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:					epted?
Topic	Motion to	Second	Aye	Nay	Result
	Approve				
		1		1	1

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

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	18	Wed	3rd		Nov	16	Wed	3 rd
	25							
Jun	15	Wed	3rd		Dec	21	Wed	3 rd
*Annual N	leeting p	ostpon	ed to a	3/9	9/22 due to	lack of	f quoru	m. A
Special M	eeting fo	r Electi	ng Ne	W	Directors v	vas conc	lucted o	on 2/16/22.

Board of Directors Meeting

VII President's Report

VII.a Executive Session Checklist
VII.a.ii Delinquencies
VII.a.ii Legal Issues
VII.a.ii Violations
VII.a.iv Performance Concerns
VII.a.v Other

VIII Financial Report from Treasurer

VIII.a Report presentationVIII.b Outstanding invoices – Any for discussionVIII.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

Board of Directors Meeting

Assigned	Action	Due Date	Status
HCMS	 Front yard fencing: 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 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 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 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 a. Al Garcia: Al will collaborate with Goeff Folse to determine which violators warrant a letter.	7/20/22	Open

Board of Directors Meeting

Assigned	Action	Due Date	Status
Rob	Website - calendara.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.eNew BusinessIX.e.iTennis court lightsIX.e.iiTLV to install sidewalk between Kirby and Kirbywood Dr.

IX.fResolutions

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 _____

John Hall: President (2022)

Date

Annex A: KWPOA BOD Annual Calendar

		ACTIONS	endar and Action List Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannua
5	2	(Notice includes request for nominations)		
D N	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	oDecision reg'd: Continue w HCMS? 30day notice by 28th Jan		
	1	oHandcany Proxies / Request for Nominations		
	2	oInsurance quotes expected for Property & BoD Liability		
EEP	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)		
MAD	2	o Insurance quote expected for Flood		
5	з	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1			
ADD	2	oRenew Flood Insurance		TLV Annual Picnic
ĕ	з	oRenew Electricity contract?	Monthly Meeting	
	4			
	1	oRenew Landscaping contract??		
	2			
÷	з		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
	1			
=	2			
	3		Iniouruty meeting	
	4			
	1			Dues - Semiannua
	2			4th of July
_	3		Monthly Meeting	
	4			
	1			
A	2			
.,	3		Quarterly Meeting / HCMS support @ Meeting	
	_			Labar Davi
,	1			Labor Day
Ē	-2	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
	4	or nequest measurer to draft budget for forowing year.	Informing meeting	
	4	oAuditor contract		
,	2	oHCMS completes IRS tax &		
1	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	instant, meeting increase proposed budget of flext year	Halloween
	4	oHCMS submits Mailout request to their contractor		lighter
		o mono salonnes manoac request to their contractor		
2				
NON	2		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
NOV		oPoll previous Directors on interest in running for election	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
NUN	2 3 4	oPoll previous Directors on interest in running for election	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	2 3	oPoll previous Directors on interest in running for election	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving

050

Board of Directors Meeting

							KWPOA BOD Roles	
Associa / HCMS		KWPOA	POA Organization Overview				Associa / HCMS	
Provides Bookkeeping and A	Accounting		November 2, 2020					
Coordinates Service Contact	tors						Informal Roles	
Provides finanacial reports								
Performs DCCR compliance inspections and issues violation notices		President					Committees	
Acts as Secretary for Annual Meeting		Leads communication					,	
Creates Attendance Roster		Presides over & cond	•		ice-President			
Collects proxies / verifies quorum		Ex-officio member of	all committees		resident back-up			
 Collects nominations and asist with appual election 		Treasurer back-up			eads Architectural Contr			
annual election Drafts annual meeting minutes 		Authority to Bind Cor	tracts	A	Authority to Bind Contracts			
	Drafts Annual Budget		Holds Corporate Seal			Architectural Control Committee Review change requests from Owners		
	Treasurer		Secreta			Architectural Control Committee		
	Approves Disburseme		Maintains			Identifies concerns and reports to BOD		
	Assesses planned vs.				nd agenda			
	Reviews contracts an				rds meeting minutes		Suggests lanscaping improvements for common areas	
	Coordinates financials				les meeting notice		Monitors landscaping contractor	
	Authority to bind conti				ty to bind contracts		Vice-President Leads this committee	
	, watority to bird cond		Addition	y to bind contract				
	Director	At-Large 1	Directo	r At-Large 3				
	Serves BOD via		Serves B	erves BOD via informal roles				
	Provides back-u		Provides	s back-up to BOD				
		Director At-	Large 2					
		Serves BOD	via informal roles					
		Provides back	k-up to BOD					
		L						
ject Manager	Webn	naster	Clubh	ouse Rental Li	aison	Common Ar	eas Oper. and Maint.	
		ates and maintains KWPOA intern	et Mana	Manages rental calendar Colects fees and forwards to Associa		Monitors conditions of assets and reports issues to BOD for resolution. Includes:		
presence presence			Colec					
aison with Associa to setup approved		tors liscensing and renewals	Colle	Collects/refunds security deposit inspects property before and after events			pool systems (pump, lighting)	
		ides BOD access to kirbywoods.c	om				e (HVAC, roof, paint, etc.)	
oordinates Contractor(s)				rts unresolved iss			ting, cameras, sprinklers)	
proves Contractor(s) work			Repu	is amesoived 133		 Perimeter 	fence (wood, brick, gates)	