KirbyWoods Property Owners Association
Board of Directors Meeting

November 18, 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	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 **October 21**, 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

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 Dustin/ Bobby	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. Will get a new timer for the lights and install.	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. Pam has draft and will send to Rob S.	5/20/26 After the fence is complete	Open
Leyla Pam	Will get more estimates on staining and sealing fence. Need more info to determine if sealing is worth it. Current bid is $17K. May be able to get a grant from TLV.	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 9/19/26. Rob A. talked with Rob S. Look into some other type of payment method, Paypal, venmo, check with Associa options are available.	5/20	open
Leyla	New bids from potential attorneys. Will review solicitations from two options on the table.	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 attention	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.

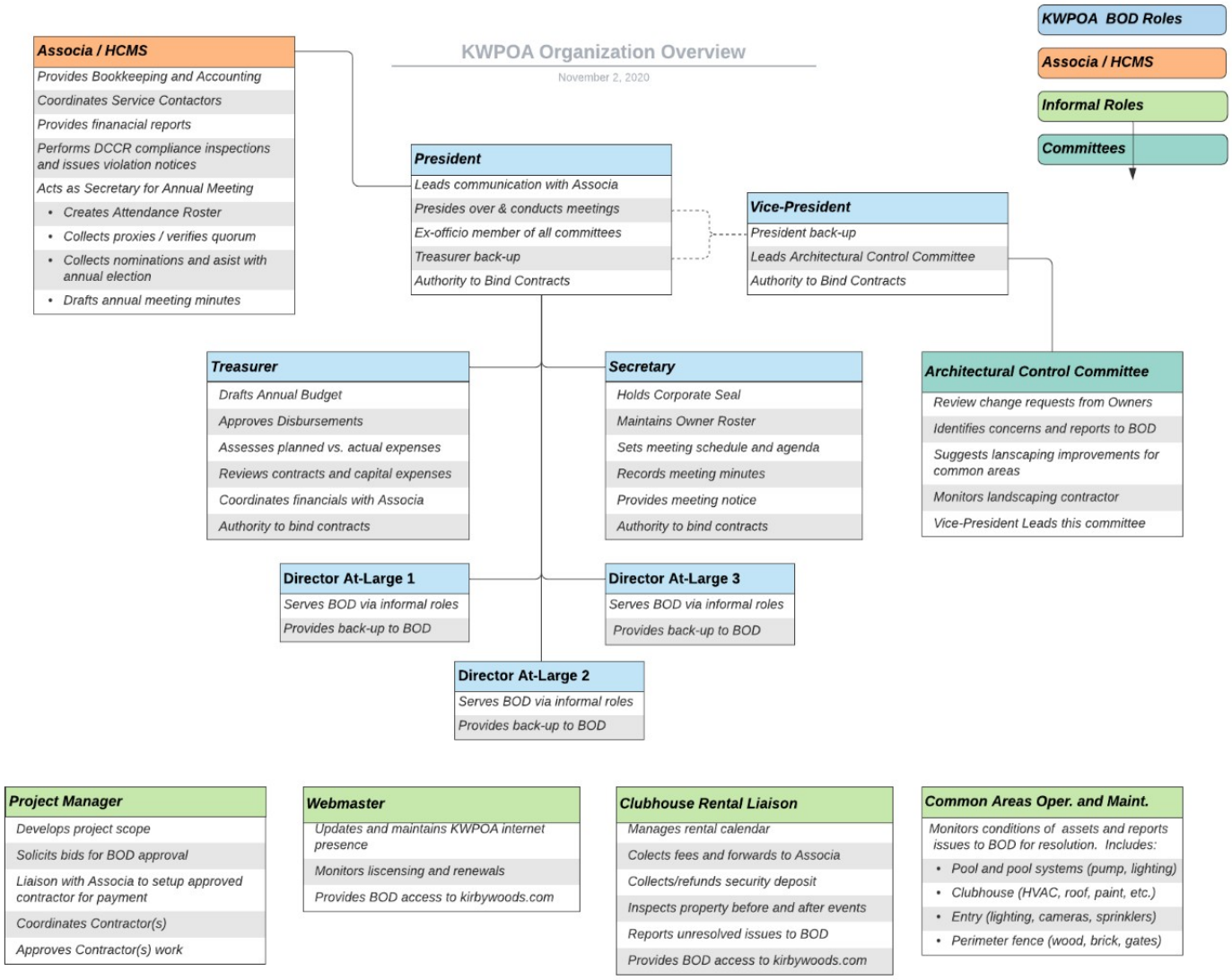
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Date

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)		***Dues - Semiannual***
	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	***o--Handcarry Proxies / Request for Nominations***		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	***ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING***	
	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		**Quarterly Meeting / HCMS support @ Meeting**	
	4			Memorial Day
JUN	1			
	2			
	3		Monthly Meeting	
	4			
JUL	1			***Dues - Semiannual***
	2			4th of July
	3		Monthly Meeting	
	4			
AUG	1			
	2			
	3		**Quarterly Meeting / HCMS support @ Meeting**	
	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 & [redacted] 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		[redacted]	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


KWPOA Organization Overview
November 2, 2020
KWPOA BOD Roles
Associa / HCMS
Informal Roles
Committees
Associa / HCMS
Provides Bookkeeping and Accounting
Coordinates Service Contactors
Provides finanacial reports
Performs DCCR compliance inspections and issues violation notices
Acts as Secretary for Annual Meeting
• Creates Attendance Roster
• Collects proxies / verifies quorum
• Collects nominations and asist with annual election
• Drafts annual meeting minutes
President
Leads communication with Associa
Presides over & conducts meetings
Ex-officio member of all committees
Treasurer back-up
Authority to Bind Contracts
Vice-President
President back-up
Leads Architectural Control Committee
Authority to Bind Contracts
Treasurer
Drafts Annual Budget
Approves Disbursements
Assesses planned vs. actual expenses
Reviews contracts and capital expenses
Coordinates financials with Associa
Authority to bind contracts
Secretary
Holds Corporate Seal
Maintains Owner Roster
Sets meeting schedule and agenda
Records meeting minutes
Provides meeting notice
Authority to bind contracts
Architectural Control Committee
Review change requests from Owners
Identifies concerns and reports to BOD
Suggests lanscaping improvements for common areas
Monitors landscaping contractor
Vice-President Leads this committee
Director At-Large 1
Serves BOD via informal roles
Provides back-up to BOD
Director At-Large 3
Serves BOD via informal roles
Provides back-up to BOD
Director At-Large 2
Serves BOD via informal roles
Provides back-up to BOD
Project Manager
Develops project scope
Solicits bids for BOD approval
Liaison with Associa to setup approved contractor for payment
Coordinates Contractor(s)
Approves Contractor(s) work
Webmaster
Updates and maintains KWPOA internet presence
Monitors liscensing and renewals
Provides BOD access to kirbywoods.com
Clubhouse Rental Liaison
Manages rental calendar
Colects fees and forwards to Associa
Collects/refunds security deposit
Inspects property before and after events
Reports unresolved issues to BOD
Provides BOD access to kirbywoods.com
Common Areas Oper. and Maint.
Monitors conditions of assets and reports issues to BOD for resolution. Includes:
• Pool and pool systems (pump, lighting)
• Clubhouse (HVAC, roof, paint, etc.)
• Entry (lighting, cameras, sprinklers)
• Perimeter fence (wood, brick, gates)