

Board of Directors Meeting

I Call to Order :

II Attendance: Is a quorum present?

	Jon Hall – President
	Mary Norris – Vice-President
	Mark Sheridan –Treasurer
	Robert Adams – Secretary/Webmaster
	Theo Presswood – Director
	Darcy Loerch – Director
	Jennifer Nelson - Director
	Rhonda Burrage – Associa Mgr.

III Visitors

NAME	Discussion Topic(s)

IV Agenda

Proposed Changes:	Accepted?

Topic	Motion to Approve	Second	Aye	Nay	Result

V Approval of Minutes

Proposed Changes:	Accepted?

**Board of Directors Meeting**

Document Title	Motion to Approve	Second	Aye	Nay	Result

**VI Calendars**

VI.a Review BOD Annual Calendar (Annex A)

a.i Update?

VI.b Review Meeting Calendar for CY2021

Month (CY2021)	Date	Day	Week	Month (CY2021)	Date	Day	Week
Jan	21	Thu	3rd	Jul	15	Thu	3 <sup>rd</sup>
Feb*	17	Wed	3 <sup>rd</sup>	Aug	19	Thu	3 <sup>rd</sup>
Mar	18	Thu	3rd	Sep	16	Thu	3 <sup>rd</sup>
Apr	15	Thu	3rd	Oct	21	Thu	3 <sup>rd</sup>
May	20	Thu	3rd	Nov	18	Thu	3 <sup>rd</sup>
Jun	22	Tue	4th	Dec	16	Thu	3 <sup>rd</sup>

\*Canceled due to weather, workshop held 3/4/2021 with Annual meeting held 3/24/2021

**VII President's Report**

VII.a Executive Session Checklist

a.i Delinquencies

a.ii Legal Issues

a.iii Violations

a.iv Performance Concerns

a.v Other

**Board of Directors Meeting**

**VIII Financial Report**

- VIII.a Report presentation – Mark Sheridan
- VIII.b Outstanding invoices – Any for discussion
- VIII.c Budget Presentation
  - Requests for Insurance quotes?

**IX Old Business/New Business**

- IX.a ACC – Report (Non-Executive)
- IX.b Action Items
  - b.i Review/Update Old Actions (action items list).

Assigned	Action	Due Date
Adams/Sladek	draft an approach to use SurveyMonkey for item e.  Use TownSquare “poll” instead.  Can link to website  Rhonda to provide final copy of survey approved at May 2021 mtg, <b>Mary will (re)send to Rhonda</b>	Pending finalization of survey
Hall	Determine if end gate on Live Oak is required.  Feedback from TLV building inspector. Armand (?) is investigating and will call back.  <b>Jon Hall talked to building inspector for TLV on 7/15/21. No city ordinance restriction in removing the gate. Recommended contacting Mayor, Jon Keeny, for final confirmation.</b>	5/20/21  in work
Sheridan	Establish contract with Zak-Mex for lawn servicing.  <b>Complete?</b>	<del>6/17/21</del>  7/15/21
Mark or Mary	Will KW participate in National Night out in Oct 2021?	7/15/21
Jennifer	Draft proposal to planter boxes for median at entryway.	8/19/2021
Rhonda	Gulf Coast Aquatics log books, e-logs sent to Jennifer? Can this be sent automatically?	8/19/2021
Adams	Post to website a request for ACC committee members.	8/19/2021

**Board of Directors Meeting**

	<b>Complete - 8/16/21</b>	
Adams	Post to website a new Texas Property Code amendments.  <b>Complete – 7/16/21 (re-linked 8/16/21)</b> Posted packet from Holt & Young ( <a href="https://kirbywoods.com/Documents/Share/General-Interest/2021-Legislative-Packet-Update-6212021.pdf">https://kirbywoods.com/Documents/Share/General-Interest/2021-Legislative-Packet-Update-6212021.pdf</a> )	8/19/2021
Rhonda	Provide copy of latest pool contract to BOD. Bathroom requirements seem a little vague. Jennifer would like to discuss with GCP.	8/19/2021
Rob A.	Get the rope for the pool safety ring.	8/19/2021

b.ii New Actions:

