

**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

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**VI Calendars**

- VI.a Review BOD Annual Calendar (Annex A)
- VI.b Review Meeting Calendar for CY2022
  - May move December meeting to 12/14 or cancel. Will discuss during Nov Meeting

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
  - 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 approval
    - 2023 Budget was informally approved through email vote in Oct.
    - See motion below for formal approval of 2023 Budget

**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: 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</p> <p>Bulldog fence to install new posts along west side of poolhouse parking lot.</p> <p>Fencing: Emergency project to replace section near tennis court (Mark). Contractor? Actual installation versus requested specification? Credit due?</p>	8/17/22	<p>Open</p> <p>Closed</p> <p>fence has been repaired</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</p>	8/17/22	open

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
	than \$300 at this time. Jenn to notify BOD when they come out in Oct		
Mark/ Ross(?)	Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items	8/17/22	Open
Jennifer	Pump room electrical outlet repair	9/21/22	Open
Kelly	Reconcile Associa Collections policy with KWPOA BOD	9/21/22	Open
Geoffe/Kelly	Tennis Court reservation system on Town Square.	11/16/22	OPEN
Kelly	Provide the board with copy of Ins Policy to determine if Named Storm damage is covered.	11/16/22	open
KWPOA BOD	Review collections policy as provided by Associa at Nov meeting	11/16/22	Open
Mark	Figure out what it is worth to the KWPOA to have a sales tax exemption.	11/16/22	Open

- IX.c      Contracts
  - Landscaping contract established
- IX.c.i   Pool maintenance contract established
- IX.d      Common Areas
  - IX.d.i   Clubhouse
    - IX.d.i.1 Toilet repairs
    - IX.d.i.2 A/C checkup
  - IX.d.ii Tennis Courts
  - IX.d.iii Sprinkler system status
    - IX.d.iii.1 Modifications to entryway sprinklers
  - IX.d.iv Landscaping

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

IX.d.vi Camera Fees  
IX.d.vii Pool Issues

IX.e New Business

IX.e.i Soil Erosion prevention at the new sidewalk

IX.e.ii Umbrella Insurance coverage

IX.e.iii Renting out homes in KW – Deed restrictions (Jon)

IX.e.iv Letter accompanying the bill from Associa (Mark)

IX.e.v Pool pump noises / clogged filters discovered 10/20/22. (Geoff & Theresa)

IX.e.vi New Sidewalk – Grand Opening Celebration -Fri 11/18, 3:30pm (Jon)

**X New Actions:**

Assigned	Action	Due Date	Status

X.a Website  
X.b Other Topics

**XI Business Meeting Record**

Motion to: Approve 2023 Budget

Motion to Approve	Second	Aye	Nay	Result

**KirbyWoods Property Owners Association  
Board of Directors Meeting**

Nov 16, 2022

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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

**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>provides</del> 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	<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

# KirbyWoods Property Owners Association Board of Directors Meeting

Nov 16, 2022

