



# Kent Woodlands Property Owners Association

*Regular Board Meeting Minutes  
August 28, 2023 - 6:00PM PST Hybrid with Meeting Owl*

**Present:**       **Directors:** Becker, DiTommaso, Freeman, Hagey (Zoom and in-person), Johnson, Leh, Wardell-Smith (Zoom)  
                  **Staff:** Hill (Zoom), Williams  
                  **Guest:** Bruce Raabe

**Call to Order:** President Leh called the meeting to order at 6:01 pm PST.

**Public Comment:** An open forum was held, where members were given an opportunity to address the Board.

**Fire Mitigation Report:** Hill reported she is monitoring 30 problem properties, most of which are roadside clearance issues involving the DPW. President Leh asked Hill to create a Tracker for issues involving DPW and to send an email to him with her interactions with DPW.

**Approval of 7/24/23, 2023 Minutes:** *M/S/A to approve the Minutes of the July 24, 2023 Board meeting as submitted.*

**Architectural Committee Report and Ratifications:**

**Ratifications:** *M/S/A to ratify one approval as proposed for 40 Rancheria.*

**AC Chair Transition:** President Leh reported that Johnson has served as Chair of the Architecture Committee for the past year with her one-year term now expiring and that Bruce Raabe, AC member since 2021, volunteered to Chair the committee for a year. The Board makes all AC appointments. **M/S/A to appoint Bruce Raabe as Architectural Committee Chair for a one-year term as of August 28, 2023, with Director Wardell-Smith abstaining.**

**Revised Architectural Rules: Review and Discussion of Member Comments Received:**

President Leh reported that several member comments were received during the mandatory member review and comment period which ended on August 21. Comments were discussed. He asked if the “Views and Trees Guidelines” should be part of the Architectural Rules or should be a standalone policy. No motion no vote. President Leh proposed that the review of the proposed revised Architectural Rules be postponed to the next meeting and that the same happen to “Views and Trees.”

**Unapproved Exterior Paint Letter:** President Leh reported that about two dozen letters were sent out about unapproved exterior paint color to owners who had the perception that their homes were grandfathered in. He asked Director Hagey to take on the task of revising follow up letters.

**2024 Residential Assessments:** Director Wardell-Smith stated that she and Williams have begun building out the 2024 Budget. She requested all Directors to send an email to Williams and her regarding any expense items that are foreseen for next year so that they can include them in drafting the budget.

**Resolution to Record Lien Against Member for Unpaid Assessment:** Williams stated that this is a formality we need to go through to begin the lien process of collecting unpaid assessments. **M/S/A to adopt resolution.**

**Roundabout/Safety Improvements:** Director DiTommaso reported that the County has received an \$800k grant to do a preliminary study on the County's "College Avenue Corridor Improvement Project."

**Entrance Beautification and Acorn Lot:** President Leh reported that Landscape Designer Erin Werner is getting bids so that she can provide a budget for the Board's review.

**Carbon Neutrality Task Force Report:** Director Johnson reported on the upcoming EV Car Show. The Lemonade Stand took place to encourage people to complete the Survey. Johnson asked for funding for a community engagement event. **M/S/A to approve requested \$500 funding.**

**Operations Manager's Report:** Williams reported on budget development; preparations for the Annual Meeting and potential Board election; preparation for Fall social events; development and implementation of the new KentWoodlands.org website.

**Kentfield/Ross Magazine:** Director Freeman proposed that in upcoming issues, the KWPOA space will focus on Woodland Sponsors and the Carbon Neutral EV Show.

**Short Term Rentals Policy:** Williams reported that Attorney Feingold provided a draft which restates the County rules. She will forward it to Board members.

**Officer Reports:**

**Vice President/Secretary:** Becker gave an update on Project Homekey.

**Treasurer Report:** Wardell-Smith, Treasurer, presented the YTD and monthly financial report, and provided commentary about the 2024 budgeting process. She reiterated that Board members should send any one-off/ongoing budget requests for 2024 (above and beyond what was already factored into this year's budget) to her and Williams, so they can be built into the draft budget for discussion at the September Board meeting.

**Social Events:** President Leh reported that the next Food truck event will be on Sunday September 10. He is beginning to make calls regarding the Holiday Party.

**Next regular Board meeting:** Monday September 25 at 6:00pm. Agenda to be published.

**Regular Meeting Adjourn and Reconvene in Executive Session:** President Leh adjourned the meeting at 8:26 pm PST.

Respectfully submitted, Ann Peckenpaugh Becker, Secretary, 9/8/23

***APPROVED AT 9/25/23 BOARD MEETING***