

**KWPOA  
CY2016 Minutes/Agendas**

2016		Meeting Type		Officers				ASSOCIA Mgr
Month	Date	Regular	Executive	Pres	Vice Pres	Secretary	Treasurer	
Jan	18	Yes	Yes	J Hall	DStoops	R Sladek	G Kenyon	M. Stewart
Feb	17	Annual	None	J Hall	DStoops	R Sladek	G Kenyon	M. Stewart
Mar	21	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Apr	19	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
May	24	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Jun	28	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Jul	26	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Aug	23	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Sep	27	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Oct	25	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Nov	29	Yes	Yes	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart
Dec	**	No mtg	No mtg	J Hall	J Muras	R Sladek	G Kenyon	M. Stewart

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 18, 2016  
1200 Pinewood Lane, 7:00 P.M.

Minutes of the **REGULAR** SESSION AGENDA

VIII. Call to Order at \_\_7:00PM\_\_\_\_\_

IX. Attendance / Is there a quorum present? Yes

- 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

X. Special topic: Gulf Coast Aquatics (Joey and Krista, owners) explained the following:

- a. Pool lighting problem, recommended repair requires re-running the wiring
- b. Off season maintenance requirements for “public pool” and recommendations for operating the pump.
  - i. 1 “full turnover” per day
  - ii. Use timer from Nov 1 – Mar 31
  - iii. Full time between Apr 1- Oct 31
- c. Contract terms (bathroom cleaning, trash emptying, BBQ pit ash cleanup.)
  - i. Bathroom light fixture repair – agreed to perform.
  - ii. Log sheets – agreed to keep logs at Pool House utility room
  - d. Agreed to provide proposal to repair the patio seams/drains

XI. Minutes of Regular Meeting

- a. Approval of Minutes for previous Monthly Regular Meetings –
  - i. August 2015 (reconstructed by J. Hall) – motion to approve (Stoops/Sladek) carried unanimously
  - ii. December 2015 – motion to approve (Stoops/Sladek) carried unanimously

XII. Financial Report (Graham Kenyon – Treasurer Jon) –

- a. December 2015 Financials – Motion to approve (Sladek/Muras) carried unanimously.
- b. Supplemental Financial Reports
- c. Credits due from HCMS?
- d. Other?

XIII. Old/New Business:

- a. ACC (Dave Stoops – VP and Chair of ACC)
  - i. ACC requests and status: No news
  - 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? (Jim’s action – GC Aquatics to discuss at meeting on 1/18/2016.)  
see above
  - ii. Pool House status / concerns if any
    1. Air conditioning system repair (replace 2-ton compressor) – status? (Rob S’s action – J&P was waiting for a warm day in Jan 2016. Please provide status in March meeting)
    2. Electrical boxes – exposed wiring – status? Recommendation? (Notes: KWPOA received two bids. Rob S’s action – email the information to new board members with a motion to accept one of the bids.)
    3. Other?
      - a. Window Screens / Gate refinishing: Rob S explained the need for window screen replacements and refinishing of the wrought iron gate. Rob was willing to do the labor, but needed some materials to complete both projects. Motion to allow up to \$200 for window screen and gate refinishing materials (Rob S/Stoops) carried unanimously. Special thanks to Rob S for performing the labor.
      - b. Christmas decorations: Rob S explained the current faded condition of the large ornaments we use to decorate the entrance. Rob suggested we consider replacing the decorations every 5 years and budget accordingly. It was suggested that Doris Karlman assist with finding appropriate decorations, and she has been contacted and agreed to assist later in CY2016 closer to the actual holiday.
    - iii. Sprinkler system status /concerns
      1. Leak on south segment near Theo’s house. Recommendations? (Reported repaired at December mtg)
      2. Drip irrigation system proposal -- Any further discussion? (Rob S has installed a prototype at the south end of the perimeter fence. (Next step: Rob S. to get a design for the valve systems for review by the Board. Due: March?)
    - iv. Landscaping status / concerns
      1. Ligustrums & shrubs along Kirby Road perimeter – (Camillo installed in early Dec 2015. 6-gal plants?)
      - c. Website (Rob Adams – Director / Web Master)
        - i. Minutes from CY2014 - Are they now all posted to our web site? - Yes
        - ii. Minutes from CY2015 – Have any been signed and submitted to be posted to web site? Pending action to Jon to sign and forward the Minutes to Rob A.
      - 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 ? (Late December. Mailed out. Received in early Jan 2016)
              - b. Do we have a draft letter/proxy to use for CY2016? (done – needs correction!)
              - c. Are we planning to perform a “walkabout” to get proxies? Yes In early February? Before 2/12/16!
              - d. Candidate suggestions: Jennifer Quaneer (sp) on Pine Lock; Ken Dwyer on LoL. (Note: Pogue, Sheridan, Dion all declined).
              - ii. Discussion with our Attorney – generic topics.
                1. Anything to discuss?
- XIV. Adjourn to Executive Session at 8:00 pm

Next KWPOA Board Meeting is an ANNUAL Meeting scheduled February 17, 2016. 7:00 P.M., TLV Courthouse/voting room.  
(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 3rd Mondays.)

Signed: Jon Hall Date: 2/15/17  
Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION of Taylor Lake, Inc  
Annual Meeting Minutes  
February 17, 2016

The Annual Homeowners Meeting of the Kirby Woods Property Owners Association of Taylor Lake Village, Inc., was held on Wednesday, February 17, 2016, at the Taylor Lake Village City Hall. Members present: Jon Hall, Dave Stoops, Rob Adams, and Rob Sladek. Others present: Monica Stewart from Houston Community Management Services/Associa Houston. Quorum was met and verified and the meeting was called to order at 7:23 p.m..

