

# KirbyWoods Property Owners Association Board of Directors Meeting

April 15, 2026

**I Call to Order:**

**II Attendance: Is a quorum present?**

	President	Dustin Kneese
	Vice President	Bobby Gardner
	Treasurer	Pamela Perry
	Secretary	Rob Adams
	Director #1	Robin Cortinas
	Director #2	<i>Position Open</i>
	Director #3	Mike Peirsol
	Associa Representative	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**

April 15, 2026

Topic	Motion to Approve:	Second	Aye	Nay	Result

**V Approval of Minutes for Meeting on March 18, 2026**

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

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Jun	17	Wed	3rd		Dec	16	Wed	3rd
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\*Annual meeting 2/11/26

## 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.i Report
- VIII.a.ii Outstanding invoices
- VIII.a.iii Budget Presentation
- VIII.a.iv 2025 Budget status
- VIII.a.v 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

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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
Rob S. Bobby	<p>Replace light bulbs in pool room, eves and 2 flood lights on pool.</p> <p>Eves complete</p> <p>Flood lights are burned out.</p> <p>Pump room light needs replaced.</p>	11/19/25	Open
Rob S.	<p>Need electrical work done on tennis court. Wiring is not up to par and could be a safety issue.</p> <p>Money was approved in prior meeting. Rob S will work this.</p>	1/21/26	Open
Pam 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>	5/20/26	Open
Bobby	Investigate pool light repair or replace	4/15/26	Open
Rob A.	Add to website that KWPOA was granted \$7500 to go toward the fence replacement.	4/15/26	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 –

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 from Pacific Premier Bank

**X New Business -**

Pool keys

Associa accounting issues

- 

Representation and communication on board

- Rob A. to s/u access for emails - **complete**

BOD Areas of coverage

Mailboxes

Neighborhood day and participation increase

**XI New Actions:**

Assigned	Action	Due Date	Status

**XII Business Meeting Record**

Motion to:

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

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April 15, 2026

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

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.

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Date

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## 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 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 <del>o--Handcary Proxies / Request for Nominations</del>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Eled new Directors. Elect Officers	<b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</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		
<del>APR</del>	1		
	2 <del>o--Renew Flood Insurance</del>		<del>TLV Annual Picnic</del>
	3 <del>o--Renew Electricity contract?</del>	<del>Monthly Meeting</del>	
	4		
MAY	1 o--Renew Landscaping contract??		
	2		
	3	<b>Quarterly Meeting / HCMS support @ Meeting</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>Quarterly Meeting / HCMS support @ Meeting</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>prop</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
NOV	1 o--HCMS submits Mailout request to their contractor		
	2		
	3	<b>Quarterly Meeting / HCMS support @ Meeting</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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