

**I Call to Order:**

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

	Geoff Folse - President
	Kurt Karlman - Vice President
	Mark Sheridan - Treasurer
	Rob Adams - Secretary
	Mickie Dion - Director
	Teresa Horton - Director
	Rob Sladek - Director
	Kelly Farrell - Associa Property Manager (primary) 832-864-1229 kfarrell@houcomm.com

**III Visitors**

<b>NAME</b>	<b>Discussion Topic(s)</b>

**IV Agenda**

<b>Proposed Changes:</b>	<b>Accepted?</b>
none	

<b>Topic</b>	<b>Motion to Approve:</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

**V Approval of Minutes for Monthly Meeting of Apr 19, 2023**

Proposed Changes:

Accepted?


<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

**VI Calendars**

VI.a Review BOD Annual Calendar (Annex A)

VI.b Review Meeting Calendar for CY2023

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>	<b>Dat</b>	<b>Day</b>	<b>Week</b>
Jan	18	Wed	3rd	Jul	19	Wed	3rd
Feb*	15 22	Wed	3rd	Aug	16	Wed	3rd
Mar	22	Wed	3rd	Sep	20	Wed	3rd
Apr	19	Wed	3rd	Oct	18	Wed	3rd
May	23	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
- VIII.c Budget Presentation
  - VIII.c.i 2022 Budget status
  - VIII.c.ii 2023 Budget status

Motion to Approve	Second	Aye	Nay	Result

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
Kelly	Pump room electrical outlet repair. Need contractor.	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.	6/21/23	Open

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
	Mark looked at application for Federal Tax exemption. It's a 17 page application. Mark will contact legal or CPA advice. Potential to save \$3K/yr.		
Geoff	Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.	1/18/23	Open
Geoff	Explore benches for tennis court with resurfacing  Around \$1600 / bench. Hi density poly  Will look at other options.	4/19/23	Open
Rob S	Evaluate the existing ligustrums and places for new ligustrums, as well as the sprinkler system needs to support.  Have \$3500 quote from Bay Area to buy and plant 70 ligustrums.  \$45 / plant for ligustrum  Rob S. will get with Theo to count plants that need to be replaced.	5/17/24	Open
Kurt	Look into sprinkler head protection	6/21/23	open
Rob S/Kurt	Investigate perimeter sprinkler system repair or replace.	6/21/23	open
Rob S/Kurt	Inspect fence along Old Kirby	6/21/23	open
Rob A.	Investigate using Teams and KirbyWoods emails	6/21/23	open

IX.c Contracts  
IX.c.i Pool maintenance contract

IX.c.ii Landscaping contract

IX.d Common Areas  
IX.d.i Clubhouse

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status  
IX.d.iii.1 Perimeter fence-line sprinkler system -

IX.d.iv Landscaping  
IX.d.iv.1 Common grounds -

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

IX.e New Business  
IX.e.i

X New Actions:

Assigned	Action	Due Date	Status

X.a Website  
X.b Other Topics

XI **Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

Motion to:

<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

Motion to:

<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

XI.a

Adjourn Regular Meeting: **8:51 pm**

<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

XI.b Proceed to Executive Session.

Adjournment Time: **8:53 pm**

<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

These Minutes were reviewed and approved by KWPOA BOD.

\_\_\_\_\_  
Geoff Folsie: 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--Handcarry 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	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>ret</del> <del>franchise</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	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

050

# KirbyWoods Property Owners Association Board of Directors Meeting

June 21+  
, 2023

