

# KirbyWoods Property Owners Association Board of Directors Meeting

December 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
	Cathalin Leija Associa Houston Community Management Services 832 - 864 - 1200

**III Visitors**

NAME	Discussion Topic(s)
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**IV Agenda**

Proposed Changes:	Accepted?

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

December 17, 2025

Topic	Motion to Approve:	Second	Aye	Nay	Result

**V Approval of Minutes for Meeting on Nov 19, 2025**

Proposed Changes:

Accepted?

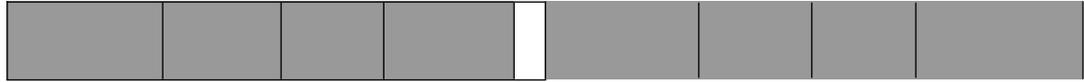
Motion to Approve	Second	Aye	Nay	Result

**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).

Assigned	Action	Due Date	Status
Pam	Develop checklist for hurricane and winterizing for common areas. Possibly close pool/clubhouse for winterizing. Hurricane checklist still pending  Drafted	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> <p>To be installed Friday (11/21)</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 light bulbs 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 -

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 -

- Hosting and payment discussion

**X New Business -**

- X.a
- Tree trimming

**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

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XII.a Proceed to Executive Session at  
Adjournment Time:

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

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>	
<b>JAN</b>	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		
<b>FEB</b>	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		
<b>MAR</b>	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		
<b>APR</b>	1			
	2	o--Renew Flood Insurance		
	3	o--Renew Electricity contract?	Monthly Meeting	
	4			
<b>MAY</b>	1	o--Renew Landscaping contract??		
	2			
	3		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	4		Memorial Day	
<b>JUN</b>	1			
	2			
	3		Monthly Meeting	
	4			
<b>JUL</b>	1		<i>Dues - Semiannual</i>	
	2		4th of July	
	3			
	4		Monthly Meeting	
<b>AUG</b>	1			
	2			
	3		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	4			
<b>SEP</b>	1		Labor Day	
	2			
	3	o--Request Treasurer to draft budget for following year.	Monthly Meeting	
	4			
<b>OCT</b>	1	o-- Auditor contract		
	2	o--HCMS completes IRS tax & <del>tax</del> <del>franchise</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	
<b>NOV</b>	1	o--HCMS submits Mailout request to their contractor		
	2			
	3		<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	4	o--Poll previous Directors on interest in running for election	Thanksgiving	
<b>DEC</b>	1			
	2	<del>o--Request HCMS Issue Notice of Annual Meeting in Feb</del>		
	3		Monthly Meeting	
	4		Holiday Season	

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