

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
	Terry Brooks – 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?

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Document Title	Motion to Approve	Second	Aye	Nay	Result

VI Calendars

VI.a Review BOD Annual Calendar (Annex A)

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	3 rd	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 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

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VIII Financial Report

- 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 Ross	Establish contract with Zak-Mex for lawn servicing. Need to scope out what’s required of contractor. Zak-Mex is charging less than we’ve had in the past. Jon worked with Mark and Ross to get bid. Zak-Mex not in bidding process initially. Still collecting bids.	6/17/21 7/15/21 12/16/21	Open Mark will have something the coming week.
Ross	Verify sprinkler system is still operable after hurricane Nicholas. Identify location of broken sprinkler head. Colored stake or other marker. Leak has been fixed, but need to verify system operation by the landscape company	9/30/21 12/16/21	Open
Jon & Mary	Develop policy on who can request imagery from security camera.	11/18/21 12/16/21	Open
Terry Brooks	<ul style="list-style-type: none"> o Tanya Terry to research who did the prior tennis court resurfacing o Schedule estimates for repair and/or replace 	11/18/21 12/16/21	Open
Jennifer	Jennifer to send out pool contract scope and BOD to approve.	11/30/21	Open
Jon	Tennis court parking lot cedar fence: find contractor to re-brace that section of fence	12/16/21	Open
Terry	Terry will check within Associa whether there are	12/16/21	Open

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Assigned	Action	Due Date	Status
	any restrictions to transferring funds from the Operating Account to the Reserve Account or vice versa?		
Mark	Check with Jennifer about her taking over poolhouse rentals.	12/16/21	Open

b.i New Actions:

Assigned	Action	Due Date	Status

IX.c Contracts

c.i Landscaping contract renewal

c.ii Pool maintenance contract renewal

IX.d Common Areas

d.i Clubhouse

d.ii Tennis Courts

d.iii Sprinkler system status

d.iv Landscaping

d.v Perimeter Fence – holiday decorations installed (thanks to all who helped)

d.vi Camera Fees – homeowner notification

d.vii Pool Issues

IX.e New Business

e.i Tennis court repair and/or resurface

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- e.ii Fence repair (near tennis court)
- e.iii InFocus surveillance system repair
- e.iv Draft Notice of Annual Meeting, candidates for open positions, preparation for the meeting. (President's Report, Treasurer's Report, Other)
- e.v Properties sold or rented out in November/December

IX.f Resolutions

- f.i Adopt a policy on who has access to surveillance imagery

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

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

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

Jon Hall: President (2021)

Date

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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	<i>o--Handcary Proxies / Request for Nominations</i>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i>	
	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 & tax transmission 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

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