

**Board of Directors Meeting**

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**I Call to Order :**

**II Attendance: Is a quorum present?**

	Jon Hall – President
	Geoffrey Folse – Vice President
	Mark Sheridan – Treasurer
	Robert Adams – Secretary/Webmaster
	Darcy Loerch – Director
	Jennifer Nelson - Director
	Teresa Horton - Director
	Terry Brooks – Associa Property Manager (primary).
	Alfonso Garcia – Associa Property Manager (backup)

**III Visitors**

**NAME**

**Discussion Topic(s)**

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**IV Agenda**

**Proposed Changes:**

**Accepted?**


Topic	Motion to Approve	Second	Aye	Nay	Result

**V Election of Officers for 2022-2023**

<u>Position</u>	<u>Nominations from the Floor</u>	<u>Election Results</u>
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President		
Vice President		
Secretary		
Treasurer		

**VI Approval of Minutes for Monthly Meeting on March 9, 2022**

Proposed Changes:				Accepted?		
Document Title	Motion to Approve	Second	Aye	Nay	Result	
<b>3/9/22 Minutes</b>						

**VII Calendars**

VII.a Review BOD Annual Calendar (Annex A)

VII.b Review Meeting Calendar for CY2022

Month	Date	Day	Week	Month	Date	Day	Week
Jan	20	Thu	3rd	Jul	20	Wed	3 <sup>rd</sup>
Feb*	16	Wed	3rd	Aug	17	Wed	3 <sup>rd</sup>
Mar	09	Wed	2nd	Sep	21	Wed	3 <sup>rd</sup>
Apr	20	Wed	3rd	Oct	19	Wed	3 <sup>rd</sup>
May	18	Wed	3rd	Nov	16	Wed	3 <sup>rd</sup>

**Board of Directors Meeting**

Jun	22	Wed	3rd		Dec	21	Wed	3 <sup>rd</sup>
*Annual Meeting postponed to 3/9/22 due to lack of quorum. A Special Meeting for Electing New Directors was conducted on 2/16/22.								

**VIII President’s Report**

- VIII.a Executive Session Checklist
  - a.i Delinquencies
  - a.ii Legal Issues
  - a.iii Violations
  - a.iv Performance Concerns
  - a.v Other

**IX Financial Report from Treasurer**

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

**X Old Business/New Business**

- X.a ACC – Report (Non-Executive)
- X.b **Any more discussion on these topics discussed last meeting?**
  - b.i Tennis court repair and/or resurface
  - b.ii InFocus surveillance system repair – accomplished replacement of power supply. (check warranty period)
  - b.iii Properties sold or rented out

X.c Action Items - Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
Jon	Tennis court parking lot cedar fence: find contractor to re-brace that section of fence.  Jon contracted Bulldog fencing. Bid = \$60/post added to existing fence. Work schedule requested.	12/16/21	Open

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c.i New Actions:

Assigned	Action	Due Date	Status
Mark	Confirm in video contract: is there a warranty that covers the repairs made.	4/20/22	open
Rob	Put video camera and other policy documents on website under “documents”.	4/20/22	Open
Geoff	Draft front fence policy guidelines	4/20/22	Open
Terry (Associa)	Determine if KWPOA could be granted tax exempt status.	4/20/22	Open
Jon	Talk to TLV about ‘sinkhole’ north of tennis court	4/20/22	Open
Jen	Proposal to replace cement furniture for pool area; benches and picnic tables.	4/20/22	open
Teresa	Draft pool policy.	4/20/22	Open

X.d Contracts

- d.i Landscaping contract established
- d.ii Pool maintenance contract established

X.e Common Areas

- e.i Clubhouse
- e.ii Tennis Courts
- e.iii Sprinkler system status
- e.iv Landscaping
- e.v Perimeter Fence
- e.vi Camera Fees – homeowner notification (post to Kirbywoods.com)
- e.vii Pool Issues

X.f New Business

- f . i Pool pump/filter repair/water fountain/open season

Rob A’s input re: pool season, traditional open from Memorial Day to Labor Day doesn’t work for S. Texas. The Wx generally

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breaks in Feb. IF it must be closed (not my pref), closed from Thanksgiving to Groundhog day makes more sense.

- f.ii Wrought iron fencing repair.
- f.iii Cedar fence repair (slumping)
- f.iv Financial (a few double booked disbursements)
- f.v Landscaping - improved appearance of common areas
- f.vi Deed restrictions - violations?
- f.vii New neighbors
- f.viii New policies recommended?
- f.ix Non-profit application
- f.x Skunk sightings

X.g Resolutions

- g.i Anything new?

X.h Website

X.i Other Topics

**XI Business Meeting Record**

XI.a Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: Dismissal of visitors:

Motion to Approve	Second	Aye	Nay	Result

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XI.c Proceed to Executive Session.

Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved  
by KWPOA BOD on \_\_\_\_\_, 2022

\_\_\_\_\_: President (2022)

\_\_\_\_\_ Date

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Annex A: KWPOA BOD Annual Calendar

**KWPOA Annual Calendar and Action List**

		<b>ACTIONS</b>	<b>Meetings</b>	<b>Events</b>
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>o--Handcary Proxies / Request for Nominations</b>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</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 & <del>tax returns</del> 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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