

# KirbyWoods Property Owners Association Board of Directors Meeting

May 20, 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	Mark Sheridan
	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**

May 20, 2026


Topic	Motion to Approve:	Second	Aye	Nay	Result

V **Approval of Minutes for Meeting on April 15, 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

# KirbyWoods Property Owners Association Board of Directors Meeting

May 20, 2026

May	20	Wed	3rd		Nov	18	Wed	3rd
Jun	17	Wed	3rd		Dec	16	Wed	3rd

\*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
  - VII.a.v Misc

## 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
Rob S.  Mike will follow up w/Rob S	Need electrical work done on tennis court. Wiring is not up to par and could be a safety issue.  Money was approved in prior meeting. Rob S will work this.	1/21/26	Open

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

May 20, 2026

Assigned	Action	Due Date	Status
Pam Rob S. will help	Draft a solar panel policy <ul style="list-style-type: none"> <li>will include 3<sup>rd</sup> party review of calculations.</li> </ul>	5/20/26 After the fence is complete.	Open
Bobby	Investigate pool light repair or replace.  Bobby has light and gasket, but fixing it is beyond his comfort level to fix on his own.  Robin has 2 estimates to complete the repair. (see motions below)	4/15/26	Open
Pam	Review contracts for renewal dates	5/20	open
Mike	Need to have roof checked	5/20	open
Mike	Work with Rob S.		
Leyla	Will get more estimates on staining and sealing fence	5/20	open
Rob A.	Talk w/Rob S. about setting up autopayment for website and domain now that bank account transfer is complete	5/20	open
Bobby	Investigate other dog parks regarding signage	5/20/26	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 -**

•

**XI New Actions:**

Assigned	Action	Due Date	Status

**XII Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

**XIII Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

# KirbyWoods Property Owners Association Board of Directors Meeting

---

May 20, 2026

Adjourn Regular Meeting:

Motion	Second	Aye	Nay	Result

XIII.a Proceed to Executive Session at  
Adjournment Time: 8:47

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

---

Date

# KirbyWoods Property Owners Association Board of Directors Meeting

May 20, 2026

## 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		
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>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>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>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

# KirbyWoods Property Owners Association Board of Directors Meeting

May 20, 2026