Secretary's Report

The 2015 Annual minutes were reviewed and R. Sladek requested a change. The Board accepted this change. J. Hall motioned to approve the edited minutes. D. Stoops seconded and the motion passed.

Treasurer's Report

R. Sladek read G. Kenyon's treasurer report for 2015 and explained that the 2016 assessment increase was to provide for an expected increase in legal action towards delinquent accounts and DR violations.

Other Status Reports

President's Report: J. Hall reported on 2015 expenses and improvements: Replaced hot water heater in the clubhouse, replaced a/c compressor in the clubhouse, additional pool furniture purchased, community trees trimmed, pool pump replaced, removed and replaced plants around the perimeter of community, irrigation repairs. Goals for 2016 include: Upgrading the electrical system in the tennis courts, replace the pool light on the North side, replace drain by clubhouse.

Election of Board of Directors

There were three (3) open positions open for re-election  
Jon Hall (incumbent) asked to have his name put on the annual ballot as well as Alice McCalla. Ken Dwyer was nominated from the floor. Then, with no other nominations forthcoming, the floor nominations were closed via motion which was seconded and carried.  
Jon Hall, Alice McCalla, and Ken Dwyer were elected to serve on the Board of Directors.

New Business

- Ballots were tabulated and Jon Hall was re-elected
- The following Directors were elected:
  - Jon Hall
  - Alice McCalla
  - Ken Dwyer

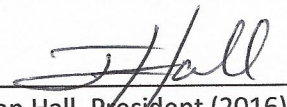
Open Forum

A. Perry wanted more details on DR violations. He also mentioned slick surface on tennis court.  
J. Hall wanted to confirm legal fees were included in the 2016 budget.  
J. Hayes wanted to know the steps that the Board has taken to prevent litigation.

Adjourn

There being no further business to discuss: motion was made, seconded and approved to adjourn the meeting. The meeting adjourned at approximately 8:15 p.m..

Respectfully submitted by Houston Community Management Services

Approved (as corrected)  Date 2/15/17  
Jon Hall, President (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING

March 21, 2016

1200 Pinewood Lane, 7:00 P.M.

MINUTES OF THE REGULAR SESSION AGENDA

VII. Call to Order at 7:07pm

VIII. Attendance / Is there a quorum present? Y N

- a. Jonathan Hall – Acting President
- b. Alice McCalla – Director
- c. Graham Kenyon – Acting Treasurer
- d. Robert Sladek – Acting Secretary
- e. Ken Dwyer – Director
- f. Robert Adams – Director
- g. James Muras – Director

IX. Elections of Board Officers for the next Cycle (Postponed from February due to no Quorum after elections)

- a. President – Jon Hall
- b. Vice President – Jim Muras
- c. Secretary – Rob Sladek
- d. Treasurer – Graham Kenyon
- e. Webmaster – Rob Adams
- f. Director of Maintenance and Operations – Rob Sladek

X. Minutes of Meetings

- a. Approval of Minutes for the Annual Meeting held 2/17/16. Per R. Sladek, we normally approve at the next Annual Meeting (2/2017). Action to J. Hall, R. Sladek, R. Adams, and former director, D. Stoops to review and recommend any changes by April 2016 meeting.
- b. Approval of Minutes for previous Monthly Regular Meetings –
  - i. August 2015 (reconstructed by J. Hall) – approved on 3/21/16.
  - ii. December 2015 (was this done?) YES per review of January 2016 Minutes
  - iii. January 2016 – approved on 3/21/16

XI. Financial Report (Graham Kenyon - Treasurer) –

- a. February 2016 Financials – Noted that we have not seen the second deposit from homeowner that requested payment plan. Otherwise, no concerns.
- b. Supplemental Financial Reports
- c. Credits due from HCMS?
- d. Other?

ACTION: G. Kenyon to forward to all directors the complete financial report from Associa.

XII. Old/New Business:

- a. ACC (TBD – VP and Chair of ACC)



- i. ACC requests and status: none submitted as of 3/8/16.
- 1. New ACC: J. Muras, Janice Hall, Dave Stoops.
- ii. Other (see also Executive Mtg Agenda)
- b. Common areas (TBD – Director Maintenance and Operations)
- i. Pool status / concerns if any
  - 1. Underwater lights – repaired? (GC Aquatics provided a bid at meeting on 1/18/2016.)
    - a. Motion by J. Muras to authorize the repair lights per bid from GC Aquatics at \$2,594.39 using incandescent lights
    - b. Seconded by G. Kenyon
    - c. Motion carried by unanimous vote
  - 2. Expansion Joint Drain system – GC Aquatics bid \$841.70 to refurb the expansion joint drain system that is damaged and clogged.
    - a. Motion by R. Adams to authorize the repair of the expansion seam drain system per bid from GC Aquatics.
    - b. Seconded by J. Muras
    - c. Motion carried by unanimous vote.

ACTION: R. Sladek to contact Associa to have GC Aquatics repair the underwater lights and the expansion seam drain system per their proposals.

- ii. Pool House status / concerns if any
  - 1. Air conditioning system repair (replace 2-ton compressor) – status? (Rob S's action – J&P was waiting for a warm day in Jan 2016. Did they charge the system?)

ACTION: R. Sladek to contact J&P to determine if they ever charged the system.

- 2. Electrical boxes – exposed wiring – status? Recommendation? (Rob S's action – follow up on bids.)
- 3. Other?
  - a. Motion by J. Muras to place a cap of \$2000.00 on the proposed repair work.
  - b. Seconded by R. Sladek
  - c. Motion carried by unanimous vote

ACTION: R. Sladek to follow up with Associa, the electrician and Rob ? (the KWPOA neighbor who offered a wholesale discount on the supplies) to implement electrical repair work within \$2000.00 cap.

