

**KIRBYWOODS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, January 17, 2017  
1200 Pinewood Lane, 7:00 P.M.**

**REGULAR SESSION AGENDA – Monthly Meeting**

- I. Call to Order: 7:05pm
- II. Attendance / Is there a quorum present? **Y**
- a.
  - b. Jonathan Hall –President
  - c. Jim Muras – Vice President
  - d. Graham Kenyon – Treasurer
  - e. Robert Sladek – Secretary
  - f. Rob Adams – Webmaster/Director
  - g. Alice McCalla – Director
  - h. Ken Dwyer – Director
- III. Homeowners or other visitors present? **Y N**
- a. Roster of visitors: Mike Montero and Amy Vidrine. Chow and Mr. Hillman
- IV. SPECIAL TOPICS: Any?
- a. Mike Montero and Amy Vidrine reported that one evening in December 23<sup>rd</sup> they were followed to their driveway and someone had pulled Amy from her car by a white male with a ski mask on. Once Mike yelled out the man took her purse and ran away. Sgt King recorded the incident on the report.
    - i. Propose installing cameras to record plates coming into the neighborhood and leaving the neighborhood. Mr. Hillman has a vendor that performed the same service in Lakewood Yachtclub that would be happy to meet with the BOD.
    - ii. Recent activities from TLV prior to each monthly meeting. Possibly have a TLV website.
- V. Minutes of Meetings
- a. Approval of Minutes for November 2016 Monthly Regular Meeting (***No meeting held in Dec 2016***)
    - i. Rob A motioned approval of the minutes as written, Ken D. seconded, All in favor
- VI. Financial Report (Graham Kenyon - Treasurer) –
- b. November & December 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? No
    - ii. Other (see also Executive Mtg Agenda)

- iii. Monthly Inspection Report – recommendations on letters to homeowners
- g. Common areas (TBD – Director Maintenance and Operations)
  - i. Pool status / concerns if any
  - ii. Pool House status / concerns if any
    - 1. Attic Staircase – completed in December 2016 by Rob S. and Rob A. **(Thanks!)**
  - iii. Sprinkler system status /concerns
  - iv. Entrance electrical repairs - proposal
  - v. Landscaping status / concerns
    - 1. Ligustrums & shrubs along Kirby Road perimeter – suggest replacing 7. Status?
    - 2. Other dying shrubs along Kirby Road perimeter – suggest removing?
- h. Holiday decorations –
  - i. old – Donated to Doris Karlman as salvage. Rob S. to contact Doris to pick up.
  - ii. new – Purchased by Alice. Installed / removed by Jim. **(Thanks to both!)** Storage? Alice will store for now. BOD needs to determine how to decorate in years to come.
- i. Website (Rob Adams – Director / Web Master)
  - i. Access / password / control of website? Still working.
  - ii. Minutes from CY2015 – Status? Ready to go still need access
  - iii. Minutes from CY2016 – Status? Ready to go still need access
- j. Resolutions (Jon Hall – President)
  - i. One policy issue brought up in October/November: KWPOA BoD should request HCMS to file a lien against any property owners for non-payment of assessments for properties that have been listed as for sale. HCMS would be directed to do this by the KWPOA BoD without going to the attorney.
  - ii. 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.
- k. 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)
    - 4. Jon H: Elections in February 2017.
    - 5. Need to get proxies in ASAP
  - ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
    - 1. Anything to discuss?

VIII. Adjourn to Executive Session at 8:21 Kenmotioned to adjourn, Jim seconded, All were in favor.

Next KWPOA Board Meeting is an ANNUAL Meeting scheduled for Wednesday, February 15-8, 2017. 7:00 P.M., at the Pool House.

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