

# KirbyWoods Property Owners Association Board of Directors Meeting

June 18, 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?

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

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<b>Topic</b>	<b>Motion to Approve:</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

**V Approval of Minutes for Meeting on May 21, 2025**

Proposed Changes:	Accepted?

<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

Proposed Changes:	Accepted?

<b>Motion to Approve</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Result</b>

**VI Calendars**  
VI.a Review BOD Annual Calendar (Annex A)  
VI.b Review Meeting Calendar for CY2025

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Week</b>
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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

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Assigned	Action	Due Date	Status
Rob S. / Mike	Fence replacement complete. Waiting on contractor to fix broken gate- Contractor is out. Rob to fix during neighborhood improvement day.	2/15/25	Open
Geoff	Light Fixture is no longer under warranty Recommend replacing light fixture in pool for \$1310.00. There is a wiring issue for the south light that needs to be repaired.	3/20/25	Open
Rob S.	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.  Will work on Sat, Neighborhood Improvement day.	1/15/25	Open
Rob S.	Develop checklist for hurricane and winterization for common areas. Possibly close pool/clubhouse for winterization. Hurricane checklist still pending	1/15/25	Open
Rob S / Mike	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.  Fixture in Rob S's garage	2/20/25	Open
<del>Rob S.</del> Pam will take this over.	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

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Assigned	Action	Due Date	Status
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.  Brian presented requirements to claim this status. It's unlikely that the POA will align with these requirements, but Brian and Mark will continue to explore this option.	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.	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
Geoff	Set up Board Overview for new members.  Will present approx 6:30, 30min before meeting start.	5/21/25	Open
Pam	Modify letter sent with billing to be more descriptive	9/17/25	Open
Mike / Geoff	Get quotes for remainder of park fence. Geoff to send spec and contractor info  BOD members to look at perimeter fence and provide suggestions.	4/23/25	Open
Brian to make list	Inquire about general signage reminding people about keeping neighborhood nice, e.g., "Keep trash cans stored", etc. Make a list of signs we'd like. Talk to Robyn.	6/18/25	Open

IX.c Contracts -

IX.c.i Pool maintenance contract - NTR

IX.c.ii Landscaping contract - NTR

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 -
    - 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: 8:11

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

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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.

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Date

**Annex A: KWPOA BOD Annual Calendar**

**KWPOA Annual Calendar and Action List**

		<b>ACTIONS</b>	<b>Meetings</b>	<b>Events</b>
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	<b><i>o--Handcarry Proxies / Request for Nominations</i></b>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<b><i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i></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		TLV Annual Picnic
	3	o--Renew Electricity contract?	Monthly Meeting	
	4			
MAY	1	o--Renew Landscaping contract??		
	2			
	3		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	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		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	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>state</del> state 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		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	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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