

KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 18, 2015  
1200 Pinewood Lane, 7:00 P.M.

MINUTES OF THE QUARTERLY REGULAR SESSION

- I. Call to Order at 7:08pm
  - a. Jonathan Hall – President
  - b. Dave Stoops – Vice President
  - c. Graham Kenyon – Treasurer
  - d. Robert Sladek – Secretary
  - e. Kurt Karlman – Director - *not present*
  - f. Robert Adams – Director
  - g. James Muras – Director
  - h. Bobbie Lopez – Manager (HCMS)
  
- II. Minutes of Regular Meeting
  - a. Approval of Minutes for previous Monthly Regular Meetings
    - i. *Rob Sladek moved to approve April 2015 minutes as written, Dave Stoops second, unanimous Yes of those attending*
  
- III. Add to Agenda
  - a. Rob Sladek
    - i. Status of Insurance Contract
    - ii. Flooded Records KWPOA records
      - 1. *Bobby Lopez confirmed that KWPOA records are in good condition as they were off-site and not subjected to the flooding at HCMS.*
  
- IV. Financial Report (Graham Kenyon - Treasurer)
  - a. *Water Bill for March – high /actions necessary? \$200.00+ - Jon looked into it and may have been from the water meter replacement. CLWA is reimbursing the entire month billing.*
  - b. *April Financials - nothing startling. Late pay came in February for delinquent account. Insurance costs came thru this month.*
  - c. Supplemental Financial Reports
  - d. *Action - Bobbie to look into the \$600 delinquency charge to validate the expense.*
  - e. *Late payment fee credits - everything was credited from the HCMS manager turnover. Action - Bobbie to follow-up*
  
- V. Old/New Business:
  - a. ACC (Dave Stoops – VP and Chair of ACC)
    - i. ACC requests and status - *no new requests.*
    - ii. Other (see also Executive Mtg Agenda)
      - 1. *1102 Live Oak recently sold.*
        - a. *Action to Bobbie for the compliance inspection process.*
      - 2. *Inspection postponed from last week due to weather.*
      - 3. *835 Pinewood installed a driveway extension without permission.*
  - b. Common areas (Kurt Karlman – Director Maintenance and Operations)
    - i. Pool House status / concerns if any
      - 1. *Action Rob S. - follow-up on the bathroom cleanliness.*
        - a. *Rob S. verified during the meeting that the bathrooms were in good condition and fully stocked with paper. Action complete.*
      - 2. *Action to Jim Muras and Kurt Karlman to determine pump cycling vs. 24/7 run.*
    - ii. Sprinkler system status /concerns
      - 1. *No need for sprinklers until it dries out a bit.*
    - iii. Landscaping status / concerns

1. Concern about front electrical, need to follow-up on work needing to be done.
  - a. Action - Jon Hall to check expenditures for electrical work...
  - b. Action Bobbie to send Electrician bill to Graham.
- c. Website (Rob Adams – Director / Web Master)
  - i. Quick Reference Guide – status
  - ii. Minutes - Need to update website and records with signed minutes back through 2014.
    1. Action Bobbie to get all the minutes, Jon to meet her and sign, then scan and send to Rob Adams to Post. Rob S to help, as needed.
- d. Resolutions (Jon Hall – President)
  - i. Proposal for “Quorum to vote in new Directors” (see minutes from Apr mtg)
    1. Rob S. motion to approve, Jim seconded, unanimous approval.
    2. Discussion to consider sending the proxy with invoice.
- e. Other topics
  - i. Revised Org Chart and Calendar/Rhythm Chart -- Hall
    1. Need to add invoicing in November and Pool contract.
    2. Action Bobbie to check renewal dates for contracts.
  - ii. Pool house rental contract. – Muras / Kenyon
    1. Jim Muras reported per TLV, we have to have a (2) security guards for 25+ ppl and serving alcohol. Some gray area if less than 25.
    2. Action Rob S to look up ordinance and work with Rob Adams to change verbiage with to make recommendation for less than 25.
    3. Not sure whether this is a private or public property.
  - iii. Keys for PH and Utility Room - Hall
  - iv. Googles site – Adams – actually Rob Sladek
    1. Rob S. has been using the KWPOA gmail site to store KWPOA documents. The list of shared contacts include only the current listing of directors. All agreed we should try this out to determine if this is the best way to archive and share files.
- VI. Insurance Status –
  - a. Need to get further quotes and additional coverage for named storms.
    - i. Action Bobbie to get proposals.
- VII. Action Item List review - Outstanding items: #4, 8,
- VIII. Adjourn to Executive Session at 8:40pm. Rob S. Motioned, Graham Seconded, all in favor.

Next KWPOA Board Meeting is a Monthly Meeting scheduled June 15, 2015. 7:00 P.M., Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

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

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