- iii. Sprinkler system status /concerns
  - 1. Leak on south segment near Theo's house. Recommendations? (Reported repaired at December mtg)
  - 2. Drip irrigation system proposal -- Any further discussion? (Rob S has installed a prototype at the south end of the perimeter fence.) R. Sladek suggested an automated system with timers and valves for both the South segment and the North segment of the perimeter fencing. There was some speculation on complexity of the project including plumbing and electrical.

ACTION: R. Sladek to develop a proposal for full automation for controlling the perimeter sprinkler system.

- iv. Landscaping status / concerns

- 1. Ligustrums & shrubs along Kirby Road perimeter – concerns?
- c. Website (Rob Adams – Director / Web Master)
- i. Minutes from CY2014 - are now all posted to our web site.
- ii. Minutes from CY2015 – (Action to Jon: they need to be signed and submitted to be posted to web site. Pending.

ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site.

- d. Resolutions (Jon Hall – President)
  - i. Deed restrictions enforcement policy (see email/attachment) Moved this item to the Executive Session for discussion.
- 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 ? (Late December. Mailed out. Received in early Jan 2016)
      - b. Do we have a draft letter/proxy to use for CY2016? (done – needs correction!)
      - c. Are we planning to perform a “walkabout” to get proxies? Yes In early February? Before 2/12/16!
      - d. Candidate suggestions: Jennifer Quaneer (sp) on Pine Lock; Ken Dwyer on LoL. (Note: Pogue, Sheridan, Dion all declined).
    - ii. Discussion with our Attorney – generic topics.
      - 1. Anything to discuss?
    - iii. New item: Directors requested an updated listing of residents in KWPOA.

ACTION: J. Hall to request an updated listing of residents (accounts) from Associa.

XIII. Adjourn to Executive Session at 8:18pm\_

Next KWPOA Board Meeting is a Regular Meeting scheduled April 18 19, 2016. 7:00 P.M., at the 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 3rd Mondays.)

\*Per Jon: Directors present were polled to determine if they could support Tuesday meetings to accommodate K. Dwyers’ schedule. The general consensus was that Tue was ok.

Signed: Jon Hall Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, April 19, 2016  
1200 Pinewood Lane, 7:00 P.M.

MINUTES OF THE REGULAR SESSION (RS)

- I. Call to Order at \_\_\_\_ 7:05pm \_\_\_\_\_
- II. Attendance / Is there a quorum present? Y N
  - a. Jonathan Hall –President - Y
  - b. Jim Muras – Vice President - Y
  - c. Graham Kenyon – Treasurer - Y
  - d. Robert Sladek – Secretary - Y
  - e. Rob Adams – Webmaster/Director - Y
  - f. Alice McAlla – Director - Y
  - g. Ken Dwyer – Director -Y
- III. Minutes of Meetings
  - a. Approval of Minutes for previous Monthly Regular Meetings Jim motioned for approval as written, Ken 2nd, all in favor.
  - a. Comments on the Minutes from the Annual Meeting held on 2/17/16?
- IV. Financial Report (Graham Kenyon - Treasurer) –
  - a. February 2016 Financials – ACTION: finalize March/April financials with additional info from Associa. Report back “nominal” or “off-nominal” and call for a special meeting if warranted.
  - b. Supplemental Financial Reports
  - c. Other?
- V. Old/New Business:
  - a. ACC (TBD – VP and Chair of ACC)
    - i. ACC requests and status: none submitted as of 3/8/16.
    - ii. Other (see also Executive Mtg Agenda)
  - b. Common areas (TBD – Director Maintenance and Operations)
    - i. Pool status / concerns if any
      1. Underwater lights – repaired?
      2. Need to replace North skimmer due to cracking. GC Aquatics submitted a bid for ~\$1600. Motion to approve Alice not to exceed \$2000, Jim 2nd, all in favor
    - ii. Pool House status / concerns if any
      1. Air conditioning system repair (replace 2-ton compressor) – status
        - a. ACTION: Rob S. to follow-up with J&P.
        2. Electrical boxes – exposed wiring – status? APEX starts tomorrow.
        3. Other?
          - a. Storage area – ACTION: Rob S. Get bids
          - b. Replacing stairs
          - c. Replacing cabinets – ACTION: Rob S. Get bids



- iii. Sprinkler system status /concerns
  - 1. Drip irrigation further discussion? system proposal -- Any
- iv. Landscaping status / concerns
  - 1. Ligustrums & shrubs along Kirby Road perimeter – concerns?
  - 2. ACTION: All keep an eye on the plants
- c. Website (Rob Adams – Director / Web Master)
  - i. Minutes from CY2015 – Status?
  - d. Resolutions (Jon Hall – President)
    - i. Deed restrictions enforcement policy (refer to Executive Meeting Agenda)
  - e. Other topics
    - i. Open Actions / Anything to discuss?
      - 1. ACTION: G. Kenyon to forward to all directors the complete financial report from Associa.
      - 2. ACTION: A. McAlla to have her husband (attorney) review the policy. Questions came up about the \$200 per day fine for non-compliance: Was this a state of Texas guideline? Can the fine be variable depending on the nature of the deed restriction violation? Should Board members worry about the inconsistencies in penalties? Any other concerns.
      - 3. ACTION: R. Sladek to contact Associa to have GC Aquatics repair the underwater lights and the expansion seam drain system per their proposals.
      - 4. ACTION: R. Sladek to contact J&P to determine if they ever charged the system.
      - 5. ACTION: R. Sladek to follow up with Associa, the electrician and Rob ? (the KWPOA neighbor who offered a wholesale discount on the supplies) to implement electrical repair work within \$2000.00 cap.
      - 6. ACTION: R. Sladek to develop a proposal for full automation for controlling the perimeter sprinkler system.
      - 7. ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site.
      - 8. ACTION: J. Hall to request an updated listing of residents (accounts) from Associa.
      - 9. ACTION: J. Hall to have our attorney, Trish Farina, of Daughtry and Jordan, draft up a similar policy for KWPOA, with a \$100 per day ceiling on the penalty.
      - 10. ACTION: J. Hall to contact Associa to determine if they can handle non-resident accounts and collect fees.
      - 11. ACTION: J. Hall to forward to A. McAlla a copy of the draft welcome letter for review and editing.
  - ii. New Actions:
    - 1. Hall: forward the ACC forms to Associa and Board members
    - 2. Hall: request M. Stewart contact homeowner and explain “final authority” rests with Board. Request homeowner submit an ACC request explaining in detail the proposed changes. ACC and then Board will decide.
    - 3. Hall: advise M. Stewart that 2 homes on Pinewood have sold. Ask if
    - 4. Compliance Inspection was performed
    - 5. Did Associa provide the Title Company a copy of the KWPOA Deed Restrictions to give to new homeowners?
    - 6. Did Associa advise the Title Company to collect the Metco key (or \$50) from the previous homeowner?
    - 7. Hall: advise M. Stewart that Jacilyn Maher (1006 Pinewood) would like a Metco key for the pool
    - 8. Muras: review deed restrictions – is there a phrase that limits ACC oversight to “only that which is visible from the curb” along Pinewood, Kirbywood, or Live Oak Lane. (What about from Kirby or Old Kirby? Or the park?)

