

**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

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**V Approval of Minutes for Monthly Meeting of Sept 21, 2022**

Proposed Changes:			Accepted?	
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

VII.a.i Delinquencies

VII.a.ii Legal Issues

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- 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
  - 2022 Budget status
  - 2023 Budget proposal

**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.  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  • Bid received from Lawn&Sprinker USA	8/17/22	Open

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<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> bid received est \$3400</li> <li>• Bids will be taken to next TLV city council meeting as part of Kirby beautification and seeking TLV funding.</li> </ul>		
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> <p>Jenn to notify BOD when they come out in Oct</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 current (2022) numbers. Need a claims adjuster to look at these items</p> <p>Mark will complete this action this month</p>	8/17/22	Open

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<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
Jennifer	Pump room electrical outlet repair	9/21/22	Open
Kelly	Reconcile Associa Collections policy with KWPOA BOD	9/21/22	Open

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.ii.1 Night Lights timer repair and bulb replacement

IX.d.iii Sprinkler system status

IX.d.iv Landscaping

- Planting shrubs along perimeter fence

IX.d.v Perimeter Fence (see actions for big gate)

IX.d.vi Camera Fees

IX.d.vii Pool Issues

IX.e New Business

X New Actions:

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>

X.a Website

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X.b Other Topics

**XI Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI.a

Adjourn Regular Meeting:

Motion	Second	Aye	Nay	Result

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

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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 o-- <b>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>in franchise</del> filings		
	3 <del>Monthly Meeting. Review proposed budget for following year.</del>		
	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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