### 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

#### 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	$3^{\rm rd}$
Feb*	16	Wed	3rd	Aug	17	Wed	$3^{\rm rd}$
Mar	09	Wed	2nd	Sep	21	Wed	$3^{\rm rd}$
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 <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

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	<ul> <li>Parking Lot – west side fence sagging:</li> <li>Jon: received bid from Mario's Tree/Fence:</li> <li>\$750 to add 6 posts and replace 36' of 2x12'</li> <li>rot board.</li> <li>Jon to get bid from Rio Grand for this</li> <li>Bulldog fence to install new posts along west side of poolhouse parking lot.</li> </ul>	8/17/22	Open
Mark Jon	<ul> <li>Landscaping -perimeter fence shrub replacement</li> <li>a. Mark (draft) - Jon to relay to L&amp;S: Bid is under development by L&amp;S.</li> <li>L&amp;S bid will be done this week (6/17/22)</li> <li>Mark will contact L&amp;S about perimeter landscaping</li> <li>Bid received from Lawn&amp;Sprinker USA</li> </ul>	8/17/22	Open

Assigned	Action	Due Date	Status
	<ul> <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	<ul> <li>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.)</li> <li>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.</li> <li>Recharge the system? or replace?</li> <li>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.</li> </ul>	8/17/22	open
Kelly & Mark	Jenn to notify BOD when they come out in OctAssocia to start soliciting insurance quotesKelly will provide next month	8/17/22	Open
Mark	Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items	8/17/22	Open
	Mark will complete this action this month		

## **KirbyWoods Property Owners Association**

#### **Board of Directors Meeting**

Assigned	Action	Due Date	Status
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:

Assigned	Action	Due Date	Status

#### 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.

Jon Hall: President (2022)

Date

### Annex A: KWPOA BOD Annual Calendar

		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannua
×	2	(Notice includes request for nominations)		
μAΝ	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	o-Decision reg'd: Continue w HCMS? 30day notice by 28th Jan	Hondry Heeding Treparation of Annual Heeding	
	1	o-Handcany Proxies / Request for Nominations		
-	2	o-Insurance quotes expected for Property & BoD Liability		
FEB	3	oElect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	4	o-Notify HCMS of updated Roster of Directors and Officers	Min one meeting of the choice of the meeting	
	1	oU/D Web site BoD list / signature authorities (HCMS & Bank)		
2	2	o Insurance quote expected for Flood	·	<u> </u>
MAR	3	oRenew Insurance Property & BoD Liability	Monthly Monting	
~	4	· · ·	Monthly Meeting	
		oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1	a Den eur Flaad in suiten en		THAN AND INCOME.
APR	2	oRenew Flood Insurance		TLV Annual Picnic
~	3	oRenew Electricity contract?	Monthly Meeting	L
	4			
_	1	oRenew Landscaping contract??		
MAY	2			L
Υ.	3		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
	1			
U U	2			
z	3		Monthly Meeting	
	4			
	1			Dues - Semiannua
Ĕ	2			4th of July
-	3		Monthly Meeting	
	4			
	1			
AUG	2			
6	3		Quarterly Meeting / HCMS support @ Meeting	
	4			
	1			Labor Day
SEP	2			
÷	з	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
	4			
	1	oAuditor contract		
00	2	oHCMS completes IRS tax & the indication filings		
9			A fault by Manting - Day issue proposed build at faun autoreau	
	4	oSubmit Annual Budget to HCWS/Letter to Prop Owners on change		Halloween
	1	oHCMS submits Mailout request to their contractor		
VON	2			
8	з		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	oPoll previous Directors on interest in running for election	· · · · · · ·	
	1			
Ð	2	oRequest HCMS issue Notice of Annual Meeting in Feb		
DEC	3		Monthly Meeting	
	4			Holiday Season

						KWPOA BOD Roles	
Associa / HCMS		KWPOA	Organization (	Overview		Associa / HCMS	
Provides Bookkeeping and Ac	ccounting		November 2, 2020				
Coordinates Service Contacto	ors					Informal Roles	
Provides finanacial reports							
Performs DCCR compliance i and issues violation notices	inspections	President				Committees	
Acts as Secretary for Annual Meeting		Leads communicatio				,	
Creates Attendance Rost	ter	Presides over & con		Vice-Presider			
Collects proxies / verifies	quorum	Ex-officio member of	all committees	President back-			
<ul> <li>Collects nominations and annual election</li> </ul>	l asist with	Treasurer back-up			ural Control Committee		
Drafts annual meeting mi	inutes	Authority to Bind Cor	ntracts	Authority to Bind	d Contracts		
[	Treasurer		Secretar		Architectura	al Control Committee	
	Drafts Annual Budge	t	Holds Co	orporate Seal	Review char	ge requests from Owners	
	Approves Disbursements		Maintains Owner Roster			cerns and reports to BOD	
	Assesses planned ve	esses planned vs. actual expenses		Sets meeting schedule and agenda		scaping improvements for	
	Reviews contracts and capital expenses Coordinates financials with Associa Authority to bind contracts		Records meeting minutes Provides meeting notice Authority to bind contracts			common areas Monitors landscaping contractor Vice-President Leads this committee	
					Monitors lan		
					Vice-Preside		
	Director	At-Large 1	Director	At-Large 3			
		OD via informal roles		DD via informal roles			
	Provides	back-up to BOD	Provides	back-up to BOD			
		Director At	-Large 2				
		Serves BOD	via informal roles				
		Provides bac	k-up to BOD				
oject Manager	Web	master	Clubho	ouse Rental Liaison	Common A	reas Oper. and Maint.	
evelops project scope		lates and maintains KWPOA intern	et Manag	es rental calendar		ditions of assets and reports	
aison with Associa to setup approved			Colect	s fees and forwards to Associa		D for resolution. Includes:	
		itors liscensing and renewals vides BOD access to kirbywoods.c		ts/refunds security deposit		pool systems (pump, lighting) e (HVAC, roof, paint, etc.)	
ntractor for payment	Pro	vides DOD access to kirbyWoods.c	Inspec	ts property before and after ev	ents	nting, cameras, sprinklers)	
oordinates Contractor(s)			Report	s unresolved issues to BOD		fence (wood, brick, gates)	
proves Contractor(s) work			Devid	es BOD access to kirbywoods.		(	