	Call to Orde	Is a quorum present?								
Γ		all – President								
-	Mary Norris – Vice-President									
-	Mark Sheridan – Treasurer									
-	Robert Adams – Secretary/Webmaster									
-	Theo Presswood – Director									
_	Darcy Loerch – Director									
		er Nelson - Director								
	Terry	Brooks (or Rhonda Bur	rage, Tanya Hightowe	er) – Associa N	lgr.					
	•	Welcome Terry Brook								
III	Visitors									
	Δ.	IANTE	г	Vicencian Tan						
	I I	NAME	L	Discussion Top	nc(s)					
			·							
	A 1									
IV	Agenda									
	-				Acce	opted?				
	Agenda sed Changes:				Acce	pted?				
	-				Acce	pted?				
	-				Acce	pted?				
	-					pted?				
	-	·				pted?				
	-					pted?				
Propos	-	Motion to Approve	Second	Aye	Acce	-				
	-		Second	Aye		-				
Propos	-		Second	Aye						
Propos	-		Second	Aye						
Propos Topic	-	Motion to Approve	Second	Aye		-				
Propos Topic	ed Changes:	Motion to Approve	Second	Aye	Nay	Resul				
Propos Topic	ed Changes:	Motion to Approve	Second	Aye	Nay					
Propos Topic	ed Changes:	Motion to Approve	Second	Aye	Nay	Resul				

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 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
*Canceled	due to v	veather,	workshop) h	eld 3/4/2021	with A	nnual n	neeting

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

VI.c Discuss changing meeting Day/Week of monthly meetings in 2022

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

(anticipate 30 minutes for discussion during Nov meeting)

VIII.a	Report presentation
VIII.b	Outstanding invoices – Any for discussion
VIII.c	Budget Presentation

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

IX.b Action Items

Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
Sheridan	Establish contract with Zak-Mex for lawn servicing.	6/17/21	Open
	<i>Complete?</i> Need to scope out what's required of contractor. Zak-Mex is charging less than we've had in the past.	7/15/21	Mark will have something the coming week.
Mark	Verify sprinkler system is still operable after hurricane Nicholas.Identify location of broken sprinkler head. Colored stake or other marker.	9/30/21	Open
Jon & Mary	Develop policy on who can request imagery from security camera.	11/18/21	Open
Jon & Mark	Collaborate on insert for annual billing.	11/18/21	Open
Tanya Hightower	 Tanya to research who did the prior resurfacing Schedule estimates for repair and/or replace 	11/18/21	Open

Board of Directors Meeting

b.i New Actions:							
Assigned	Action	Due Date	Status				

IX.c		Contracts
		Landscaping contract renewal under review
		Pool maintenance contract renewal under review
IX.d		Common Areas
	d.i	Clubhouse
	d.ii	Tennis Courts
	d.iii	Sprinkler system status
	d.iv	Landscaping
	d.v	Perimeter Fence
	d.vi	Camera Fees – homeowner notification
	d.vii	Pool Issues
IX.e		New Business
	e.i	Upcoming KWPOA BOD vacancies
		i.1 Theo has term limited out.
		:) Dob and Mary are up for 2 nd torm

- i.2 Rob and Mary are up for 2nd term.
- e.ii Outdoor bulletin board for Club House (similar to proposed below)

Contraction Deliver to J. Contraction Deliv	Hritic Recreation Health & Household Beauty & Personal Care Buy Again Shopper Toolkit Amazon Live Amazon	ount & Lists - & Orders 🕂 🤆
Iffice Products Office Deals School Supplies - Printers, Ink. Ink	Save 46 th on your first 4 months Get this deal + audible®	
	MAKELLO Enclosed Bulletin Board Cork Display Case with Locking, Silver Aluminum Frame, 20x16inches (2xA4) With MAKELO Sore ****** * 2 or rating: 3 anwered question: Pro: \$45,59 Not \$4599 500 on Cork and Corb Discover Cashback Bonus*. • NODOR LOCKABLE NOTICE BOARD: Come with a lock and 3 matching keys, Shatterpool acyle doe; Nature-cork and durable aluminum frame • NODOR LOCKABLE NOTICE BOARD: Come with a lock and 3 matching keys, Shatterpool acyle doe; Nature-cork and durable aluminum frame • SUSTICE INVIDENTIAL SUCCENT: Keys Internations alse with a durable showcase lock • EASY TO CHARGE BURGHMATION: Easily post or update information on the cork surface • Compare with aluminate frame Keys Core and Core and an avail or other flat surface, Can be mounted portrait or Indicape	Buy new: 545.91 FREE delivery: Nov 24 - Dec 3 Other 15 - 5 submok 7755 In Stock. Ory: 1 V Add to Cert Buy Nov Cortempoly: Add to Cert Buy Nov Selver transaction Steft M MAKLID Return policy: Returnable until Jan 31, 202 - *