9. Muras: contact Stoops – what was approved by ACC for the “palapa” installation in the KWPOA residence along Old Kirby? Why did they assume it was ok to install a palapa umbrella?
  10. Muras: contact Stoops – when are the drive-by inspections conducted. Join if possible.
  11. Muras: as Vice President, proofread the proposed violation notices prior to issue by Associa. (Monthly)
  12. Muras: draft letter that explains our process for violations, notices, certified letters, liens, lawyers, and proposed fines.
  13. Kenyon: finalize March/April financials with additional info from Associa. Report back “nominal” or “off-nominal” and call for a special meeting if warranted.
  14. Kenyon: Ask Fire Department to re-aim the new floodlight at the firestation
  15. McCalla: review KWPOA Deed restrictions
  16. McCalla: request husband to provide comments on ACC form and “enforce-ability” of the “provisional approval” based on compliance with roofing guidelines for the umbrella
  17. McCalla: review proposed resolution, and redline it to address husband’s recommendation. (track changes)
  18. McCalla: review draft welcome letter and revise if necessary.
  19. Adams: follow up with NewTech on domain name account. Consolidate if possible. Credit card expired.
  20. Sladek: contact GC Aquatics – repair skimmer (NTE \$2000)
  21. Sladek: follow up with J&P HVAC to determine if compressor was replaced, and finally recharged. (serial numbers?)
  - iii. Discussion with our Attorney – generic topics.
    1. Anything to discuss?
    2. Newtek renewal coming soon
    3. (2) houses closing this week, have welcome packets been sent?
    4. Vines on the north brick wall entrance. – Need to ask Homeowners to remove.
- VI. Adjourn to Executive Session at 7:55pm - Motion to adjourn: Ken, Jim All

Next KWPOA Board Meeting is a Quarterly Meeting scheduled for Tuesday, May 21, 2016. 7:00 P.M., at the 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 3rd Mondays.)

Signed: Jon Hall Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, May 24, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION Minutes - Quarterly Meeting

- I. Call to Order: \_7:04\_\_\_\_\_
  
- II. Attendance / Is there a quorum present? Y
  - a. Jonathan Hall –President - Y
  - b. Jim Muras – Vice President - Y
  - c. Graham Kenyon – Treasurer - Y
  - d. Robert Sladek – Secretary - Y
  - e. Rob Adams – Webmaster/Director - Y
  - f. Alice McAlla – Director - N
  - g. Ken Dwyer – Director – N
  - h. Monica Stewart – Associa - Y
  
- I. Minutes of Meetings
  - a. Approval of Minutes for previous Monthly Regular Meetings Jim motioned to approve the minutes, Rob Adams seconded, all were in favor
  
- II. Financial Report (Graham Kenyon - Treasurer) –
  - a. April 2016 Financials – Graham reported no issues this month. Busy this month with all the repairs.
  - b. Supplemental Financial Reports
  - c. Other?
  
- III. Old/New Business:
  - a. ACC (TBD – VP and Chair of ACC)
    - i. ACC requests and status:
      1. (1) application approved for Alice’s pergola.
      2. Discussed ACC Approval procedure with HCMS responsibilities.
    - ii. Other (see also Executive Mtg Agenda)
  - b. Common areas (TBD – Director Maintenance and Operations)
    - i. Pool status / concerns if any
      1. Underwater lights – repaired? Complete
      2. Skimmer repaired? Complete
    - ii. Pool House status / concerns if any
      1. Air conditioning system repair (replace 2-ton compressor) – status - Complete
        - a. Jon: please add to the Quarterly Meeting Agenda : Verification of Payment to J&P.
        - b. Monica: please be ready to status this topic at 2Q16.
        - c. Check issued 5-19-16
      2. Electrical boxes – exposed wiring – status? - complete
      3. Tennis court resurfacing – review proposed bid.



