

# KirbyWoods Property Owners Association Board of Directors Meeting

November 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  |
|  | Cathalin Leija<br>Associa Houston Community Management Services<br>832-864-1200 |

**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 Oct 15, 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> |
|-----------------|--|-----------------|---------------|
| Pam             | Develop checklist for hurricane and winterizing for common areas. Possibly close pool/clubhouse for winterizing. Hurricane checklist still pending | 1/15/25         | Open          |

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| 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's garage - scheduled for July 12 (\$175 with 8hr/day allowance)</p> | 2/20/25  | 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   |
| Mike / Geoff | <p>Get quotes for remainder of park fence. Geoff to send spec and contractor info</p> <p>BOD members to look at perimeter fence and provide suggestions.</p>   | 4/23/25  | Open   |
| Cathalin     | Run bylaws through Associa to determine if bylaws need updating  | 8/20/25  | Open   |
| Rob S.       | Replace lightbulbs in pool room, eves and 2 flood lights on pool   | 11/19/25 | 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 -

IX.d.vi Pool Issues -

IX.d.vii Website -

**X New Business -**

X.a

- 

**XI New Actions:**

| Assigned | Action | Due Date | Status |
|----------|--------|----------|--------|
|          |        |          |        |

**XII Business Meeting Record**

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 |
|--------|--------|-----|-----|--------|
|        |        |     |     |        |

XII.a Proceed to Executive Session at  
Adjournment Time:

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

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| 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**

| <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--Handcary 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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