

KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 17, 2015  
1200 Pinewood Lane, 7:00 P.M.

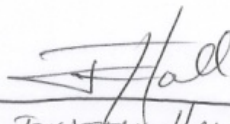
MINUTES OF THE QUARTERLY REGULAR SESSION

- I. Call to Order at \_\_\_\_ 7:12 pm \_\_\_\_
- II. Attendance / *Is there a quorum present?* Y
  - a. Jonathan Hall – President - Y
  - b. Dave Stoops – Vice President - Y
  - c. Graham Kenyon – Treasurer - Y
  - d. Robert Sladek – Secretary - Y
  - e. Kurt Karlman – Director - N
  - f. Robert Adams – Director - Y
  - g. James Muras – Director - Y
- III. Minutes of Regular Meeting
  - a. Approval of Minutes for previous Monthly Regular Meetings – August 2015, September 2015, October 2015
    - i. No August minutes to approve.
    - ii. September was approved last month.
    - iii. October was posted for review.
      1. Rob Adams motioned to approve the October minutes as presented; Dave Stoops seconded, All were in favor
- IV. Financial Report (Graham Kenyon - Treasurer) –
  - a. October 2015 Financial
    - i. Need HCMS to clarify the 100% increase in their charges. Month of April and August. ACTION: Graham to investigate and get clarification of charges.
  - b. Supplemental Financial Reports
  - c. Credits due from HCMS?
  - d. CY2016 Budget submitted in October.
  - e. Delinquency Agreement signed and submitted in October.
  - f. Other?
- V. Old/New Business:
  - a. ACC (Dave Stoops – VP and Chair of ACC)
    - i. ACC requests and status:
    - ii. Other (see also Executive Mtg Agenda)
  - b. Common areas (Kurt Karlman – Director Maintenance and Operations)
    - i. Pool status / concerns if any
      1. Underwater lights – repaired?
        - a. ACTION: JIM to call pool vendor
    - ii. Pool House status / concerns if any
      1. Air conditioning system repair (replace 2-ton compressor) – status?
        - a. ACTION: Rob S. to call Liz and schedule replacement
      2. Fence damage at Pool House parking lot adjacent to Brown’s property – status?
        - a. Thanks Jim!
      3. Electrical boxes – exposed wiring – status? Recommendation?
        - a. Motion to approach HCMS to solicit bids for electrical repairs to tennis court. Rob A second – all in favor.
          - i. ACTION: to Rob S. to proceed.

- 4. Other?
- iii. Sprinkler system status /concerns
  - 1. New: Leak on south segment near Theo's house. Recommendations?
  - 2. Old: Leak on north segment along Kirby Rd -- status? Proposed cost?
  - 3. Drip irrigation system proposal -- Any further discussion?
    - a. ACTION: Rob S. to setup demo
- iv. Landscaping status / concerns
  - 1. Ligustrums & shrubs along Kirby Road perimeter -- how many need replacing? Should we buy during November/December?
    - a. ACTION: Jon to count the Ligustrums. Graham Motion to pre-approve buying ligustrums, Rob A second, all in favor
- c. Website (Rob Adams – Director / Web Master)
  - i. Minutes from CY2014 - Are they now all posted to our web site?
  - ii. Minutes from CY2015 – Have any been signed and submitted to be posted to web site?
- d. Resolutions (Jon Hall – President)
  - i. None at this time
- e. Other topics
  - i. Open Actions / Anything to discuss?
    - 1. Preparation for annual meeting in February
      - a. When does HCMI need the draft letter/notice/proxy ?
      - b. Do we have a draft letter/proxy to use for CY2016?
      - c. Are we planning to perform a "walkabout" to get proxies? In early February?  
YES
    - ii. Discussion with our Attorney – generic topics.
      - 1. Anything to discuss?

VI. Adjourn to Executive Session at \_\_\_\_ 8:04pm \_\_\_\_ Dave, Jim

Next KWPOA Board Meeting is a MONTHLY Meeting scheduled December / January \_\_\_\_ 7:00 P.M., Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends. We may need to meet on the third Wednesday since HCMS Property Manager has a standing conflict with 3<sup>rd</sup> Mondays.)

Signed   
 JONATHAN HALL, PRESIDENT

DATE: \_\_\_\_\_

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