- a. Rob Sladek motioned to accept the CL Sports bid, as proposed for all items excluding the powerwashing option (#2) for a total amount of \$6,133.00. This work includes a complete resurface of the court; Light pole painting; and light maintenance (replacing bulbs and cleaning fixtures).
- i. Graham 2nd, all were in favor
- 4. Kitchen Remodel Options discussion postponed until all the of the Directors have had a chance to review costs. With all the repairs going on this year, this may need to be pushed until 2017
- 5. Attic Stairs Replacement bid from HCMS \$1,265 seems high. Rob Adams offered to assist Rob Sladek in installing the new attic stairs later this year.
- 6. 6' Iron Gate Installation Proposal at North end of Tennis Court:
  - a. American Fence Parts:
    - i. 71" w gate 380.00
    - ii. (2) 3" Posts – 140.00
    - iii. Hardware - \$50.00
    - iv. Tax - \$47.00
    - v. Total - \$617.00
  - b. ACTION: Rob S. to contact Green Leaf on cost savings to build a business case.
  - 7. Other?
    - iii. Sprinkler system status /concerns
      - 1. Drip irrigation system proposal -- Any further work?
      - 2. Rob Sladek proposes a partial, manual system focused on the troubled plants. The manual operation would be at the main header valves near the entrance of the Subdivision not to exceed \$300.
        - a. Also need to remove existing soakers and cap unused outlets.
        - b. Could use a perimeter clean-up effort (Sticks, Trash and Stones)
        - c. Seconded by Graham, all in favor
        - iv. Landscaping status / concerns
          - 1. Ligustrums & shrubs along Kirby Road perimeter – concerns?
          - 2. Vines on the north brick wall entrance. – Need to ask Homeowners to remove.
            - a. ACTION: Rob S. to send verbiage to BOD to review.
            - c. Website (Rob Adams – Director / Web Master)
              - i. Minutes from CY2015 – Status?
              - d. Resolutions (Jon Hall – President)
                - i. Deed restrictions enforcement policy (refer to Executive Meeting Agenda)
                  - 1. E-mailed Trish and she is working on this now.
                - e. Other topics
                  - i. Open Actions / Anything to discuss?
                    - 1. ACTION: G. Kenyon to forward to all directors the complete financial report from Associa.
                    - 2. ACTION: R. Sladek to develop a proposal for scarring the proposed tubing system to accommodate the installation of full automation for controlling the perimeter sprinkler system.
                    - 3. ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site.
                      - a. Trish is working on it.
                    - 4. ACTION: J. Hall to contact Associa to determine if they can handle non-resident accounts and collect fees.
                      - ii. Discussion with our Attorney – generic topics.
                        - 1. Anything to discuss? -- Alice McCalla's re-draft of the "Welcome Letter" (see attached)
                          - a. Needs revision to "seen from the curb" as this is not supported in the CCRs.
    - IV. Adjourn to Executive Session at \_8:07pm\_\_\_\_\_

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, June 28, 2016. 7:00 P.M., at the 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 3rd Mondays.)

Signed: Jon Hall Date: 2/15/17  
Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, June 28, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION AGENDA - Monthly Meeting

I. Call to Order: \_\_8:31pm\_\_ (Note: Special time for this Regular Session due to Atty Farine's visit to Executive Session at 7:03pm – see Minutes of the Executive Meeting, below.)

II. Attendance / Is there a quorum present? Y N

- a. Jonathan Hall –President - Y
- b. Jim Muras – Vice President - Y
- c. Graham Kenyon – Treasurer - N
- d. Robert Sladek – Secretary - Y
- e. Rob Adams – Webmaster/Director - Y
- f. Alice McAlla – Director - Y
- g. Ken Dwyer – Director -Y

III. SPECIAL TOPIC: Proposed Change in Bylaws (Atty Trisha Farine) Discussed in Executive

IV. Minutes of Meetings

- a. Approval of Minutes for previous Monthly Regular Meetings
  - i. Alice motioned to accept corrected minutes, Rob A. seconded, All in favor

V. Financial Report (Graham Kenyon - Treasurer) –

- b. May 2016 Financials
  - i. Monies moved from operating account to reserve. Graham has asked that the monies be moved back.
- c. Supplemental Financial Reports
- d. Other?

VI. Old/New Business:

- e. ACC (TBD – VP and Chair of ACC)
  - i. ACC requests and status: everything requested has been approved.
  - ii. (1) for a fence and (1) for a roof.
  - iii. Other (see also Executive Mtg Agenda)
- f. Common areas (TBD – Director Maintenance and Operations)
  - i. Pool status / concerns if any
  - ii. Pool House status / concerns if any
  - 1. Tennis court resurfacing – complete?
  - 2. Other?
  - iii. Sprinkler system status /concerns
  - iv. Landscaping status / concerns
    - 1. Ligustrums & shrubs along Kirby Road perimeter – concerns?



- g. Website (Rob Adams – Director / Web Master)
  - i. Minutes from CY2015 – Status?
  - h. Resolutions (Jon Hall – President)
  - i. Deed restrictions enforcement policy (refer to Executive Meeting Agenda)
  - i. Other topics
  - i. Open Actions / Anything to discuss?
  - 1. .
  - 2.
  - 3. ACTION: Rob to research 8' gate.
  - 4. ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site.
  - 5. ACTION: Jim Muras to purchase (4) new chairs for pool area.
  - 6. ACTION: J. Hall to have our attorney, Trish Farina, of Daughtry and Jordan, draft up a similar policy for KWPOA, with a \$100 per day ceiling on the penalty and other suggestions provided by Alice McCalla.
  - ii. Discussion with our Attorney – generic topics.
  - 1. Anything to discuss? -- Foreclosure. Resolution on Enforcement of Deed Restrictions.
- VII. Adjourn to Executive Session at \_\_\_\_\_9:05 Ken motioned, Alice seconded, All in favor \_\_\_\_\_

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, July 26, 2016. 7:00 P.M., at the Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed: Jon Hall Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, July 26, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION MINUTES - Monthly Meeting

I. Call to Order: \_\_\_\_\_ 7:04 \_\_\_\_\_

II. Attendance / Is there a quorum present? Y

- a. Jonathan Hall –President
- b. Jim Muras – Vice President
- c. Graham Kenyon – Treasurer
- d. Robert Sladek – Secretary
- e. Rob Adams – Webmaster/Director - NP
- f. Alice McAlla – Director - NP
- g. Ken Dwyer – Director

III. Minutes of Meetings

- a. Approval of Minutes for June 2016 Monthly Regular Meetings Ken D. Motioned to approve the minutes as written, Jim seconded, All were in favor

IV. Financial Report (Graham Kenyon - Treasurer) –

- a. June 2016 Financials
  - i. Rob and Graham to discuss this week the total amount to transfer from Capital Reserve.
  - ii. Rob S. to send BOD a copy of the Capital Reserve Basis for review and discussion during our next meeting.
- c. Supplemental Financial Reports
- d. Other?

