	Call to Order : Attendance: Is a quorum present?				
Г	Jon Hall – President				
-	Mary Norris – Vice-President				
-	Mark Sheridan –Treasurer				
-	Robert Adams – Secretary/Web	master			
-	Theo Presswood – Director				
F	Darcy Loerch – Director				
-	Jennifer Nelson - Director				
F	Rhonda Burrage – Associa Mgr				
[Visitors				
	NAME	'n	iscussion Top	nic(s)	
		D.		510(5)	
7	Agenda				
	-			Acce	onted?
	Agenda red Changes:			Acce	epted?
	-			Acce	epted?
	-			Acce	epted?
	-			Acce	epted?
	-			Acce	epted?
opos	ed Changes:				
	-	Second	Aye	Acce	epted? Result

V Approval of Minutes

KirbyWoods Property Owners Association

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

*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

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 Busir	ness/New Business	
	IX.a	ACC – Report (Non-Executive)	
	IX.b	Action Items	
	b.i	Review/Update Old Actions (action items list).	
Assig	ned	Action	Due Date
Adams	s/Sladek	draft an approach to use SurveyMonkey for item e.	Pending
		Use TownSquare "poll" instead.	finalization of survey
		Can link to website	orsurvey
		Rhonda to provide final copy of survey approved at May 2021 mtg, Mary will (re)send to Rhonda	
Hall		Determine if end gate on Live Oak is required.	5/20/21
		Feedback from TLV building inspector. Armand (?) is investigating and will call back.	in work
		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.	
Sherid	an	Establish contract with Zak-Mex for lawn servicing.	6/17/21
		Complete?	7/15/21
Mark o	or Mary	Will KW participate in National Night out in Oct 2021?	7/15/21
Jennife	er	Draft proposal to planter boxes for median at entryway.	8/19/2021
Rhond	a	Gulf Coast Aquatics log books, e-logs sent to Jennifer? Can this be sent automatically?	8/19/2021
Adams	5	Post to website a request for ACC committee members.	8/19/2021

KirbyWoods Property Owners Association

Board of Directors Meeting

	Complete - 8/16/21	
Adams	Post to website a new Texas Property Code amendments.	8/19/2021
	Complete – 7/16/21 (re-linked 8/16/21) Posted packet from Holt & Young (https://kirbywoods.com/Documents/Share/General-Interest/2021-Legislative-Packet-Update-6212021.pdf)	
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)

e.ii	Texas Property Code (Optional Policies to discuss)
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- 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.

XI.c	Adjournment Time:
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Motion	Second	Aye	Nay	Result

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

Jon Hall: President (2021)

Date

Annex A: KWPOA BOD Annual Calendar

		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)	in teams	Dues - Semiannuai
1	2	(Notice includes request for nominations)		
	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	oDecision regid: Continue w HCMS? 30day notice by 28th Jan		
	1	oHandcarry Proxies / Request for Nominations		
Γ	2	oInsurance quotes expected for Property & BoD Liability		
	з	oElect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	4	oNotify HCMS of updated Roster of Directors and Officers		
	1	oU/D Web site BoD list / signature authorities (HCMS & Bank)		
	2	o Insurance quote expected for Flood		
	з	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1			
	2	oRenew Flood Insurance		TLV Annual Picnic
	з	oRenew Electricity contract?	Monthly Meeting	
	4			
	1	oRenew Landscaping contract??		-
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
	1			
	2			
	3		Monthly Meeting	
+	4			-
$\left \right $	1			Dues - Semiannua
-	2			4th of July
$\left \right $	3		Monthly Meeting	
+	4			
┢	1			
ŀ	2		Quarterly Meeting (UCMS support @ Meeting	
+	4		Quarterly Meeting / HCMS support @ Meeting	
t	1			LaborDay
ŀ	2		1	
ŀ	-2	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
F	4			
t	1	oAuditor contract		
ŀ	2	oHCMS completes IRS tax & TX franchise tax filings		
ŀ	3	oVerify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
ľ	4	oSubmit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
İ	1	oHCMS submits Mailout request to their contractor		
ŀ	2			
ľ	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
ľ	4	oPoll previous Directors on interest in running for election		
t	1			
F	2	oRequest HCMS issue Notice of Annual Meeting in Feb		

KirbyWoods Property Owners Association

Board of Directors Meeting

							KWPOA BOD Roles	
Associa / HCMS		KWPOA	KWPOA Organization Overview					
Provides Bookkeeping and	Accounting		November 2, 2020				Associa / HCMS	
Coordinates Service Contac	ctors						Informal Roles	
Provides finanacial reports								
Performs DCCR compliance inspections and issues violation notices		President	President				Committees	
Acts as Secretary for Annual Meeting		Leads communicatio	n with Associa				· ·	
Creates Attendance Roster Collects proxies / verifies quorum		Presides over & con	ducts meetings	·····	Vice-President President back-up			
		Ex-officio member of	f all committees	·				
Collects nominations and asist with		Treasurer back-up		Leads Architectura		ontrol Committee		
annual election Drafts annual meeting minutes 		Authority to Bind Col	ntracts		Authority to Bind Contracts			
	Treasurer Drafts Annual Budg	et	Holds C	ary Corporate Seal			ectural Control Committee	
		et						
	Approves Disburser	nents	Maintai		ter		Review change requests from Owners Identifies concerns and reports to BOD	
	Assesses planned v	vs. actual expenses			ets meeting schedule and agenda		Suggests lanscaping improvements for	
	•	and capital expenses		Records meeting minutes Provides meeting notice Authority to bind contracts			Suggests lanscaping improvements for common areas Monitors landscaping contractor Vice-President Leads this committee	
	Coordinates financi					Monitors land		
	Authority to bind co							
	, addining to sind co			.,			an ann an an tha ann an Ann	
	Directo	or At-Large 1	Directo	r At-Large 3				
	Serves E	30D via informal roles	Serves E	30D via inform	al roles			
Provides back-		s back-up to BOD	BOD Provide:		OD			
		Director At	-Large 2					
		Serves BOD	via informal roles					
Provides back-up			k-up to BOD					
ject Manager	Wel	bmaster	Clubh	ouse Rental	Liaison	Common Are	eas Oper. and Maint.	
		dates and maintains KWPOA intern	et Mana	Manages rental calendar Colects fees and forwards to Associa Collects/refunds security deposit Inspects property before and after events			itions of assets and reports	
licits bids for BOD approval presenc		esence	Colec				issues to BOD for resolution. Includes:	
aison with Associa to setup approved		nitors liscensing and renewals	Colle				oool systems (pump, lighting)	
		ovides BOD access to kirbywoods.	com				e (HVAC, roof, paint, etc.)	
ordinates Contractor(s)					issues to BOD		ting, cameras, sprinklers)	
proves Contractor(s) work			Repu	and amegoived	133463 10 000	Perimeter	fence (wood, brick, gates)	