

# KirbyWoods Property Owners Association Board of Directors Meeting

January 21, 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 Leyla De La Cruz (Leyla.Cruz@houcomm.com) Associa Houston Community Management Services 832 - 864 - 1200

**III Visitors**

NAME	Discussion Topic(s)

**IV Agenda**

Proposed Changes:	Accepted?

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

January 21, 2025

Topic	Motion to Approve:	Second	Aye	Nay	Result

**V Approval of Minutes for Meeting on Dec 17, 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 CY2026

Month	Date	Day	Week	Month	Date	Day	Week
Jan	21	Wed	3rd	Jul	15	Wed	3rd
Feb*	11	Wed	2nd	Aug	19	Wed	3rd
Mar	18	Wed	3rd	Sep	16	Wed	3rd
Apr	15	Wed	3rd	Oct	21	Wed	3rd
May	20	Wed	3rd	Nov	18	Wed	3rd
Jun	17	Wed	3rd	Dec	16	Wed	3rd

\*Annual meeting 2/11/26

# KirbyWoods Property Owners Association Board of Directors Meeting

January 21, 2025

**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  Template completed,  Put link on webpage with links to Texas resources (Rob A.)	1/15/25	Open

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

January 21, 2025

Assigned	Action	Due Date	Status
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> <p>Pool will close on 1/1/25 until end of March. Post closure on website and Facebook (Rob A./Teresa)</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
Rob S.	Need electrical work done on tennis court. Wiring is not up to par and could be a safety issue.	1/21/26	Open
Unassigned  Rob S. will help the lead	<p>Draft a solar panel policy</p> <ul style="list-style-type: none"> <li>will include 3<sup>rd</sup> party review of calculations.</li> </ul>	3/18/26	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 –

# KirbyWoods Property Owners Association Board of Directors Meeting

January 21, 2025

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
  - Need to put account under different name or credit card.
  - Maybe a direct draft from bank
  - Wait until accounts are switch to Pacific Premier Bank

## 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

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

---

January 21, 2025

Adjourn Regular Meeting:

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

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.

---

Date

# KirbyWoods Property Owners Association Board of Directors Meeting

January 21, 2025

## Annex A: KWPOA BOD Annual Calendar

### KWPOA Annual Calendar and Action List

		ACTIONS	Meetings	Events
JAN	1	o--Mail Notice of Annual Meeting in Feb (30 day notice)		<i>Dues - Semiannual</i>
	2	(Notice includes request for nominations)		
	3	<del>o--Review Annual Minutes / Financial Statement</del>	<del>Monthly Meeting - Preparation for Annual Meeting</del>	
	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>state</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

# KirbyWoods Property Owners Association Board of Directors Meeting

January 21, 2025

