

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<br>Associa Houston Community Management Services<br>832 - 864 - 1200<br><a href="mailto:NGriffin@houcomm.com">NGriffin@houcomm.com</a> |

III     **Visitors**

| NAME | Discussion Topic(s) |
|------|---------------------|
|      |                     |
|      |                     |
|      |                     |
|      |                     |

IV     **Agenda**

| Proposed Changes: | Accepted? |
|-------------------|-----------|
|                   |           |
|                   |           |
|                   |           |

| Topic | Motion to Approve: | Second | Aye | Nay | Result |
|-------|--------------------|--------|-----|-----|--------|
|       |                    |        |     |     |        |
|       |                    |        |     |     |        |
|       |                    |        |     |     |        |

V      **Approval of Minutes for Meeting on January 15, Feb 19, and March 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  |
| Feb   | 19   | Wed | 3rd  |  | Aug   | 20   | Wed | 3rd  |
| Mar   | 19   | Wed | 3rd  |  | Sep   | 17   | Wed | 3rd  |
| Apr   | 23   | 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).

| Assigned         | Action  | Due Date | Status |
|------------------|---|----------|--------|
| Rob S.           | Put together action plan to get rid of common areas. Consider posting a FB survey.  | 3/20/25  | open   |
| Rob S. /<br>Mike | Fence replacement complete.<br>Waiting on contractor to fix broken gate-<br>Contractor is out. Rob to fix during<br>neighborhood improvement day.   | 2/15/25  | Open   |
| Geoff            | Light Fixture is no longer under warranty<br>Recommend replacing light fixture in pool for<br>\$1310.00. There is a wiring issue for the south<br>light that needs to be repaired.  | 3/20/25  | Open   |
| Rob S.           | Replace pump & pool light circuit with GFCI (3 <sup>rd</sup> ,<br>9 <sup>th</sup> , & 10 <sup>th</sup> breakers from top). Label breakers.<br>Repair cable for pool pump. Need to change the<br>key for the breakers.<br><br>Will work on Sat, Neighborhood Improvement<br>day. | 1/15/25  | Open   |
| Rob S.           | Develop checklist for hurricane and winterization<br>for common areas. Possibly close<br>pool/clubhouse for winterization. Hurricane<br>checklist still pending   | 1/15/25  | Open   |

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

May 21, 2025

| Assigned                                      | Action  | Due Date | Status |
|---|---|----------|--------|
| Rob S / Mike                                  | <p>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.</p> <p>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.</p> <p>Fixture in Rob's garage</p> | 2/20/25  | Open   |
| <del>Rob S.</del><br>Pam will take this over. | <p>Revisit Landscaping contract for 2025 with removed plants and new trees,</p> <p>They are not edging and fulfilling some of the items covered in contract. Contract expires in February</p>   | 2/28/25  | Open   |
| Brian   | 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   | Open   |
| Rob S.  | Review pool rental contract for possible updates and propose rental fee Increase. Needs to be posted, shifting to Rob S.  | 1/18/25  | Open   |
| Rob S.  | <p>Winterize clubhouse and pool and to close for the months of Jan, Feb, March. Will post sign indicating they are closed for Winter Season.</p> <p>Pool company turned water back on - need to adjust checklist to not have any faucets open.</p>  | 1/31/25  | Open   |
| Geoff   | Set up Board Overview for new members   | 5/21/25  | Open   |
| Pam   | Modify letter sent with billing to be more descriptive  | 9/17/25  | Open   |

| Assigned     | Action   | Due Date | Status |
|--------------|--|----------|--------|
| Mike / Geoff | Get quotes for remainder of park fence. Geoff to send spec and contractor info | 4/23/25  | 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 –
    -
  - IX.d.v    Perimeter Fence –
  - IX.d.vi   Pool Issues
- IX.e        Website –
- IX.fNew 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

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

XI.a Proceed to Executive Session at  
Adjournment Time:

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

These Minutes were reviewed and approved by KWPOA BOD.

Date



# KirbyWoods Property Owners Association Board of Directors Meeting

May 21, 2025

## Annex A: KWPOA BOD Annual Calendar

| KWPOA Annual Calendar and Action List |   |   |  |
|---------------------------------------|---|---|--|
|                                       |   | ACTIONS   | Meetings   |
| JAN                                   | 1 | o--Mail Notice of Annual Meeting in Feb (30 day notice)           |  |
|                                       | 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 | <b>o--Handcarry Proxies / Request for Nominations</b>             |  |
|                                       | 2 | o--Insurance quotes expected for Property & BoD Liability         |  |
|                                       | 3 | o--Eled new Directors. Elect Officers                             | <b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</b> |
|                                       | 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  |  |
|                                       | 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 |   |  |
|                                       | 2 |   |  |
|                                       | 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 & <del>W-9 franchise tax filings</del>  |  |
|                                       | 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   |  |
| 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    | Thanksgiving   |
| DEC                                   | 1 |   |  |
|                                       | 2 | o--Request HCMS issue Notice of Annual Meeting in Feb             |  |
|                                       | 3 |   | Monthly Meeting  |
|                                       | 4 |   | Holiday Season   |

# KirbyWoods Property Owners Association Board of Directors Meeting

May 21, 2025