V. Old/New Business:

- a. ACC (TBD – VP and Chair of ACC)
  - i. ACC requests and status:
    - 1. The LePradd's were present in the meeting to discuss their recent Application.
    - 2. 832 Live Oak – Jim to review. Missed the e-mail.
  - ii. Other (see also Executive Mtg Agenda)
- b. Common areas (TBD – Director Maintenance and Operations)
- c. Pool status / concerns if any
  - ii. Pool House status / concerns if any
    - 1. Tennis court resurfacing – complete? – Looks very good! YES
    - 2. Tennis court lighting – operable? YES
    - 3. Other? Propose installing a bench on the west side of the tennis court
    - 4. Deadbolt on mens RR frozen
    - 5. Both 45 downspouts
  - iii. Sprinkler system status /concerns
    - 1. Head at SE of court missing head

- iv. Landscaping status / concerns
    - 1. Ligustrums & shrubs along Kirby Road perimeter – concerns?
      - a. Rob has irrigated weekly for past 3 weeks.
      - b. Probably need to replace 7 ligustrums
    - 2. Front entrance median
    - d. Website (Rob Adams – Director / Web Master)
    - e. Minutes from CY2015 – Status? 80% complete. Some gaps.
    - f. Resolutions (Jon Hall – President)
    - g. Deed restrictions enforcement policy (refer to Executive Meeting Agenda) Voted down last meeting
    - h. Other topics
    - i. Open Actions / Anything to discuss?
- ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site. In work – 80% complete. Some gaps.
- 1. ACTION: J. Hall to have our attorney, Trish Farina, of Daughtry and Jordan, draft up a similar policy for KWPOA, with a \$100 per day ceiling on the penalty and other suggestions provided by Alice McCalla.
  - j. Discussion with our Attorney – generic topics.
    - 1. Anything to discuss? -- Foreclosure. Resolution on Enforcement of Deed Restrictions.
- VI. Adjourn to Executive Session at \_\_\_8:07pm\_\_\_ Rob S. Motioned to adjourn, Graham 2nd , All were in favor

Next KWPOA Board Meeting is a Quarterly Meeting scheduled for Tuesday, August 23, 2016. 7:00 P.M., at the Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed: Jon Hall Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, August 23, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION MINUTES – QUARTERLY Meeting

- I. Call to Order: \_\_\_\_\_ 7:04pm \_\_\_\_\_
- II. Attendance / Is there a quorum present? Y
  - a. Jonathan Hall –President
  - b. Jim Muras – Vice President
  - c. Graham Kenyon – Treasurer
  - d. Robert Sladek – Secretary
  - e. Rob Adams – Webmaster/Director
  - f. Alice McAlla – Director
  - g. Ken Dwyer – Director
  - h. Mike Miller – Homeowner
  - i. Monica Stewart - HCMS
- II. SPECIAL TOPICS: Any ? Discussed violation letters process. Mike Miller requested that the BOD provide a violation summary report at least annually to provide transparency with the membership.
- III. Minutes of Meetings
  - a. Approval of Minutes for July 2016 Monthly Regular Meetings Jim Motioned, Graham second all in favor.
- IV. Financial Report (Graham Kenyon - Treasurer) –
  - b. July 2016 Financials – nothing new this month but the transfer has not happened. Monica to confirm monies were properly transferred.
  - c. Insurance reimbursement has posted due to the double payment.
  - d. Supplemental Financial Reports
  - e. Other: Capital Items list and any suggested updates on items, value, and period.
- V. Old/New Business:
  - f. ACC (TBD – VP and Chair of ACC)
    - i. ACC requests and status: Olson, LaPradd, other? Discuss in Executive
    - ii. Other (see also Executive Mtg Agenda) – Draft letter in response to “mismatched fence slats.”
  - g. Common areas (TBD – Director Maintenance and Operations)
    - i. Pool status / concerns if any
    - ii. Pool House status / concerns if any
      1. Men’s bathroom lock
      2. Downspouts
      3. Rob to do pesticide
    - iii. Sprinkler system status /concerns
      1. Head at SE end of court is missing head
    - iv. Landscaping status / concerns

1. Ligustrums & shrubs along Kirby Road perimeter – suggest replacing 7
2. Front entrance median
3. Rob to research improvements on entrance lighting.
- h. Website (Rob Adams – Director / Web Master)
- i. Minutes from CY2015 – Status? Jon reports -Drafts are 100% complete. Need to transfer files to Rob A..
  - i. Resolutions (Jon Hall – President)
  - i. None at this time.
  - j. Other topics
    - i. Open Actions / Anything to discuss?
      1. ACTION: G. Kenyon to forward to all directors the complete financial report from Associa.
      2. ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site. In work – 100% drafted. Must forward to R. Adams.
    - ii. Discussion with our Attorney – generic topics.
      1. Anything to discuss?

VII. Adjourn to Executive Session at \_\_\_\_\_8:01pm\_\_\_\_\_

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, September 27, 2016. 7:00 P.M., at the Pool House.

(Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed: Jon Hall Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, September 27, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION MINUTES – Monthly Meeting

- I. Call to Order: \_\_\_\_\_ 7:03pm \_\_\_\_\_
  
- II. Attendance / Is there a quorum present? Y
  - a. Jonathan Hall –President
  - b. Jim Muras – Vice President
  - c. Graham Kenyon – Treasurer
  - d. Robert Sladek – Secretary
  - e. Rob Adams – Webmaster/Director
  - f. Alice McCalla – Director
  - g. Ken Dwyer – Director
  
- III. SPECIAL TOPICS: Any ? Ferrel cats? Alice M made observation that during early morning walks she has counted 5 cats roaming in the neighborhood. Monitor.
  
- IV. Minutes of Meetings
  - a. Approval of Minutes for August 2016 Monthly Regular Meetings
  - b. Correction: added the word “Sprinkler” to the beginning of VI.g.iii.1 to clarify meaning of statement.
  - c. Motion: Graham K. Seconded: Jim M. Motion carried to approve Minutes as amended.
  
- V. Financial Report (Graham Kenyon - Treasurer) –
  - d. August 2016 Financials – “everything appears to balance.”
  - e. Supplemental Financial Reports – “sufficient for our needs.”
  - f. Budget for 2017 – ACTION: Graham to draft a CY2017 Budget per discussion in meeting and provide to Board members no later than the October meeting. (We need to determine our CY2017 property owners annual assessment based on the CY2017 budget. We need to notify HCMS of the assessment by 10/31/16.)
  - g. Other: Capital Items list and any suggested updates on items, value, and period.
  - i. Add Holiday decorations as an expense to CY2016 if possible.
  - ii. Add Attic Stairway repair to CY2017.
  
- VI. Old/New Business:
  - h. ACC (TBD – VP and Chair of ACC)
    - i. ACC requests and status: Presswood? ACC reviewed request and responded via HCMS to homeowner. No others received recently.
    - ii. Other (see also Executive Mtg Agenda) –
      - i. Common areas (TBD – Director Maintenance and Operations)
      - i. Pool status / concerns if any



- ii. Pool House status / concerns if any
  - 1. Attic Staircase – Board agrees to repair. See notes above about adding to budget.
  - 2. Refurbish Pool House cabinets/sink/add internal storage space – Board does not see an immediate need for this expense. If done, it should be done correctly and tastefully.
- iii. Sprinkler system status /concerns
- iv. Landscaping status / concerns
  - 1. Ligustrums & shrubs along Kirby Road perimeter – suggest replacing 7 – on sale, now!
  - 2. Front entrance median – acceptable as is.
  - 3. Holiday decorations – Board agrees to replace. See notes above about adding to budget
- j. Website (Rob Adams – Director / Web Master)
  - i. Minutes from CY2015 – Status? In work. Needs password or reset. HCMS may have password.
- k. Resolutions (Jon Hall – President)
  - i. None at this time.
  - l. Other topics
    - i. Open Actions / Anything to discuss?
      - 1. ACTION: G. Kenyon to forward to all directors the complete financial report from Associa.
      - 2. ACTION: J. Hall to finalize (and sign) the Minutes from CY2015 and forward to R. Adams for posting on our KWPOA web site. In work – 100% drafted. Must forward to R. Adams.
      - 3. ACTION: Graham K to draft CY2017 budget prior to October Meeting.
    - ii. Discussion with our Attorney – generic topics.
      - 1. Anything to discuss?

VII. Adjourn to Executive Session at \_\_\_\_\_ 8:06pm \_\_\_\_\_ Motion: Alice M. Seconded: Ken D. Carried.\_\_\_\_

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, October 25, 2016. 7:00 P.M., at the Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed:                     *Jon Hall*                     Date:           2/15/17            
 Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, October 25, 2016  
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION MINUTES – Monthly Meeting

I. Call to Order: \_\_\_\_\_ 7:03pm \_\_\_\_\_

II. Attendance / Is there a quorum present? Y

- a. Jonathan Hall –President
- b. Jim Muras – Vice President
- c. Graham Kenyon – Treasurer
- d. Robert Sladek – Secretary
- e. Rob Adams – Webmaster/Director
- f. Alice McCalla – Director
- g. Ken Dwyer – Director

Visiting Homeowner: Jim McCalla

III. SPECIAL TOPICS: Any ?

- a. Legal Process for Foreclosure discussion: Jim McCalla provided general discussion of the standard foreclosure process in Texas.

IV. Minutes of Meetings

- a. Approval of Minutes for August 2016 Monthly Regular Meetings
- b. Motion: Graham K. Seconded: Jim M. Motion carried to approve Minutes as amended.

V. Financial Report (Graham Kenyon - Treasurer) –

- a. September 2016 Financials – nothing interesting other than the water bills. Appears to be catch-up for drought watering.
  - a. Rob S. to get Capital Reserve transfer amounts to Graham by Sunday October 30, 2016
  - b. Supplemental Financial Reports
  - c. Budget for 2017 –
    - a. ACTION: Graham to draft a CY2017 Budget per discussion in meeting and provide to Board members no later than the October meeting. (We need to determine our CY2017 property owners annual assessment based on the CY2017 budget. We need to notify HCMS of the assessment by 10/31/16.)
    - b. Motion to approve budget as drafted by Graham, Motioned by Rob S., Jim M second, all in favor. 767/year/household. No change over 2016
    - d. Other: Capital Items list and any suggested updates on items, value, and period.
      - i. Add Holiday decorations as an expense to CY2016 if possible.
      - ii. Add Attic Stairway repair to CY2017.
      - iii. Motion to approve capital reserve account at propose. Rob A, Alice McCalla, All in favor. Motion carries unanimously.

