

KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
April 20, 2015  
1200 Pinewood Lane, 7:05 P.M.

MINUTES OF THE REGULAR SESSION (J Hall)

- I. Call to Order
  - a. Jonathan Hall – President
  - b. Dave Stoops – Vice President
  - c. Graham Kenyon – Treasurer
  - ~~d. Robert Sladek – Secretary~~
  - e. Kurt Karlman – Director
  - ~~f. Robert Adams – Director~~
  - g. James Muras – Director
- II. Minutes of Regular Meeting
  - a. Approval of Minutes for previous Monthly Regular Meetings –
    - i. February 2015 (catching up) Motion to approve: Karlman / Seconded by Stoops / Vote: Unanimous
    - ii. March 2015 Motion to approve: Muras / Seconded by Kenyon / Vote: Unanimous
- III. Financial Report (Graham Kenyon - Treasurer)
  - a. Transition of duties – status duties assumed by G. Kenyon. Still working with HCMS.
  - b. HCMS approval authority (and email notices) – Primary is Treasurer. Backup is ? BoD decided the President should be backup. ACTION to Hall: Adjust BoD Roles to include backup position
  - c. March 2015 Financials – Kenyon provided updated spreadsheet that reconciles to bank statement. BoD compared the spreadsheet to HCMS Financial Statement. Lengthy discussion. Some concerns on traceability and verification of deposits from delinquent accounts. Also noted that the water bill is high for March 2015. Action to Kenyon to follow up with HCMS.
- IV. Old/New Business:
  - a. Common areas (Kurt Karlman – Director Maintenance and Operations) – Karlman: monitoring. Not much to report this month.
    - i. Pool House status / concerns if any
    - ii. Sprinkler system status /concerns
    - iii. Landscaping status / concerns
  - b. Website (Rob Adams – Director / Web Master) – Work conflict.
    - i. Officer roster posted on web site – status: Action to Stoops to verify.
    - ii. Quick Reference Guide – status: Action to Stoops to verify.
  - c. Resolutions (Jon Hall – President)
    - i. Proposed Covenants Compliance Inspection. ) Some discussion about what and how. Motion to approve: Muras (?)/ Seconded by Kenyon(?) / Vote: Unanimous (including proxy by Sladek via email.)
    - ii. Proposal for “Quorum to vote in new Directors” Some discussion about why (history) when is it necessary (NLT Nov), and risk if not approved (low). Tabled until next monthly meeting.
  - d. Other topics
    - i. Auditor letter on legal issues – threshold of \$2500 (versus \$3000) triggering legal action. Some discussion, including history Action to Hall: Add to agenda for May 2015. Action to Kenyon: Contact C&C for explanation of their rationale. Brief BoD in May.

- ii. Pool house rental contract. Some discussion about clauses in contract. Action to Muras: work with Kenyon, TLV, and others to determine if KWPOA is "public or private," what legal statutes/regulations apply, and if there are any liability issues to consider. Report findings at next Board Meeting.
- iii. Added topic -- Architectural Control Committee: Stoops reported no known ACC open requests, and that he toured the subdivision with HCMS in March, and plans to do the same in April. Action to Stoops: coordinate HSMS tour. Review and approve violation notices prior to mail out. Action to Hall: Add this topic to standing agenda for regular meeting.
- iv. Added topic -- Pool House / Utility Room keys: Some discussion about needs. BoD decided that each Director, only while serving on the Board, should have a key to the PH as well as the Utility Room so that they can help respond to issues or emergencies. Action to Hall: make copies of and deliver sets of keys for directors.
- v. Added topic -- Google site (invitation from R. Adams) -- Action to Hall: Add to agenda for May. (Rob A to explain use, perhaps demonstrate.)
- vi. Adjourn to Executive Session Motion to adjourn: Stoops / Seconded by Muras / Vote: Unanimous at 8:27 P.M.

Signed: Jonathan Hall, President  Date: \_\_\_\_\_

Next KWPOA Board Meeting is a Quarterly Meeting scheduled May 18, 2015. 7:00 P.M., Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

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