Assigned	Action	Due Date

IX.c Contracts

IX.d Common Areas

- d.i Clubhouse
- d.ii Tennis Courts
- d.iii Sprinkler system status
- d.iv Landscaping
  - Rebid status?
- d.v Perimeter Fence
- d.vi Camera Fees – homeowner notification
- d.vii Pool Issues
  - Contractor performance?

IX.e New Business

- e.i Texas Property Code Compliance (*Immediate Mandatory Action/Approval*)
  - i.1 Management Certificate (County and TREC)
  - i.2 Collections Policy (209 Notice/Hearings/Credit Bureau)

Board of Directors Meeting

- e.ii Texas Property Code (*Optional Policies to discuss*)
  - ii.1 Religious Displays (no variances allowed)
  - ii.2 Safety Measures (front fence/cameras)
  - ii.3 Swimming Pool Enclosures (can propose materials)
  - ii.4 Online Community Information (Website)
  - ii.5 Board Meeting Notice (6 days now)
  - ii.6 Solicitation of Bids over 50K
  - ii.7 Lease Information
  - ii.8 Golf Carts
  - ii.9 ACC Representation
  - ii.10 ACC Denial/Appeal

IX.f Resolutions

IX.g Website

IX.h Other Topics

**X Business Meeting Record**

X.a Motion to:

Motion to Approve	Second	Aye	Nay	Result

X.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

**XI Adjourn Regular Meeting**

XI.a Dismissal of visitors

XI.b Proceed to Executive Session.

**Board of Directors Meeting**

---

XI.c Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved  
by KWPOA BOD on \_\_\_\_\_, 2021

\_\_\_\_\_  
Jon Hall: President (2021)

\_\_\_\_\_  
Date

Board of Directors Meeting

Annex A: KWPOA BOD Annual Calendar

**KWPOA Annual Calendar and Action List**

		ACTIONS	Meetings	Events
JAN	1	o--Mail Notice of Annual Meeting in Feb (30 day notice)		<i>Dues - Semiannual</i>
	2	(Notice includes request for nominations)		
	3	o--Review Annual Minutes / Financial Statement	Monthly Meeting -- Preparation for Annual Meeting	
	4	o--Decision req'd: Continue w HCMS? 30day notice by 28th Jan		
FEB	1	<b><i>o--Handcary Proxies / Request for Nominations</i></b>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<b><i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i></b>	
	4	o--Notify HCMS of updated Roster of Directors and Officers		
MAR	1	o--U/D Web site BoD list / signature authorities (HCMS & Bank)		
	2	o-- Insurance quote expected for Flood		
	3	o--Renew Insurance-- Property & BoD Liability	Monthly Meeting	
	4	o--Complete Fraud Risk Inquiry / Legal issues letter for Auditors		
APR	1			
	2	o--Renew Flood Insurance		TLV Annual Picnic
	3	o--Renew Electricity contract?	Monthly Meeting	
	4			
MAY	1	o--Renew Landscaping contract??		
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
JUN	1			
	2			
	3		Monthly Meeting	
	4			
JUL	1			<i>Dues - Semiannual</i>
	2			4th of July
	3		Monthly Meeting	
	4			
AUG	1			
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4			
SEP	1			Labor Day
	2			
	3	o--Request Treasurer to draft budget for following year.	Monthly Meeting	
	4			
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & TX franchise tax filings		
	3	o--Verify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
	4	o--Submit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
NOV	1	o--HCMS submits Mailout request to their contractor		
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	o--Poll previous Directors on interest in running for election		
DEC	1			
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3		Monthly Meeting	
	4			Holiday Season

Board of Directors Meeting