- iv. BOD discussed the delinquency agreement for 2017. ACTION: Jon to work with HCMS on assessment delinquency agreement to try and avoid needless charges.
- v. Electrical contract – ACTION: Jon to follow-up with Monica on need for new electrical contract.

VI. Old/New Business:

- a. ACC (TBD – VP and Chair of ACC)
  - i. ACC requests and status: No requests this month. Presswood not resolved.
  - ii. Other (see also Executive Mtg Agenda) –
- b. Common areas (TBD – Director Maintenance and Operations)
- iii. Pool status / concerns if any. Call Joey with Gulf Coast tomorrow about pool gurgling issue.
- iv. Pool House status / concerns if any
- v. Sprinkler system status /concerns
- vi. Landscaping status / concerns
  - 1. Ligustrums & shrubs along Kirby Road perimeter – suggest replacing 7 – on sale, now!
  - 2. Front entrance median.
  - 3.
  - 4. Holiday decorations – Board agrees to replace. See notes above about adding to budget.
  - 5. Notify Doris of \$1000.00 budget for decorations. – ACTION Rob S.
- c. Website (Rob Adams – Director / Web Master)
- vii. Minutes from CY2015 – Status? In work. Needs password or reset. HCMS may have password.
- d. Resolutions (Jon Hall – President)
- viii. None at this time.
- e. Other topics
- ix. Open Actions / Anything to discuss?
- x. Discussion with our Attorney – generic topics.
  - 1. Anything to discuss?

VII. Adjourn to Executive Session at \_\_\_\_\_8:48pm\_\_\_\_\_ Motion: Jim M. Seconded: Alice M..  
Carried.\_\_\_\_

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, October 25, 2016. 7:00 P.M.,  
at the Pool House.

(Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed: Jon Hall Date: 2/15/17  
Jon Hall, President KWPOA (2016)

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KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, Nov 29, 2016  
1200 Pinewood Lane, 7:00 P.M.


REGULAR SESSION MINUTES – Monthly Meeting

- I. Call to Order: \_\_\_ 7:04pm \_\_\_\_\_
- II. Attendance / Is there a quorum present? Y
  - a. Jonathan Hall –President
  - b. Jim Muras – Vice President
  - c. Graham Kenyon – Treasurer
  - d. Robert Sladek – Secretary
  - e. Rob Adams – Webmaster/Director
  - f. Alice McAlla – Director
  - g. Ken Dwyer – Director
- III. Homeowners or other visitors present? Y
  - a. Roster of visitors:
    - i. Monica Stewart - HCMS
- IV. SPECIAL TOPICS: Any ?
  - a. Newtek
  - b. Christmas Decorations
  - c. Assessment notification to homeowners. Action: Jim Muras to draft.
- V. Minutes of Meetings
  - a. Approval of Minutes for October 2016 Monthly Regular Meetings
    - i. Jim Muras moved to accept, Alice second – all in favor
- VI. Financial Report (Graham Kenyon - Treasurer) –
  - b. October 2016 Financials
  - c. Supplemental Financial Reports
  - d. Budget for 2017 – submitted to HCMS. (No change in annual assessment from CY2016)
  - e. Other: Capital Items list and any suggested updates on items, value, and period.
- VII. Old/New Business:
  - f. ACC (TBD – VP and Chair of ACC)
    - i. ACC requests and status: Any new requests? (1) for painting (2) tone,, accepted.
    - ii. Other (see also Executive Mtg Agenda)
    - iii. Monthly Inspection Report – recommendations on letters to homeowners
    - iv. ACTION: Monica to follow up on CCI and resale certificate.

- g. Common areas (TBD – Director Maintenance and Operations)
  - i. Pool status / concerns if any
  - ii. Pool House status / concerns if any
    - 1. Attic Staircase
  - iii. Sprinkler system status /concerns
  - iv. Landscaping status / concerns
    - 1. Ligustrums & shrubs along Kirby Road perimeter – suggest replacing 7. Status?
    - 2. Other dying shrubs along Kirby Road perimeter – suggest removing?
    - 3. Holiday decorations – did Doris K. provide estimated costs?
  - h. Website (Rob Adams – Director / Web Master)
    - i. Minutes from CY2015 – Status?
      - 1. Very close but still having access issues with Newtech. Rob A. to call Newtech to gain access.
    - i. Resolutions (Jon Hall – President)
      - i. Background: we have several properties in KWPOA that have been put up for sale. In at least one case, the current owner is delinquent on paying any of the CY2016 assessments. To ensure that KWPOA recovers these delinquent assessments/penalties/fees when the property changes ownership, the KWPOA BoD should ask HCMS to file a lien against the property with Harris County for balance due including filing fees. Although the recovery of delinquent property owner association assessments normally occurs at closing when a title company is involved, it is not certain that the sellers/buyers will seek the help of a title company in this transaction. Please see executive minutes for formal resolution details
  - j. Other topics
    - i. Open Actions / Anything to discuss?
      - 1. Graham K. : transfers between Operating Account and Savings Account
      - 2. Jon H.: Notify HCMS of the CY2017 Budget
      - 3. Jon H.: Verify Tax Filings submitted by HCMS (See our Annual Calendar). ACTION: Monica to verify with accountant
      - 4. Jon H: Elections in February 2017.
    - ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
      - 1. Anything to discuss?

VIII. Adjourn to Executive Session at \_\_8:20 Rob Sladek motioned adjournment, Ken Dwyer seconded, all in favor.

Next KWPOA Board Meeting is a MONTHLY Meeting scheduled for Tuesday, December 20, 2016. 7:00 P.M., at the Pool House.  
 (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

Signed:  Date: 2/15/17  
 Jon Hall, President KWPOA (2016)

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December 2016 – no meetings

*F/all 2/15/17*  
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*President (2016)*

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