

KirbyWoods Property Owners Association Board of Directors Meeting

November 15, 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
	Nate Griffin Associa Houston Community Management Services (281) 545-1220 NGriffin@houcomm.com

III **Visitors**

NAME	Discussion Topic(s)

IV **Agenda**

Proposed Changes:	Accepted?

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

November 15, 2023

Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Monthly Meeting of Sept 20, 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	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
 - Discuss new collection policy to comply with HB886
 - Discuss approve capital reserve account
 - Discuss and vote on assessment schedule for 2024.

- 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
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> <p>Will go w/Fidelity at 4.9% variable rate.</p> <p>Account is set up but no money in it yet.</p>	1/18/23	<p>Open</p> <p>Will close when money is actually moved.</p>
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> <p>South main header repaired. Drip irrigation installed. More to do in the fall.</p> <p>Repairs completed along Kirby.</p> <p>Need to remove dead foliage along Kirby. Look into using funds from TLV.</p>	5/17/23	Open
Kurt	<p>Look into sprinkler head protection.</p> <p>Will install soon. Pipes procured.</p>	6/21/23	open

Assigned	Action	Due Date	Status
Rob S/Kurt	<p>Inspect fence along Old Kirby.</p> <p>R&K walked from end to end. Rio Grande fence estimator walked with Rob S.</p> <p>A few sections need replacing, pickets here and there, some rot boards.</p> <p>Rio Grande Fence will replace for \$29/ft +\$5/ft for teardown and haul. Includes cap and crown.</p> <p>Quote @ \$34/ft was for pine, not cedar and didn't include rot board. Cedar w/rot board will be ~\$50/ft.</p>	6/21/23	open
Mickie	<p>Get numbers for mailboxes.</p> <p>Almost finished with all. South end is complete.</p>	9/20/23	open
Kelly	Get quotes for clubhouse insurance.	9/20/23	Open Closed
Kelly/Mark	<p>Closeout w/insurance company to get paid for repairs made.</p> <p>Still working on this.</p>	9/20/23	open
Rob S.	Put together action plan to get rid of common areas.	9/20/23	open
Mark	<p>Tree Trimming. Will assess which is most urgent to see if TLV will contribute to trimming along Kirby.</p> <p>Get bid to remove hackberry trees that are overhanging on Kirby.</p> <p>BOD approved via email.</p>	9/20/23	closed

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

Sprinkler system status

IX.d.ii.1 Perimeter fence-line sprinkler system -

IX.d.iii Landscaping

IX.d.iii.1 Common grounds -

IX.d.iv Perimeter Fence

IX.d.v 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:

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>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Eled new Directors. Elect Officers	<i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i>	
	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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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 & HCMS 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		
	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

things to work next year (2024)

Geoff	Explore benches for tennis court with resurfacing	4/19/23	Closed
Rob S.	Around \$1600 / bench. Hi density poly Will look at other options. Check 2x4basics store on amazon. Will table until next year.		
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

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