

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

March 19, 2025

- I      **Call to Order:**
- II     **Attendance: Is a quorum present?**

	Geoff Folse - President
	Brian Walchuk – Vice President
	Rob Sladek – Treasurer
	Rob Adams - Secretary
	Theresa Horton - Director
	Pamela Perry - Director
	Mike Peirsol - Director
	Nate Griffin Associa Houston Community Management Services 832-864-1200 <a href="mailto:NGriffin@houcomm.com">NGriffin@houcomm.com</a>

- 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 January 15 & Feb 19, 2025**

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

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 CY2025

Month	Date	Day	Week		Month	Date	Day	Week
Jan	15	Wed	3rd		Jul	16	Wed	3rd

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Feb	19	Wed	3rd		Aug	20	Wed	3rd
Mar	19	Wed	3rd		Sep	17	Wed	3rd
Apr	16	Wed	3rd		Oct	15	Wed	3rd
May	21	Wed	3rd		Nov	19	Wed	3rd
Jun	18	Wed	3rd		Dec	17	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>Sprinkler system is now complete. Awaiting drawings/schematic from installer. Still have not paid the final invoice.</p> <p>There are still trees that need to be planted</p> <p>Awaiting maintenance plan on care of trees</p>	3/19/25	Open
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> <p>Trees for Houston said project should be complete by End of Year. As of 12/18 had not seen any further work complete.</p> <p>Determined that 33 crepe mertels need to be trimmed. We have contacted Centerpoint to see about trimming trees that are impeding on power lines.</p> <p>Sprinkler system has been installed and is operating</p>	3/19/25	Open
Kurt	<p>Look into sprinkler head protection.</p> <p>Pipes procured; waiting for cooler weather.</p>	5/21/25	open
Rob S.	<p>Put together action plan to get rid of common areas. Consider posting a FB survey.</p>	3/20/25	open
Rob S.	<p>Fence replacement complete.</p> <p>Waiting on contractor to fix broken gate- Contractor is out. Rob to fix.</p>	2/15/25	open
Geoff	<p>Light Fixture is no longer under warranty</p> <p>Recommend replacing light fixture in pool for \$1310.00.</p> <p>There is a wiring issue for the south light that needs to be repaired.</p>	3/20/25	Open

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Assigned	Action	Due Date	Status
Rob	Replace pump & pool light circuit with GFCI (3 <sup>rd</sup> , 9 <sup>th</sup> , & 10 <sup>th</sup> breakers from top). Label breakers. Repair cable for pool pump. Need to change the key for the breakers.	1/15/25	Open
Rob	Develop checklist for hurricane and winterization for common areas. Possibly close pool/clubhouse for winterization. Hurricane checklist still pending	1/15/25	Open
Geoff	One Tennis Court Light is out. Light is covered by warranty, however labor quote is \$1,500. This is on hold until we can further investigate, as light came on after sitting for a few minutes...maybe electrical not bulb.  Will order bulb and replace on own. Requires replacement of fixture instead of just changing the bulb. Fixture is no longer made but can get something similar for \$260.	2/20/25	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. Contract expires in February	2/28/25	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.	3/1/25	Hold
Theresa	Review pool rental contract for possible updates and propose rental fee increase	1/18/25	Closed
Rob	Winterize clubhouse and pool and to close for the months of Jan, Feb, March. Will post sign indicating they are closed for Winter Season.  Pool company turned water back on – need to adjust checklist to not have any faucets open.	1/31/25	Open

IX.c Contracts –

IX.c.i Pool maintenance contract –

IX.c.ii Landscaping contract –

IX.d Common Areas

IX.d.i Clubhouse –

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IX.d.ii Tennis Courts –

IX.d.iii Sprinkler system status –

IX.d.iv Landscaping -

IX.d.v Perimeter Fence – Need to start getting bids so we can start Phase 2

IX.d.vi Pool Issues

IX.e Website – Host Gator sent email for us to pay for Kirbywoods.com.

IX.f New Business – BOI report for Corporate Transparency Act

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

XI.a Proceed to Executive Session at

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

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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)		Dues - Semiannual
	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 o--Handcarry Proxies / Request for Nominations		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Elect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	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	Quarterly Meeting / HCMS support @ Meeting	
	4		Memorial Day
JUN	1		
	2		
	3	Monthly Meeting	
	4		
JUL	1		Dues - Semiannual
	2		4th of July
	3	Monthly Meeting	
	4		
AUG	1		
	2		
	3	Quarterly Meeting / HCMS support @ Meeting	
	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 & 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	Quarterly Meeting / HCMS support @ Meeting	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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