

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 August 19, 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

o

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 complete	Open
Pam Layla	Review contracts for renewal dates In progress.	5/20	open
Leyla	Will get more estimates on staining and sealing fence. Need more info to determine if sealing is worth it. Current bid is \$17K.	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. The Robs will work this out on 8/23/26	5/20	open
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.	Oct meeting.	open
Leyla	New bids from potential attorneys.	8/19/26	Open

Assigned	Action	Due Date	Status
Leyla	Contact CenterPoint about the streetlights to be fixed.	8/19/26	Open
Pam	Locks on poolhouse and equipment room need servicing or replacement. Pam will get estimates. Locks on bathroom need attenion	9/15/26	Open
Pam	Get estimates on fixing metal gate near pool. It's very rusted near the bottom.	9/15/26	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 -

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

September 16, 2026

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 reg'd: Continue w HCMS? 30day notice by 28th Jan		
FEB	1	<i>o--Handcarry Proxies / Request for Nominations</i>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i>	
	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		<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	4			Memorial Day
JUN	1			
	2			
	3		Monthly Meeting	
	4			
JUL	1			<i>Dues - Semiannual</i> 4th of July
	2			
	3		Monthly Meeting	
	4			
AUG	1			
	2			
	3		<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	4			
SEP	1			Labor Day
	2			
	3	<i>o--Request Treasurer to draft budget for following year.</i>	Monthly Meeting	
	4			
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & franchise 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		<i>Quarterly Meeting / HCMS support @ Meeting</i>	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

September 16, 2026

