

I **Call to Order:** \_\_\_\_\_

II **Attendance: Is a quorum present?**

	Geoffrey Folse -
	Rob Sladek -
	Mark Sheridan -
	Robert Adams -
	Mickie Dion -
	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 CY2023

Month	Date	Day	Week	Month	Date	Day	Week
Jan	18	Wed	3rd	Jul	19	Wed	3rd
Feb*	15	Wed	3rd	Aug	16	Wed	3rd
Mar	22	Wed	3rd	Sep	20	Wed	3rd
Apr	19	Wed	3rd	Oct	18	Wed	3rd
May	17	Wed	3rd	Nov	15	Wed	3rd
Jun	21	Wed	3rd	Dec	20	Wed	3rd

\* Annual meeting

**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

VIII.c.i 2022 Budget status - any unresolved financial issues?

VIII.c.ii 2023 Budget status

Motion to Approve	Second	Aye	Nay	Result
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**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>
Jennifer Kelly	Pump room electrical outlet repair Action to Jennifer: ask Eric to investigate - this may be a simple replacement of an outlet.  Will ask contractor making repairs to poolhouse to look at this.	11/16/22	Open
Geoff /Kelly	Tennis Court reservation system. Action to Geoff: develop a weather-proof solution to install at tennis court to track court reservations.  Geoff and Theresa to get Wx proof box and labels to put schedule request form into.	11/16/22	Open
Kelly	Provide the board with copy of Ins Policy to determine if Named Storm damage is covered. KWPOA has concerns about adequacy of coverage for fire, vandalism, etc.	11/16/22	Open
Mark	Figure out what it is worth to the KWPOA to have a sales tax exemption. Yes - Mark determined it was worth it and applied for a sales tax exemption with the State of TX  Need to get 501c4 exemption. Mark is working on this.	2/22/23	Open
Geoff	Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.	1/18/23	Open

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
Kelly	Send BOD example of past due notice.	2/22/23	?
Jon/Kelly	Jon will contact Lisa about KWPOA to remain customers and inquire about hardiness of ligustrums and if they will survive.  Kelly to provide alternative landscapers	2/22/23	?

- IX.c Contracts
  - IX.c.i Pool maintenance contract for 2023 established?
    - Theresa to take over monitoring pool contractor from Jennifer.
  - IX.c.ii Landscaping contract for 2023 established?
- IX.d Common Areas
  - IX.d.i Clubhouse
    - IX.d.i.1 Encouraging use of the club house
  - IX.d.ii Tennis Courts - plan to resurface in spring of 2023
  - IX.d.iii Sprinkler system status
    - IX.d.iii.1 Perimeter fence-line sprinkler system - Mark to develop a plan for system repairs or upgrades.
  - IX.d.iv Landscaping
    - IX.d.iv.1
  - IX.d.v Perimeter Fence (what should we do about the big gate near court?) -
  - IX.d.vi Camera Fees
  - IX.d.vii Pool Issues - Chronic filter clogging - recommendation?
- IX.e New Business
  - IX.e.i

X New Actions: see next page

Assigned	Action	Due Date	Status

X.a Website

X.b Other Topics

XI **Business Meeting Record**

Motion to: **motion to pay the \$1,175 to AOC for fixing the water line**

Motion to Approve	Second	Aye	Nay	Result

Motion to: **motion to pay \$8,578.06 to XXL for their earlier remediation work after the freeze.**

Motion to Approve	Second	Aye	Nay	Result

Motion to: **authorize the \$19,753.42 for the repair work XXL**

Motion to Approve	Second	Aye	Nay	Result

Motion to: **we authorize up to \$2000 for XXL to perform enhancements of the poolhouse during their repair & remediation.**

Motion to Approve	Second	Aye	Nay	Result

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

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March 22, 2023

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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xxxxx: President (2023)

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>resubmits</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

March 22, 2023

