



# Kent Woodlands Property Owners Association

## *Regular Board Meeting Minutes*

*March 27, 2023 - 6:00PM PST hybrid with Meeting Owl*

*APPROVED AT THE 4/24/23 Board Meeting*

**Present:**           **Directors:** Becker, Freeman, Johnson, Leh, Wardell-Smith (Zoom)  
                          **Staff:** Hill (Zoom), Williams  
**Absent:**           **Directors:** Hagey

**Call to Order:** President Leh called the meeting to order at 6:00pm PST.

**Public Comment:** No Public Comment

### **Fire Safety Hazard Mitigation and NRG Report:**

**NRG REPORT:** Both Leh and Hill reported on the evacuation preparedness event planned for 4/23/23, described as a "Pet Preparation Pop-up" event featuring a pet evacuation specialist and a representative from the Humane Society who will help attendees check their pets' microchips. An invitation will also be sent to Kentfield Fire and the Sheriff's Department later this week. A neighboring NRG (Neighborhood Response Group) trailer will be parked in the Acorn Lot for the event. Hill will be available at this event to speak with members about issues related to their Fire Safety Inspections. Hill also reported that there will be a Block Captain meeting on 3/29/23.

**Fire Safety Hazard Mitigation:** Hill checked on several properties due to a complaint. She will continue to drive through the area to spot any new hazards and report them to public works.

**Approval of Prior Board Meeting Minutes:** M/S/A to approve Minutes from 2/27/23 as distributed.

### **AC Report and Ratifications:**

**AC Report:** Johnson reported on a new process for tree removal applications. There will be a 14-day notice period for tree removals which are not considered to be urgent, to give contiguous neighbors a chance to voice concern if there are privacy issues. If a tree removal is considered urgent, approved tree work may proceed and neighbors will be notified afterward, and privacy issues will be dealt with at that point. Becker and Johnson to add language to the "Procedure for Tree Removal Application" form on the KWPOA website.

**Ratifications:** No ratifications.

### **Treasurer's Report**

Treasurer Wardell-Smith reported that our CPA firm had completed their independent review of our 2022 financials and had no material findings. Our CPA prepared the "Kent Woodlands Property Owners Association Financial Statement" review report dated 12/31/22. This financial statement will be sent to all members, as required by law. Additionally, Wardell-Smith reported on our YTD financials for 2023 and stated that our financial position remains strong and stable.

M/S/A by Wardell-Smith to initiate a wire transfer of \$60,000 in cash from the KWPOA Bank of America checking account to the KWPOA Schwab investment account. Upon receipt of the funds at Schwab, Wardell-Smith will invest this cash in the Government Money Fund so this excess cash can earn a higher, safe rate of return."

**Revised Architecture Rules:** The subject of the Revised Architecture Rules was tabled to the April meeting to allow additional review and comment by the Architecture Committee.

**Revised Approval Letter:** M/S/A to approve the revised Approval Letter to be used by the Architecture Committee Chair with these changes: change deadline for signing and returning the letter to 10 days; find and verify CC&R reference to construction signage in #9.

**White Houses and “Grandfathered-in” Houses:** Various approaches were discussed. This topic was tabled for further research until the April 24, 2023 Board meeting.

**Task Force Update: Roundabout/Traffic Circle at intersection of College/Kent/Woodland:** No report given.

**Task Force Update: Carbon Neutrality:** Johnson, Chair of the Kent Woodlands CarbonZero2025 Initiative, reported that RSVPs are being received for the April 18 Kick-off event at the Lark Theater. Due to limited seating, RSVPs are required. She confirmed that Jared Huffman will be one of the Panelists. They are exploring a “dashboard” on which members can monitor their energy and water usage.

**KWPOA website upgrade:** Leh reported that he asked Williams to look into acquiring a new URL and into migrating to G Suite.

**Open Board Seat:** Director Altman resigned from the Board thus there is an open seat to be filled by appointment. Leh reported that he will be meeting with two candidates.

**Short Term Rentals:** Williams reported on her research and was given permission by Leh to consult with Legal Counsel.

**KWPOA Twitter Account:** Leh reported that the recent storm emergencies made it evident that it would be helpful for KWPOA to have an official Twitter account to send out urgent information to members.

#### **Officer Reports:**

**Vice President** – Becker reported that the Public Safety subcommittee of the Community Advisory Group (CAG) for Project Homekey, is waiting to receive a response from Supervisor Rice to its request for substantially improved public safety measures, as reported at last month’s board meeting.

**President** – Leh reported that a KWPOA information session about Project Homekey is in the planning stages.

**County update** – NA

**Social update** – Leh reported that the next social event will be a Food Truck event on Sunday May 21.

#### **Operations Manager’s Report –**

Williams reported on the following activity:

- 1) Assessments – Approximately 18 members remain unpaid to date; Late Notices went out 3/16/23; Members not paid by 5/15/23 will receive a “pre-lien notice;”
- 2) Past month activities: Annual Financial Review with CPA and Treasurer; Lots of storm-related member issues; Carbon Neutral Task Force assistance; Normal daily/weekly/monthly operations;
- 3) Current/upcoming projects: Distribution of annual financials to members via email or US mail per members’ declared preferences (approximately 200 members request to receive all communications via US mail); Preparation of all month-end items in preparation for vacation; Updating bank signers.

**Next regular board meeting:** Monday, April 24, 2022 at 6:00pm. Agenda to be published.

**Regular Meeting Adjourn:** 7:27 pm PST.

Respectfully submitted,  
Ann Peckenpaugh Becker, Secretary  
3/30/23