 S Ridgewood	Tree Removal
Johnson	10 Woodland	Tree Removal
Corker	216 S Ridgewood	Tree Removal

ARCHITECTURAL COMMITTEE: Jim Schafer (Chair), Anne Barr, Trina Lavigna, Tom Nicholson, Bill Riley

AC COORDINATOR: Michael Barber

MEETINGS: Held at the KWPOA office at 1010 Sir Francis Drake Blvd., #200, Kentfield, CA on **the 2nd and/or 4th Tuesdays of each month from 5:30 to 7:30 p.m.** To be noticed in the newsletter and placed on the agenda, COMPLETE applications must be received by the 21st of the preceding month (or the Friday prior if the 21st falls on a weekend or holiday). All calls concerning Architectural Committee matters should be directed to Michael Barber at the KWPOA office at 415-721-7429 or mbarber@kwpoa.com. Materials and applications may be mailed to P.O. Box 404, Kentfield 94914, or delivered to the office by appointment only.



Kent Woodlands Property Owners Association
PO Box 404
Kentfield, CA 94914

Regular Board Meeting

Date: Thursday, December 6, 2018 - 6:00PM

Location: 1010 Sir Francis Drake Blvd. #200

- Call to Order
- Public Comment
- Approval of October 25, 2018 Meeting Minutes
- AC Report and Ratifications
- Fire Safety Report and Related Votes
- Officer Reports
- Resignation of Board Member
- Election Update
- County Update
- Social Events Update
- Administrator's Report
- Next Regular Board Meeting Agenda
- Adjourn and Reconvene in Executive Session

Executive Session Agenda:

- Call to Order
- Approval of October 25, 2018 Minutes
- Litigation Report
- Personnel
- Adjournment

(This is a preliminary agenda. Final agenda posted at our office 96 hours prior to meeting.)

KWP0A Contact Information

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Office address: 1010 Sir Francis Drake Blvd. #200
Kentfield, CA 94904

Phone: 415-721-7429

Fax: 415-532-1487

Web Site: www.kwpoa.com

Email: info@kwpoa.com

Board Members and Staff

Bitsa Freeman, President	bfreeman@kwpoa.com
Kathy Goldsmith, Vice President	kgoldsmith@kwpoa.com
Ann Becker, Secretary	abecker@kwpoa.com
Steve Gray, Treasurer	sgray@kwpoa.com
Anne Barr, Director/Arch. Comm.	abarr@kwpoa.com
Jeff Leh, Director	jleh@kwpoa.com
Mimi Willard, Director	mwillard@kwpoa.com
Jeanne Williams, Administrator	jwilliams@kwpoa.com
Michael Barber, AC Coordinator	mbarber@kwpoa.com