

# KirbyWoods Property Owners Association Board of Directors Meeting

September 17, 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?

Topic	Motion to Approve:	Second	Aye	Nay	Result

**V Approval of Minutes for Meeting on Aug 20, 2025**

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).

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
Rob S.	Put together action plan to get rid of common areas. Consider posting a FB survey.	3/20/25	open
Rob S. / Mike	Fence replacement complete. Waiting on contractor to fix broken gate- Contractor is out. Rob to fix during neighborhood improvement day.  Gate was repaired early June. Top hinge is broken and gate will not swing.	2/15/25	Open

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

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Assigned	Action	Due Date	Status
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 winterizing for common areas. Possibly close pool/clubhouse for winterizing. 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 – scheduled for July 12 (\$175 with 8hr/day allowance)	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
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
Pam	Modify letter sent with billing to be more descriptive.  Rob A. to add link on website to Assessment delinquency Agreement regarding payments.	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
Geoff	Set up meeting with lawyer. Rest of BOD to develop list.	7/25/25	Open
Nate	Run bylaws through Associa to determine if bylaws need updating	8/20/25	Open
Pam to contact Theo	GFCI issue on front entrance lighting	8/20/25	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 –

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- IX.d.vi Pool Issues -
- IX.d.vii Website -

- X New Business -**  
X.a  
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**XI New Actions:**

Assigned	Action	Due Date	Status

**XII Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting:

Motion	Second	Aye	Nay	Result

XII.a Proceed to Executive Session at

Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

Date

**Annex A: KWPOA BOD Annual Calendar**

<b>KWPOA Annual Calendar and Action List</b>			
	<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--Eled 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>W-9</del> 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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