

KirbyWoods Property Owners Association Board of Directors Meeting

July 19, 2023

I Call to Order:

II Attendance: Is a quorum present?

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

III Visitors

| NAME | Discussion Topic(s) |
|------|---------------------|
| | |
| | |
| | |

IV Agenda

| Proposed Changes: | Accepted? |
|-------------------|-----------|
| None. | |
| | |
| | |
| | |

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

July 19, 2023

| Topic | Motion to Approve: | Second | Aye | Nay | Result |
|-------|--------------------|--------|-----|-----|--------|
| | | | | | |
| | | | | | |
| | | | | | |

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

| 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 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. Need bid to do work. | 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 |

| Assigned | Action | Due Date | Status |
|-----------------|---|----------|--------|
| | 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. Mark talked to 3 banks. Nothing above 1% except for long term CDs. | 1/18/23 | Open |
| Geoff Rob S. | Explore benches for tennis court with resurfacing Around \$1600 / bench. Hi density poly Will look at other options. Check 2x4basics store on amazon | 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. | 5/17/23 | Open |
| Kurt | Look into sprinkler head protection. Will install this sunday 6/25. | 6/21/23 | open |
| Rob S/Kurt | Investigate perimeter sprinkler system repair or replace. Talked to Irrigation Concepts. They want to dig up old one... table this. | 6/21/23 | open |
| Rob S/Kurt | Inspect fence along Old Kirby. | 6/21/23 | open |

| Assigned | Action | Due Date | Status |
|----------|---|----------|--------|
| | R&K walked from end to end. Rio Grande fence estimator walked with Rob. | | |
| Kelly | Provide new bids for pool contract. | 7/19/23 | 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 Website

IX.f New Business

-

IX.g Other Topics

X New Actions:

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

July 19, 2023

| Assigned | Action | Due Date | Status |
|----------|--------|----------|--------|
| | | | |

XI Business Meeting Record

Motion to:

| Motion to Approve | Second | Aye | Nay | Result |
|-------------------|--------|-----|-----|--------|
| | | | | |

Adjourn Regular Meeting:

| Motion | Second | Aye | Nay | Result |
|--------|--------|-----|-----|--------|
| | | | | |

XI.a Proceed to Executive Session.

Adjournment Time:

| Motion | Second | Aye | Nay | Result |
|--------|--------|-----|-----|--------|
| | | | | |

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 | <i>o--Handcarry Proxies / Request for Nominations</i> | <i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i> | |
| | 2 | o--Insurance quotes expected for Property & BoD Liability | | |
| | 3 | o--Elect new Directors. Elect Officers | | |
| | 4 | o--Notify HCMS of updated Roster of Directors and Officers | | |
| MAR | 1 | o--U/D Web site BoD list / signature authorities (HCMS & Bank) | Monthly Meeting | |
| | 2 | o-- Insurance quote expected for Flood | | |
| | 3 | o--Renew Insurance -- Property & BoD Liability | | |
| | 4 | o--Complete Fraud Risk Inquiry / Legal issues letter for Auditors | | |
| APR | 1 | | Monthly Meeting | |
| | 2 | o--Renew Flood Insurance | | |
| | 3 | o--Renew Electricity contract? | | |
| | 4 | | | |
| MAY | 1 | o--Renew Landscaping contract?? | Quarterly Meeting / HCMS support @ Meeting | |
| | 2 | | | |
| | 3 | | | |
| | 4 | | | |
| JUN | 1 | | Monthly Meeting | |
| | 2 | | | |
| | 3 | | | |
| | 4 | | | |
| JUL | 1 | | <i>Dues - Semiannual</i> 4th of July | |
| | 2 | | | |
| | 3 | | | |
| | 4 | | | |
| AUG | 1 | | Quarterly Meeting / HCMS support @ Meeting | |
| | 2 | | | |
| | 3 | | | |
| | 4 | | | |
| SEP | 1 | | Monthly Meeting | |
| | 2 | | | |
| | 3 | o--Request Treasurer to draft budget for following year. | | |
| | 4 | | | |
| OCT | 1 | o-- Auditor contract | Monthly Meeting - Review proposed budget for next year | |
| | 2 | o--HCMS completes IRS tax & W-9 franchise tax filings | | |
| | 3 | o--Verify tax filings completed by HCMS | | |
| | 4 | o--Submit Annual Budget to HCMS/Letter to Prop Owners on change | | |
| NOV | 1 | o--HCMS submits Mailout request to their contractor | Quarterly Meeting / HCMS support @ Meeting | |
| | 2 | | | |
| | 3 | | | |
| | 4 | o--Poll previous Directors on interest in running for election | | |
| DEC | 1 | | Monthly Meeting | |
| | 2 | o--Request HCMS issue Notice of Annual Meeting in Feb | | |
| | 3 | | | |
| | 4 | | | |

KirbyWoods Property Owners Association Board of Directors Meeting

July 19, 2023

