

KirbyWoods Property Owners Association Board of Directors Meeting

December 18, 2024

I Call to Order:

II Attendance: Is a quorum present?

	Geoff Folsie - President
	Kurt Karlman – Vice President
	Mark Sheridan – Treasurer
	Theresa Horton - Secretary
	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?

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Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Meeting on November 20, 2024

Proposed Changes:

Accepted?

None					
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	20	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

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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Assigned	Action	Due Date	Status
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 (after receiving \$7500 grant from TLV) and removal of dead shrubs and trees along Kirby for a cost of \$8,600. Total \$17,600. Approved spending \$20,500 in June for this project after a \$7500 reimbursement from TLV.</p>	6/19/24	Open
Kurt	<p>Look into sprinkler head protection.</p> <p>Pipes procured; waiting for cooler weather.</p>	6/21/23	open
Nate	<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> <p>Quotes are USLI/ARS \$7200 & AIAI \$9,249</p> <p>Nate to check on payment for umbrella insurance</p>	8/20/24	Open
Rob S.	<p>Put together action plan to get rid of common areas. Consider posting a FB survey.</p>	9/20/23	open
Rob	<p>Fence replacement complete.</p> <p>Waiting on contractor to fix broken gate- Contractor is out. Rob working on fixing</p>	5/15/24	open
Geoff	<p>Light Fixture is no longer under warranty</p> <p>Recommend replacing light fixture in pool for \$1310.00</p>	4/17/24	Open

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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
Geoff	Fence Repair. Need to get bids and approve/publish spec. Approved spending \$12,000 at no more than \$41/lft in July. Replaced with \$26,000 to include entire South park fence without topper.	6/19/24	Open
Rob	Develop checklist for hurricane and winterization for common areas.	7/17/24	Open
Rob	Replace tennis court light timer and junction box. It is temporarily put back together from Beryl. One of the lights is out on the Tennis Court, Jerry Horton said that the Fire Station could possibly bring the Fire Truck over to use the ladder truck to assist in replacing the light. Light is covered by warranty, however labor quote is \$1,500.	11/20/24	Open
Rob	Revisit Landscaping contract for 2025 with removed plants and new trees, They are not edging and fulfilling some of the items covered in contract	1/20/24	Open
Mark	501c-4: Tax-exempt status will cost \$5500 with a potential adder of \$5000 charge from the IRS, but CPA has been historically successful at getting waived. Estimate savings of \$3,000/yr + fence tax. Consider in 2025 after TLV grant is received.	12/18/24	Hold
Theresa	Review pool rental contract for possible updates and propose rental fee increase	12/18/24	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 –

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IX.d.iv Landscaping -

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

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting at

Motion	Second	Aye	Nay	Result

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XI.a Proceed to Executive Session at
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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