1. **Call to Order:**
2. **Attendance: Is a quorum present?**

|  |  |
| --- | --- |
|  | Geoff Folse - President |
|  | Kurt Karlman – Vice President |
|  | Mark Sheridan – Treasurer |
|  | Theresa Horton - Director |
|  | Rob Sladek - Director |
|  | Mickie Dion - Director |
|  | Brian Walchuk - Director |
|  | Nate Griffin  Associa Houston Community Management Services  832-864-1200  [NGriffin@houcomm.com](mailto:NGriffin@houcomm.com) |

1. **Visitors**

|  |  |
| --- | --- |
| **NAME** | **Discussion Topic(s)** |
|  |  |
|  |  |
|  |  |
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1. **Agenda**

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| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Changes:** | | | | | **Accepted?** | |
| None | | | | |  | |
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|  | | | | |  | |
| **Topic** | **Motion to**  **Approve:** | **Second** | **Aye** | **Nay** | | **Result** |
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1. **Approval of Minutes for Meeting on 7/17/24**

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| --- | --- | --- | --- | --- |
| Proposed Changes: | | | Accepted? | |
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|  | | |  | |
| **Motion to Approve** | **Second** | **Aye** | **Nay** | **Result** |
|  |  |  |  |  |

1. **Calendars**
   1. Review BOD Annual Calendar (Annex A)
   2. Review Meeting Calendar for CY2024

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Date** | **Day** | **Week** |  | **Month** | **Date** | **Day** | **Week** |
| Jan | 17 | Wed | 3rd |  | Jul | 17 | Wed | 3rd |
| Feb\* | 21 | Wed | 3rd |  | Aug | 21 | Wed | 3rd |
| Mar | 20 | Wed | 3rd |  | Sep | 18 | Wed | 3rd |
| Apr | 17 | Wed | 3rd |  | Oct | 16 | Wed | 3rd |
| May | 15 | Wed | 3rd |  | Nov | 15 | Wed | 3rd |
| Jun | 19 | Wed | 3rd |  | Dec | 18 | Wed | 3rd |

1. **President’s Report**
   1. Executive Session Checklist

* + 1. Delinquencies
    2. Legal Issues
    3. Violations
    4. Performance Concerns

1. **Financial Report from Treasurer**
   1. Report presentation

Confirm clubhouse rentals have been switched from their account to HOA

* 1. Outstanding invoices
  2. Budget Presentation
     1. 2024 Budget status
     2. 2024 Budget

1. **Old Business/New Business**
   1. ACC – Report (Non-Executive)
   2. Action Items - Review/Update Old Actions (action items list).

| **Assigned** | **Action** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| Mark S / Mickie | 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.  Wasting money if replace plants w/out replacing sprinkler system. Sprinkler replacement will be expensive. Recommend waiting until Aug/Sep to replace any plants.  Need to remove dead foliage along Kirby. Look into using funds from TLV.  13 dead holly trees to replace. We have offer to install trees for free. Need to develop plan for where we want to clear landscape, work soil, and plant trees  Mickie presented the action plan to the board after her and Mark met with Barry Ward, Trees for Houston.  The action plan is a multiple step process to remove old ligustrum from fence line and replace with 100 trees on Kirby and 40 trees on Old Kirby. Trees are donated, however, we would be required to upgrade our current sprinkler system.  We need to decide if we are willing to incur this expense to upgrade the sprinkler system. They are going to come up with a spreadsheet to show the comparison costs of a Plan A keeping things the same and just replanting ligustrum and a Plan B removing existing plants, upgrading sprinkler system and planting new trees. | 5/17/23 | Open |
| Mark/Mickie/Pam | Action plan to replace shrubs on Kirby Road.  Asking for approval to replace sprinkler system on Kirby Road for a cost of $9,000 and removal of dead shrubs and trees along Kirby for a cost of $4,900. Total $13,900. Approved spending $20,500 in June for this project with the expectation of a $7000 reimbursement from TLV. | 6/19/24 | Open |
| Rob S | Front water system issues:  South main header repaired. Drip irrigation installed. More to do in the fall.  Repairs completed along Kirby.  Most fixed but new leak at entrance water meter.  On hold since assumed to be addressed by sprinkler system installation. | 4/30/24 | Hold |
| Kurt | Look into sprinkler head protection.  Will install soon. Pipes procured. | 6/21/23 | open |
| Nate / Geoff | Get quotes for clubhouse insurance. Still looking at quotes.  Will get quotes from Hinrich Ins Group early next year. (12/20/23)  1/17/24 - Mickie has quote from Hinrichs. Does not include wind and hail. Need to compare to current policy. Will send to BOD for review.  Recommended not to switch insurers mid-policy. Wind & hail will still be a problem.  Nate to get quotes through Associa as well as Hinrichs and the other company approached. Geoff to provide other contacts. | 8/20/24 | Open |
| Rob S. | Put together action plan to get rid of common areas. Consider posting a FB survey. | 9/20/23 | open |
| Geoff | Fence replacement complete.  Waiting on contractor to fix broken gate | 5/15/24 | open |
| Rob | Find receipt for South pool light fixture  Light Fixture is no longer under warranty  Recommend replacing light fixture in pool for $1310.00  Pool company believe wiring in junction box is incorrect – wires to light were cut. Rob to inspect. | 4/17/24 | Open |
| Rob | Replace pump & pool light circuit with GFCI (3rd, 9th, & 10th breakers from top). Label breakers. Repair cable for pool pump. Need to change the key for the breakers. | 5/15/24 | Open |
| Mark | Franchise Tax Filing – Accounting is working on this | 5/15/24 | Open |
| Geoff | A/C Unit in Club House. Joe Perry volunteered to meet with contractor. | 6/19/24 | Open |
| Geoff | Fence Repair. Need to get bids and approve/publish spec. Approved spending $12,000 at no more than $41/lft in July. | 6/19/24 | Open |
| Rob | Develop checklist for hurricane and winterization for common areas. | 7/17/24 | Open |
| Nate | Acquire bids for pool contract | 7/17/24 | Open |
| Nate | Provide budget proposal for 2025 | 7/17/24 | Open |
| Nate | Have Associa representative replace the old accounting rep on the Fidelity Account and set up connection with Operating account so that we can transfer funds | 7/17/24 | Open |

* 1. Contracts –
     1. Pool maintenance contract
     2. Landscaping contract –
  2. Common Areas
     1. Clubhouse –
     2. Tennis Courts
     3. Sprinkler system status
     4. Landscaping -
     5. Perimeter Fence –
     6. Pool Issues –
  3. Website
  4. New Business
  5. Other Topics

1. New Actions:

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

1. **Business Meeting Record**

Motion to:

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

Motion to:

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

Adjourn Regular Meeting

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

* 1. Proceed to Executive Session.

Adjournment Time:

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

These Minutes were reviewed and approved by KWPOA BOD.

|  |  |
| --- | --- |
|  |  |
|  | Date |

**Annex A: KWPOA BOD Annual Calendar**



