

KirbyWoods Property Owners Association Board of Directors Meeting

August 16, 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?

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

August 16, 2023

Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Monthly Meeting of May 23, 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 2023 Budget status
 - VIII.c.ii 2024 Budget

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. Rob S and Geoff will look at it.	11/16/22	Open

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Assigned	Action	Due Date	Status
Mark	<p>Figure out what it is worth to the KWPOA to have a sales tax exemption.</p> <p>Yes - Mark determined it was worth it and applied for a sales tax exemption with the State of TX</p> <p>Need to get 501c4 exemption. Mark is working on this.</p> <p>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.</p> <p>Mark meeting w/CPA on 7/20/23.</p>	6/21/23	Open
Geoff	<p>Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.</p> <p>Mark talked to 3 banks. Nothing above 1% except for long term CDs.</p> <p>Will go with Fidelity if CMS' bank can't meet percentage offered in email.</p>	1/18/23	Open
Rob S	<p>Evaluate the existing ligustrums and places for new ligustrums, as well as the sprinkler system needs to support.</p> <p>Have \$3500 quote from Bay Area to buy and plant 70 ligustrums.</p> <p>\$45 / plant for ligustrum</p> <p>Rob S. will get with Theo to count plants that need to be replaced.</p> <p>Wasting money if replace plants w/out replacing sprinkler system. Sprinkler replacement will be expensive. Recommend waiting until Aug/Sep to replace any plants.</p>	5/17/23	Open

Assigned	Action	Due Date	Status
Kurt	Look into sprinkler head protection. Will install soon. Pipes procured.	6/21/23	open
Rob S/Kurt	Inspect fence along Old Kirby. R&K walked from end to end. Rio Grande fence estimator walked with Rob. A few sections need replacing, pickets here and there, some rot boards. Alamo fence will replace for \$25/ft includes cap and crown.	6/21/23	open
Kelly	Provide new bids for pool contract. Need better scope of current contract. One bid at 150% increase.	7/19/23	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. Will table until next year.	4/19/23	Closed
Rob S/Kurt	Investigate perimeter sprinkler system repair or replace. Talked to Irrigation Concepts. They want to dig up old one... table this. Cost prohibitive, will not peruse fixing this year.	6/21/23	open

IX.c Contracts

IX.c.i Pool maintenance contract

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IX.c.ii Landscaping contract

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IX.d Common Areas

IX.d.i Clubhouse

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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 Pool Issues

-

IX.e Website

-

IX.f New Business

-

IX.g Other Topics

X New Actions:

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:

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Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Folse: 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		Monthly Meeting	
	2			
	3			
	4			
AUG	1		<i>Dues - Semiannual</i> 4th of July	
	2			
	3			
	4			
SEP	1		Quarterly meeting / HCMS support @ Meeting	
	2			
	3	o--Request Treasurer to draft budget for following year.		
	4			
OCT	1	o-- Auditor contract	Monthly Meeting	
	2	o--HCMS completes IRS tax & all 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	Monthly Meeting - Review proposed budget for next year	
	2			
	3			
	4	o--Poll previous Directors on interest in running for election		
DEC	1		Quarterly Meeting / HCMS support @ Meeting	
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3			
	4			
DEC	1		Monthly Meeting	
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3			
	4			
			Holiday Season	

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