



# Kent Woodlands Property Owners Association

## *Regular Board Meeting Minutes*

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

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

**Call to Order:** President Leh called the meeting to order at 6:03pm PST.

**Public Comment:** Leh announced that at future meetings he will open up Public Comment after each Agenda item. It would be after the Board discussion but before a vote.

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

**NRG** - Hill reported she met again with Rachel Kertz, Central Marin Neighborhood Response Group Coordinator, to discuss next steps for KW Block Captains and generating community interest. On March 12 there will be a "Day of Participation" on which volunteers will check house address for reflective numbers, register people for Alert Marin, etc. NRG offers training in emergency preparedness, radio communications and CPR. Heather is working with a neighboring NRG to borrow their trailer for an event in April or May, date TBD. This will include a pet preparedness demo with a pet evacuation specialist and the Marin Humane.

**Fire Safety Hazard Mitigation** - One property is under review with a 4/1/23 deadline.

**Approval of Annual Meeting Minutes:** **M/S/A** as distributed.

**Approval of Prior Board Meeting Minutes:** **M/S/A** as distributed.

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

**Architecture Report:** AC Chair Johnson reported three projects for the Board's ratification: 123 Crown, 110 Idlewood, 1 Orchard Way. **M/S/A** to ratify.

**Revised Architecture Rules:** The subject of the Revised Architecture Rules was tabled to the March meeting pending further revisions, specifically Leh suggested that the revisions include clarified information about Close Out Site Visits, the deadline for requesting reimbursement from Reserve Fees, and information about portable generators.

**Revised Approval Letter:** Becker reported that Leh asked her to revise the letter which the Architecture Committee uses to notify members that their applications have been approved pending Board ratification. Revisions are in progress. Language about Close Out Site Visits needs to be clarified, as is a deadline for requesting reimbursed Reserve Fees.

**Reserve Fees:** The Board discussed the issue of Reserve Fees. **M/S/A** – The Board has investigated and reviewed the historical collection of A/C reserve fees in connection with homeowner improvement projects. During such review, the Board determined that for such reserve fees collected before April 2022, when the rulemaking process for reserve fees changed, there would not be a material unfunded amount of fees that would be due to any particular homeowner. This is because of the substantial time that our representative, Michael Barber, spent reviewing and administering those projects, and for

which he was compensated by the Association. Accordingly, the Board has determined that all reserve fees deposited into its operating account prior to April 2022 were properly expended in connection with member projects and that no refund is due any homeowner. This determination shall not preclude any homeowner from coming forward to dispute or claim a refund regarding a particular project's reserve fees. From April 2022 forward, in order to prevent any future confusion or uncertainty, the Board determined to separately account for all reserve fees in a QuickBooks subaccount ledger, and to provide additional notices to homeowners regarding their use and expenditure.

**White Houses and "Grandfathered-in" Houses:** Leh reviewed the work this Board has done regarding exterior paint colors. The Board conducted two all-member surveys about lighter earth tone colors. Survey results showed that the majority of respondents approved the lightest colors (although white was not an option) so the Board voted to approve an expanded Color Chart. At that point, Enforcement Actions on two white houses, which had been placed "on hold" at the time of the second survey, were reopened. Those two members were notified that they need to apply to repaint their houses in approved colors by March 2, 2023.

This topic was tabled for further research until the March 27, 2023 Board meeting.

**Quiet Hours for Portable Generators:** Leh stated that he received a member complaint about noise from generators during power outages and that member suggested a quiet period for generators. Leh proposed that the Board institute a policy requiring portable generators to be turned off from 11 pm to 6 am every day unless a member of that household has a medical need for electrical power. **M/S/A** – Portable generators may not be used during the hours of 11 p.m. and 6 a.m. with the exception of a medical or health necessity. Leh and Williams to draft the policy.

**Update Bank Account Signatures:** **M/S/A** to remove Freeman from the signatories and add Leh, Becker and Wardell-Smith to remain as signatories.

**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, announced that the initiative is holding a Kick-off event on April 18 at which two 30-minute episodes of "Empowered: Energy Heroes" will be shown followed by a panel of renewable energy experts. The documentary series was produced and directed by Kent Woodlands resident, Kiki Goshay. This will be at the Lark Theater.

Johnson asked the Board if it would be willing to fund attendance at the upcoming California Climate Conference for members of the Initiative to attend. No motion made or vote taken.

Johnson proposed that the initiative develop a website similar to the one developed by Bedford2030.org. Leh and Johnson will discuss this and report back to the Board.

**Short Term Rentals:** Leh reported that Williams pointed out that while other HOAs have policies about short term rentals, we do not. Our CC&Rs say our lots may not be occupied by more than one family at the same time, either temporarily or permanently unless it's someone who is providing domestic, gardening or other services. Williams will bring examples of other HOAs policies for Board review.

**Officer Reports:**

**President** – None given

**Vice President** – Becker reported that she has been working with Michael Barber on enforcements and with Johnson on revising the AC’s Approval letter. Magnolia Village -- She stated that she has received numerous calls and emails about Larkspur’s proposed Magnolia Village housing project at the corner of Magnolia and Estelle. Larkspur is holding a hearing on this project on Tuesday 2/28/23. Leh stated his belief that KWPOA shouldn’t take a stand on Larkspur’s project but should inform Kent Woodlands residents of the opportunity to voice their opinions to Larkspur at the Hearing. He directed Williams to send out an email blast tomorrow, which is the day of the Hearing.

**Community Advisory Group (CAG) for Project Homekey in Larkspur** -- Becker also reported on the work of a subgroup of the Public Safety Subcommittee, which Becker helped to organize last summer. This group is presenting a proposal to Supervisor Katie Rice expressing frustration at the lack of progress on community safety concerns and asking for a “pilot program” including 1) a proactive plan to address safety concerns, 2) a single point of contact for community safety concerns responsible for reporting out to local constituent groups including the local school community, and 3) data collection on incidents and calls relevant to this Project Homekey location. The subgroup has also heard about issues arising from the Project Homekey in Milpitas and hopes to use that example as a lesson in mistakes to avoid.

**Treasurer – 2023 Budget / Treasurer Report:** NA

**County update** – NA

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

**Administrator’s Report** -- Williams reported on the following activity:

- 1) Assessments: 45 members remain unpaid; Ongoing processing of payments, database updates, parking stickers.
- 2) Purchased and installed Meeting Owl teleconferencing system.
- 3) Working on detailed questionnaire and other data for CPA’s preparation of year-end financial review and taxes; document organization and shredding where appropriate; and usual day-to-day operations.
- 4) Upcoming vacation days April 18-May 3.

**Next regular board meeting:** Monday, March 27, 2022 at 6:00pm. Agenda to be published.

**Regular Meeting Adjourn:** 7:59 pm PST.

Respectfully submitted,  
Ann Peckenpaugh Becker, Secretary

APPROVED AT THE REGULAR OPEN MEETING OF THE BOARD ON MARCH 27, 2023.

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Ann Peckenpaugh Becker, Secretary

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Date