

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) 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 Aug 17, 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 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 | 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.

VII President's Report

VII.a Executive Session Checklist

VII.a.i Delinquencies

VII.a.ii Legal Issues

Board of Directors Meeting

- 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 Accept new front fence requirements policy as posted in early September.
- IX.b ACC – Report (Non-Executive)

- IX.c 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. Jon to get bid from Rio Grand for this Bulldog fence to install new posts along west side of poolhouse parking lot. | 8/17/22 | Open |
| Mark Jon | Landscaping –perimeter fence shrub replacement a. Mark (draft) – Jon to relay to L&S: Bid is under development by L&S. L&S bid will be done this week (6/17/22) Mark will contact L&S about perimeter landscaping | 8/17/22 | Open |
| Jennifer | Proposal to replace cement furniture for pool | 8/17/22 | open |

Board of Directors Meeting

| Assigned | Action | Due Date | Status |
|-----------------|--|-----------------|---------------|
| Jon | <p>area; benches and picnic tables.</p> <p>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.</p> <p>Jon will coordinate w/Andrew True this month to complete these repairs.</p> | | |
| Jennifer | <p>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.</p> <p>Recharge the system? ... or replace?</p> <p>Geoff suggests test the line. Jenn to request contractors to come out to assess repairs/replace. Authorized to spend no more than \$300 at this time.</p> | 8/17/22 | open |
| Kelly & Mark | <p>Associa to start soliciting insurance quotes</p> <p>Kelly will provide next month</p> | 8/17/22 | Open |
| Mark | <p>Capital reserve values need to be updated to</p> | 8/17/22 | Open |

Board of Directors Meeting

| Assigned | Action | Due Date | Status |
|---|--|-----------------|---------------|
| | current (2022) numbers. Need a claims adjuster to look at these items Mark will complete this action this month | | |
| Theresa (then Jon... if not pool maintenance people) | Investigate who owns the lockbox on the pool gate and why it is there. To be cut off and disposed by 9/30/22. Teresa to work this action. | 9/21/22 | Open |
| Jon/Kelly | Legal-steps required to establish new or changes to existing policy Post New Fence policy on Sept 1 to be voted on during 9/21/22 KWPOA BOD meeting. 8/17/22 – Agreed on draft policy 9/01/22 – Post notice of fence policy to FB group, website and Town Square (Associa) 9/21/22 – Ratify policy at KWPOA BOD mtg 9/22/22 – Post rule change to website | 9/21/22 | Open |
| Jennifer | Pump room electrical outlet repair | 9/21/22 | Open |
| Jon | Find Security Camera fee schedule docs | 9/21/22 | open |

IX.d Contracts

IX.d.i Landscaping contract established

IX.d.ii Pool maintenance contract established

IX.e Common Areas

IX.e.i Clubhouse

IX.e.ii Tennis Courts

IX.e.ii.1 Night Lights timer repair and bulb replacement

Board of Directors Meeting

- IX.e.iii Sprinkler system status
- IX.e.iv Landscaping
- IX.e.v Perimeter Fence (see actions for big gate)
- IX.e.vi Camera Fees – homeowner notification
- IX.e.vii Pool Issues

- IX.f New Business
 - IX.f.i New Sidewalk installation at Entrance
 - Possible Temporary Traffic Flow disruption and “Hollywood Stars.”
 - IX.f.ii Other?

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 |
|-------------------|--------|-----|-----|--------|
| | | | | |

XI.b Proceed to Executive Session.

Adjournment Time:

Board of Directors Meeting

| Motion | Second | Aye | Nay | Result |
|--------|--------|-----|-----|--------|
| | | | | |

These Minutes were reviewed and approved by KWPOA BOD.

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 | o--Handcary Proxies / Request for Nominations | | |
| | 2 | o--Insurance quotes expected for Property & BoD Liability | | |
| | 3 | o--Elect new Directors. Elect Officers | ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING | |
| | 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 HCMS to draft budget for following year | Monthly Meeting | |
| | 4 | | | |
| OCT | 1 | o--Auditor contract | | |
| | 2 | o--HCMS completes IRS tax & franchise tax 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 |

Board of Directors Meeting

