

**KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 21, 2015
1200 Pinewood Lane, 7:00 PM**

MINUTES OF THE REGULAR SESSION (M. Stewart)

- I. Call to Order at 7:04 PM, called to order by J. Hall, motion seconded by D. Stoops
 - a. Jonathan Hall-President
 - b. Dave Stoops-Vice President
 - c. Graham Kenyon-Treasurer
 - d. Robert Sladek-Secretary
 - e. Robert Adams-Director
 - f. James Muras-Director (present via telephone conference)
 - g. Monica Stewart-HCMS representative

- II. Established Quorum is present to conduct business: Yes.

- III. Minutes of Regular Meeting
 - i. J. Hall motioned to approve minutes for November 2015, D. Stoops seconded motion. Motion carried.
 - ii. All BOD members will have more time to review reconstructed meeting minutes for August 2015 and will approve them in January 2016 via email

- IV. Financial Report (Graham Kenyon – Treasurer)-
 - a. November 2015 Financials
 - b. Supplemental Financial Reports
 - c. Credits due from HCMS: Electric late fees totaling \$103.34

- V. Old/New Business:
 - a. ACC (Dave Stoops- VP and Chair of ACC)
 - i. ACC requests and status:
 - ii. Other (see also Executive Mtg Minutes)
 - b. Common Areas (Kurt Karlman-Director Maintenance and Operations)
 - i. Pool
 1. Underwater lights turned off until vendor speaks with BOD at January Meeting
 2. Vendor will also be coming to BOD meeting in January to discuss recommended care for the pool
 - ii. Pool House
 1. Air Conditioning system repair (replace 2-ton compressor) – M. Stewart was not aware of status at meeting but followed up on 12/22/15 to inform BOD compressor was to be installed on 12/28/15.
 2. Electrical Boxes- exposed wiring: Requested to have bids in by December 18th but only received two prior to deadline; Apex Electrical Services, Elite Electrical Services. J. Hall motioned to extended deadline to December 31, 2015 to obtain more bids, D. Stoops seconded motion. All BOD present were in favor.
 3. Capital Improvements to Clubhouse recommended by BOD:

- Power Wash entire exterior of building
- Replace screens for all windows
- Power Wash surface of Tennis Court
- Clean and Paint wrought iron fence around pool
- Paint bottom of light poles
- Add sidewalk from Clubhouse to pool with added landscaping
- Add bike rack
- Repair drainage system b/t slabs in back of Clubhouse to the curb
- Remove material causing cabinet doors to stick
- Repair/Replace lower cabinets damaged by water

- iii. Sprinkler system
 1. Leak on south segment near Theo's house: Repairs completed and submitted for payment by R. Sladek
 2. Drip irrigation system proposal: R. Sladek has familiarized himself with community irrigation/ drip systems is currently monitoring it to ensure system is working correctly and reviewing for possible changes in the future. Also reviewing sprayer over the next few weeks. R. Sladek has dubbed himself "The Drip Czar" for the community.

- iv. Landscaping
 1. Ligustrums and shrubs along Kirby Road perimeter-55 were purchased. Camilo Chicas, landscaper, removed dead shrubs and installed new shrubs and will invoice the community separately.

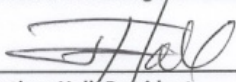
- c. Website (Rob Adams – Director/ Web Master)
 - i. Minutes from CY2014 –All minutes posted per R. Adams
 - iii. ~~Minutes from CY2015-All minutes have been signed and posted on website (per R. Adams).~~

- d. Resolutions (Jon Hall-President)
 - i. None at this time

- e. Other Topics
 - i. Open Actions/
 1. Preparation for annual meeting set for Wednesday, February 17, 2015
 - a. HCMS needs draft letter/notice/proxy by December 29, 2015
 - b. KW has draft letter/proxy to use for CY2016
 - c. BOD will perform "walkabouts" to get proxies in early February 2016.
 - d. Candidate suggestions:
Jennifer Choineire on Pine Lock; Ken Dwyer on LoL. (Pogue, Sheridan, and Dion all declined).
 - iii. Discussion with our Attorney-generic topics.
 1. Nothing to discuss at this time

VI. Adjourn to Executive Session at 8:00 PM: D. Stoops motioned to adjourn meeting, R. Adams seconded motion.

Next KWPOA Board Meeting is a monthly Meeting scheduled January 18, 2016 at 7:00 PM, Pool House.

Signed:  Date: _____
 Jonathan Hall, President

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