

Board of Directors Meeting

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
	Kelly Farrell – Associa Property Manager (primary)

III Visitors

NAME

Discussion Topic(s)

IV Agenda

Proposed Changes:

Accepted?

Topic	Motion to Approve	Second	Aye	Nay	Result

Board of Directors Meeting

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

Proposed Changes:

Accepted?

Document Title	Motion to Approve	Second	Aye	Nay	Result	
5/2/22 Minutes						

VI **Calendars**

VI.a Review BOD Annual Calendar (Annex A)

VI.b Review Meeting Calendar for CY2022

Month	Date	Day	We	Month	Date	Day	Week
Jan	20	Thu	3rd	Jul	20	Wed	3 rd
Feb*	16	Wed	3rd	Aug	17	Wed	3 rd
Mar	09	Wed	2nd	Sep	21	Wed	3 rd
Apr	20	Wed	3rd	Oct	19	Wed	3 rd
May	48 25	Wed	3rd	Nov	16	Wed	3 rd
Jun	15	Wed	3rd	Dec	21	Wed	3 rd

*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.

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VII President’s Report

VII.a Executive Session Checklist

VII.a.i Delinquencies

VII.a.ii Legal Issues

VII.a.iii Violations

VII.a.iv Performance Concerns

VII.a.v Other

VIII Financial Report from Treasurer

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
Jon	Parking Lot – west side fence sagging: Jon: received bid from Mario’s Tree/Fence: \$750 to add 6 posts and replace 36’ of 2x12’ rot board.	7/20/22	Open
Jon	Tennis court fencing replacement seek a cedar fence with gate as an alternative to the existing wrought iron fencing. a. Jon: \$1100 bid from Mario’s Tree & Fence (treated, not cedar, no gate) b. Jon: \$1281.25 bid from Rio Grande Fence (cedar with gate)	7/20/22	Open

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Assigned	Action	Due Date	Status
HCMS	Front yard fencing: <ul style="list-style-type: none"> a. Theresa Platz (or Al Garcia?) to provide TX legislation that allows front fencing. b. Theresa Platz (or Al Garcia?) to provide an example “front fence policy” from another property if available c. Policy drafted and reviewed in May 2022 meeting. Plan to vote on policy in June 2022 meeting. 	7/20/22	Open
HCMS	Tax Exemption <ul style="list-style-type: none"> a. Associa/Theresa Platz (or Al Garcia?) to provide an example of a successful application from another property in the Associa portfolio. 	7/20/22	Open
Mark	Landscaping –perimeter fence shrub replacement <ul style="list-style-type: none"> a. Mark (draft) – Jon to relay to L&S: Bid is under development by L&S. 	7/20/22	Open
Mark (?)	Landscaping – entrance – plant health & warranty <ul style="list-style-type: none"> a. L&S cautioned that they will take responsibility for health of plants at entrance and that homeowners or board members should not take initiative to run cycles of the sprinkler. 	7/20/22	Open
Goeff	Property inspections <ul style="list-style-type: none"> a. Al Garcia: Al will collaborate with Goeff Folse to determine which violators warrant a letter. 	7/20/22	Open

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Assigned	Action	Due Date	Status
Rob	Website - calendar a. Rob: Corrections requested to Calendar to replace Zoom meetings with face-to face meetings at the KWPOA Club House.	7/20/22	Cmplt
Rob/John	Website – archived Minutes a. Rob & Jon: Updates required for copies of signed Minutes for CY2022.	7/20/22	In work

New Actions:

Assigned	Action	Due Date	Status

IX.c Contracts

IX.c.i Landscaping contract established

IX.c.ii Pool maintenance contract established

IX.d Common Areas

IX.d.i Clubhouse

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status

IX.d.iv Landscaping

IX.d.v Perimeter Fence

IX.d.vi Camera Fees – homeowner notification (post to Kirbywoods.com)

IX.d.vii Pool Issues

IX.e New Business

IX.e.i Tennis court lights

IX.e.ii TLV to install sidewalk between Kirby and Kirbywood Dr.

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IX.f Resolutions

IX.f.i Anything new?

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

These Minutes were reviewed and approved by KWPOA BOD on _____

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John Hall: President (2022)

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--Handcarry 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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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 handouts 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 Mail out request to their contractor		
	2		
	3	<i>Quarterly Meeting / HCMS support @ Meeting</i>	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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