Page 4 | 8

Board of Directors Meeting

- IX.g Website
- IX.h Other Topics

X Business Meeting Record

X.a Motion to:

Motion to Approve	Second	Aye	Nay	Result

X.bMotion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: Dismissal of visitors

Motion to Approve	Second	Aye	Nay	Result

X.c Proceed to Executive Session.

Adjournment Time:

Motion	Second	Aye	Nay	Result

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

Jon Hall: President (2021)

Page 5 | 8

Annex A: KWPOA BOD Annual Calendar

		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannual
	2	(Notice includes request for nominations)		
1	з	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	oDecision req'd: Continue w HCMS? 30day notice by 28th Jan		
	1	oHandcarry Proxies / Request for Nominations		
1	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			
	з		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
	1			
-	2			
	з		Monthly Meeting	
	4			
	1			Dues - Semiannua
	2			4th of July
	З		Monthly Meeting	
	4			
	1			
-	2			
'	З		Quarterly Meeting / HCMS support @ Meeting	
_	4			
-	1			LaborDay
; -	2			
	3	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
-	4			
-	1	oAuditor contract		
	2	oHCMS completes IRS tax & TA franchise tax filings		
' -	3	oVerify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
+	4	oSubmit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
ŀ	1	oHCMS submits Mailout request to their contractor		
-	2		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
ľ	4	 Ball provinus Directors on interact in summing for electics 	LUGATERTV MEETING / HUMS SUDDOTT @ MEETING	Trianksgiving
-	4	oPoll previous Directors on interest in running for election		
-	_	De suis et l'ONE insue Mattine of Assured Marshine in 5-5		
	2	oRequest HCMS issue Notice of Annual Meeting in Feb	Monthly Meeting	

Board of Directors Meeting

							KWPOA BOD Roles	
Associa / HCMS		KWPO	KWPOA Organization Overview November 2, 2020				Associa / HCMS Informal Roles	
Provides Bookkeeping and A	ccounting							
Coordinates Service Contact	ors							
Provides finanacial reports								
Performs DCCR compliance inspections and issues violation notices		President					Committees	
Acts as Secretary for Annual	Meeting	Leads communication with Association Presides over & conducts meeting Ex-officio member of all committee		ts meetings			,	
Creates Attendance Ros	ster				Vice-President			
 Collects proxies / verifies 	s quorum				President back-up			
Collects nominations and asist with		Treasurer back-up		· · · · · ·		ral Control Committee		
 annual election Drafts annual meeting m 		Authority to Bind Contracts			Authority to Bind Contracts			
	Approves Disbursem Assesses planned vs Reviews contracts au Coordinates financia Authority to bind con	actual expenses nd capital expenses Is with Associa	Maintains C Sets meetin Records me Provides m Authority to Director At		le and agenda utes ice racts	Suggests lan common area Monitors land	Review change requests from Owners Identifies concerns and reports to BOD Suggests lanscaping improvements for common areas Monitors landscaping contractor Vice-President Leads this committee	
	Serves B	OD via informal roles	Serves E	OD via inform	al roles			
	Provides	back-up to BOD	Provide	s back-up to E	OD			
		Director A	t-Large 2					
		Serves BOI) via informal roles					
		Provides ba	ck-up to BOD					
ject Manager	Web	master	Clubh	ouse Renta	l Liaison	Common Ar	eas Oper. and Maint.	
velops project scope	Updates and maintains KWPOA internet		net Mana	Manages rental calendar			litions of assets and reports	
aison with Associa to setup approved		A. (11) (12)		Colects fees and forwards to Associa			 issues to BOD for resolution. Includes: Pool and pool systems (pump, lighting) 	
		itors liscensing and renewals vides BOD access to kirbywoods	.com	Collects/refunds security deposit Inspects property before and after events		Clubhous	 Clubhouse (HVAC, roof, paint, etc.) 	
ordinates Contractor(s)						• Entry (ligh	nting, cameras, sprinklers)	
proves Contractor(s) work			Repo	is unresolved	issues to BOD	Perimeter	fence (wood, brick, gates)	