

# KirbyWoods Property Owners Association Board of Directors Meeting

September 20, 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 <b>Associa Houston Community Management Services</b> 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 Aug 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*	<del>15</del> 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

- Move money from Reserve Account to the Operating Account. Amount of transfer will be determined during discussion.

VIII.c.i 2023 Budget status

VIII.c.ii 2024 Budget

**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
<p>Kelly</p> <p>Rob S.</p>	<p>Pump room electrical outlet repair. Need contractor.</p> <p>Need bid to do work.</p> <p>Rob S and Geoff will look at it.</p> <p>Outlet repair almost complete. Still need eves lights to be re-wired and tied to outside light timer. Rob S. to complete.</p>	<p>11/16/22</p>	<p>Open</p>
<p>Geoff</p>	<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> <p>Will go w/Fidelity at 4.9% variable rate.</p>	<p>1/18/23</p>	<p>Open</p>
<p>Rob S</p>	<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> <p>South main header repaired. Drip irrigation installed. More to do in the fall.</p>	<p>5/17/23</p>	<p>Open</p>

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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.  Rio Grande Fence will replace for \$29/ft +\$5/ft for teardown and haul. Includes cap and crown.	6/21/23	open
Mickie	Get numbers for mailboxes.	9/20/23	
Kelly	Get quotes for clubhouse insurance.	9/20/23	
Kelly/Mark	Closeout w/insurance company to get paid for repairs made.	9/20/23	
Rob S.	Put together action plan to get rid of common areas.	9/20/23	
Mark	Tree Trimming. Will assess which is most urgent to see if TLV will contribute to trimming along Kirby.	9/20/23	
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 persue fixing this year.	6/21/23	open

IX.c Contracts

IX.c.i Pool maintenance contract

IX.c.ii Landscaping contract

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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 Pool Issues

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IX.e Website

IX.f New Business

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IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status

Assigned	Action	Due Date	Status

**XI Business Meeting Record**

Motion to: **Approve the detailed 2024 budget and homeowner assessment. Include \$X to be transferred from Reserve to Operating per discussion above.**

Motion to Approve	Second	Aye	Nay	Result

Motion to: **Approve using Fidelity for the reserve account**

Motion to Approve	Second	Aye	Nay	Result

Motion to: **Approve the purchase of property/umbrella insurance and flood insurance for 2024.**

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.

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

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September 20, 2023

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Geoff Folse: President (2023)

Date



**Annex A: KWPOA BOD Annual Calendar**

**KWPOA Annual Calendar and Action List**

		<b>ACTIONS</b>	<b>Meetings</b>	<b>Events</b>
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		<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>all 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		<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

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