

**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
	Kelly Farrell – Associa Property Manager (primary) 832-864-1229 kfarrell@houcomm.com

**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 of June 15, 2022**

Proposed Changes:					Accepted?	
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 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	25	Wed	3rd	Nov	16	Wed	3 <sup>rd</sup>
Jun	15	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.

**VII President's Report**

VII.a Executive Session Checklist

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- 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).

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
Jon	<p>Parking Lot – west side fence sagging:</p> <p>Jon: received bid from Mario’s Tree/Fence: \$750 to add 6 posts and replace 36’ of 2x12’ rot board.</p> <p>Jon to get bid from Rio Grand for this</p>	7/20/22	Open
Geoff	<p>Kelly provided example policy statement from Bay Oaks. Geoff to review for applicability to KWPOA</p>	7/20/22	Open
HCMS (Kelly)	<p>Tax Exemption</p> <p>a. Associa to provide an example of a successful application from another property in the Associa portfolio.</p> <p>Kelly will look into this.</p>	7/20/22	Open
Mark	<p>Landscaping –perimeter fence shrub replacement</p> <p>a. Mark (draft) – Jon to relay to L&amp;S: Bid is under development by L&amp;S.</p>	7/20/22	Open

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Assigned	Action	Due Date	Status
	L&S bid will be done this week (6/17/22)		
Geoff	Property inspections a. Kelly: Al will collaborate with Geoff Folsie to determine which violators warrant a letter.	7/20/22	Open
Jennifer  Jon	Proposal to replace cement furniture for pool area; benches and picnic tables.  Benches and Picnic Tables: Jon to work with Erin and Andrew True to repair concrete furniture. Andrew was authorized to purchase necessary repair materials and submit for reimbursement.	7/20/22	open
Jennifer Nelson	Action for Club House Air Conditioning / Heating: Investigate Minutes and historic financial records for evidence that KWPOA initiated an annual maintenance contract for club house air conditioning and heating systems. (Associa may be able to assist.) Advise the Board if we have already established a maintenance contract and contact the vendor to schedule a preventative maintenance service call prior to Labor Day. If there is no evidence that we have an annual maintenance contract in place, then investigate options and draft a recommendation on how to establish an appropriate maintenance contract. Barrett HVAC (from LaPorte) is coming 6/16 to assess and finalize contract.	Open	7/20/22

- IX.c Contracts
  - IX.c.i Landscaping contract established
  - IX.c.ii Pool maintenance contract established
- IX.d Common Areas

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- IX.d.i Clubhouse
- IX.d.ii Tennis Courts
  - IX.d.ii.1 Night Lights timer repair and bulb replacement
- 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 Resolutions
  - IX.e.ii Anything new?

X New Actions:

Assigned	Action	Due Date	Status

- X.a Website -
- X.b Other Topics

**XI Business Meeting Record**

XI.a 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.b Proceed to Executive Session.

Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

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Jon Hall: President (2022)

Date

Board of Directors Meeting

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