

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	Robyn 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?

Topic	Motion to Approve:	Second	Aye	Nay	Result

V **Approval of Minutes for Meeting on July 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
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 (high level, specifics deferred to executive session)

VII.a Executive Session Checklist

VII.a.i.1 Delinquencies – specifics to be discussed in executive session

VII.a.i.2 Legal Issues –

VII.a.i.3 Violations – specifics to be discussed in executive session

VII.a.i.4 Performance Concerns

VII.a.i.5 Misc

- **Board needs to decide on proposed forward plan regarding abandoned residence. Could citing TLV violations on the property to encourage a sale of the property.**

VIII Financial Report from Treasurer

VIII.a.i Report

VIII.a.ii Outstanding invoices

VIII.a.iii Budget Presentation

VIII.a.iv 2026 Budget status

VIII.a.v 2026 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
Pam Rob S. will help	Draft a solar panel policy will include 3rd party review of calculations. Pam will have draft by fall	5/20/26 After the fence is compelt.	Open
Bobby Robyn	Investigate pool light repair or replace. Bobby has light and gasket, but fixing it is beyond his comfort level to fix on his own. Robyn has 2 estimates to complete the repair.	4/15/26	Open
Pam	Review contracts for renewal dates In progress.	5/20	open
Mike	Need to have roof checked Dustin, Mike and Bobby will work flashing. Shingles look good.	5/20	open
Leyla	Will get more estimates on staining and sealing fence	5/20	open
Rob A.	Talk w/Rob S. about setting up auto-payment for website and domain now that bank account transfer is complete.	5/20	open

Assigned	Action	Due Date	Status
Bobby	Investigate other dog parks regarding signage. Will look into insurance coverage. Insurance comes up for renewal Sept 25. Company will provide a quote near that time.	5/20/26	open
Leyla	New camera installed at entry	8/19	Open
Leyla	New bids from potential attorneys	8/19	Open
Leyla	Contact CenterPoint about the streetlights to be fixed.	8/19	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

Adjourn Regular Meeting:

Motion	Second	Aye	Nay	Result

XIII.a Proceed to Executive Session at
Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

Date

August 19, 2026

KWPOA Annual Calendar and Action List

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KirbyWoods Property Owners Association Board of Directors Meeting

August 19, 2026

