

KirbyWoods Property Owners Association Board of Directors Meeting

September 18, 2024

I Call to Order:

II Attendance: Is a quorum present?

	Geoff Folsie - 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

III Visitors

NAME	Discussion Topic(s)

IV Agenda

Proposed Changes:	Accepted?
None	

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Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Meeting on 8/21/24

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 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

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

VIII Financial Report from Treasurer

VIII.a Report presentation

Confirm clubhouse rentals have been switched from their account to HOA

VIII.b Outstanding invoices

VIII.c Budget Presentation

VIII.c.i 2025 Budget status

VIII.c.ii 2025 Budget

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

IX.b Action Items - Review/Update Old Actions (action items list).

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Assigned	Action	Due Date	Status
Mark S / Mickie	<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>Need to remove dead foliage along Kirby. Look into using funds from TLV.</p> <p>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</p> <p>Mickie presented the action plan to the board after her and Mark met with Barry Ward, Trees for Houston.</p> <p>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.</p> <p>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.</p>	5/17/23	Open

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Mark/Mickie/ Pam	<p>Action plan to replace shrubs on Kirby Road.</p> <p>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.</p>	6/19/24	Open
Rob S	<p>Front water system issues:</p> <p>South main header repaired. Drip irrigation installed. More to do in the fall.</p> <p>Repairs completed along Kirby.</p> <p>Most fixed but new leak at entrance water meter.</p> <p>On hold since assumed to be addressed by sprinkler system installation.</p>	4/30/24	Hold
Kurt	<p>Look into sprinkler head protection.</p> <p>Will install soon. Pipes procured.</p>	6/21/23	open
Nate / Geoff	<p>Get quotes for clubhouse insurance. Still looking at quotes.</p> <p>Will get quotes from Hinrich Ins Group early next year. (12/20/23)</p> <p>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.</p> <p>Recommended not to switch insurers mid-policy. Wind & hail will still be a problem.</p> <p>Nate to get quotes through Associa as well as Hinrichs and the other company approached. Geoff to provide other contacts.</p>	8/20/24	Open
Rob S.	<p>Put together action plan to get rid of common areas.</p> <p>Consider posting a FB survey.</p>	9/20/23	open

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Assigned	Action	Due Date	Status
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 (3 rd , 9 th , & 10 th 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/ft 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

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.iv Landscaping -

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IX.d.v Perimeter Fence –
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

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.

_____ Date

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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 and franchise 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		<i>Quarterly Meeting / HCMS support @ Meeting</i>	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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