



Kent Woodlands Property Owners Association

REGULAR BOARD MEETING MINUTES

Monday, December 2, 2024 - 6:00PM

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

Directors Present: Jeff Leh, Bitsa Freeman, Sara Wardell-Smith, Steve Ring, John Millar, Paul Janzer

Directors Absent: Ghigo DiTommaso

Staff Present: Jeanne Williams, Heather Hill

Call to Order: Meeting called to order at 6:02pm.

Public Comment: None.

Fire Safety & Hazard Mitigation Report: We are no longer in fire season. Heather Hill continues to field sporadic inquiries and to conduct her once-per-month drive-through to get on top of anything that could be an issue next fire season. Freeman renewed our Firewise application online but hasn't heard back. Hill and Freeman to follow up.

Approval of October 28, 2024 Board Meeting Minutes: Unanimously approved as submitted.

AC Report and Ratifications: No ratifications from the AC this month.

Appointment of New Architectural Committee Member: The board unanimously approved Ariana Hellebuyck's appointment to the architectural committee, effective immediately.

Appointment of New Treasurer: The board unanimously approved John Millar's appointment to the role of Treasurer, effective immediately.

Removal/Appointment of Authorized Signers for Financial Accounts: The board unanimously approved the removal of Sara Wardell-Smith as an authorized signer of Kent Woodlands Property Owners Association (KWPOA) financial accounts. The board unanimously approved the addition of John Millar as an authorized signer of KWPOA financial accounts. We will retain Jeff Leh (President) and Bitsa Freeman (Vice President) as authorized signers. Williams to help Leh, Freeman, and Millar arrange in-person meetings at Bank of America and Schwab.

Acorn Lot – Maintenance and Next Steps: Service will continue in December. Ring will notify the landscaper that we will discontinue service for January-March. Ring to solicit a few competitive bids for maintenance of the lot going forward.

LPR Camera – Vendor Change and Equipment Upgrade: We continue to explore migrating our LPR cameras over to the FLOCK system used by the rest of the county. Williams and Leh met with FLOCK to explore a solar power solution that would remove the power dependency on a member's property. The current camera location doesn't work for solar. We are now exploring the use of a county light pole which has its own power source. Williams filled out an easement application. Leh is following up with the County for approval. Williams got an update regarding our CSA-17 account that funds the cameras

and discovered that our annual funding should cover the yearly cost of two cameras. We also have a healthy balance available from past years that can fund one-time costs associated with the migration. Williams is seeking reimbursements for some expenses related to the project.

Sheriff Services Contract: Marin County Sheriff's Department charges us roughly \$230K/year, almost exactly what we collect annually via taxes. We currently have a buffer of \$285K for Sheriff expenses, but we will draw from this when annual costs begin to exceed annual tax collections.

Restatement of KWPOA CC&Rs and Bylaws - Board Involvement: The board needs to help identify areas of the CC&Rs that we want to rewrite/update. Freeman volunteered to chair this project. The process will begin in early 2025 and will include a community workshop.

2025 Annual Meeting Status: We are planning on having three speakers at our January 15, 2025 annual meeting:

- Ranjiv Khush, our representative from the Marin Water Board. He will be speaking about fire mitigation, the future of our water supply, and trails.
- A representative from the Marin County Sheriff's Department will provide crime updates and thoughts on mitigation.
- We have invited an engineer to discuss the electrical wire undergrounding process. Mary Lamia to follow up to get confirmation.

Electrical Wire Undergrounding Committee Update: Mary Lamia will continue to lead. She will follow up with the engineer that we have invited to our annual meeting.

Association Donations/Ross's Tiered Model Discussion: Ross Property Owners Association doesn't have a forced annual assessment. Contributions are optional and tiered. We have residents who say they are willing to give more. The board will continue to evaluate whether there are projects we would tackle if we had more funding.

Kentfield/Ross Magazine: Will include an update regarding our annual meeting.

Social Events Update: More than 100 attendees have paid in advance for our holiday party.

Officer Reports: Wardell-Smith reports on our financial position which remains in good standing. There have been several deposits coming in from design reviews. Expenses are moderately up year-over-year. Net income is positive year-to-date, versus negative at the same time last year. We are making good progress stemming our cash burn.

Operations Report: Williams is entering/updating member records based on the responses to the "Preferred Delivery Method" form. Annual disclosure packages have been sent out. Working with Pro Elections on the January election. Assessments will go out the first week of January.

Next Regular Board Meeting: January 27, 2025 at 6:00 pm.

Meeting adjourned at 7:05 pm.

Paul Janzer, SECRETARY

APPROVED BY UNANIMOUS WRITTEN CONSENT