

KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, September 26, 2017
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION AGENDA – Monthly Meeting

- I. Call to Order: 7:03 PM by Jon Hall

- II. Attendance / Is there a quorum present? Y N
 - a. Jonathan Hall – President
 - b. Jim Muras – Vice President absent
 - c. Amy Vidrine – Secretary
 - d. Alice McCalla – Treasurer
 - e. Rob Adams – Webmaster/Director
 - f. Chau Hillman – Webmaster/Director absent
 - g. Ken Dwyer – Director
 - h. Dana Ladd

- III. Homeowners or other visitors present? Y N
 - a. Roster of visitors: Rob Sladek, Mr. and Mrs. Theo Presswood, Mark East
 - b. Visitor topics? ACC topic, lighting information

- IV. Minutes of Meetings
 - a. Approval of Minutes for June & July 2017 Monthly Regular Meeting June was already approved in July meeting, July approved today: Motioned by Ken, Second by Rob. and All in favor and approved by all.

- V. Financial Report (Alice McCalla – Treasurer)
 - a. July & August 2017 Financials Dana emailed proposed budget for 2018.
 - b. Supplemental Financial Reports if required
 - c. Annual Audit – Certification Letters – signatures required
 - d. Alice and Dana to get together for contracts, etc.
 - e. Dana to request copy of audit HOA paid for.

- VI. Old/New Business:
 - b. ACC (Vice President is Chair of ACC)
 - i. ACC requests and status: Any new requests? Rob S. to submit about chimney removal (See Executive Session Agenda)
 - ii. Other (see also Executive Mtg Agenda)
 - iii. Monthly Inspection Report 9/25/17 – recommendations on letters to homeowners
 - c. Common areas (TBD – Director Maintenance and Operations)
 - i. Pool status / concerns if any
 - 1. Pool furniture – Replace? Discard? All safe. Already discarded broken and amount of chairs currently at pool is sufficient.

**August Quarterly postponed
until September meeting due to
Hurricane Harvey flooding**

2. Bathroom door – always locked – do some owners need keys? Yes Replacement costs? Questioned to put a WD lock or Dana get copies of keys for homeowners. Copies of keys is not “a lot” Still need to know who needs keys.
 3. Gate to pool area – sometimes not closed – update Web site to remind owners to close the gate completely every time.
 4. Gate to pool area – change to cypher lock? address next meeting. Dana to get commercial grade quote. Bid = _____?
 5. Homeowners asked to have pool changed to salt water pool. Have estimate by next meeting of the cost of this change and maintaining cost difference.
 6. Tennis courts conditions to be looked at; Dana has someone coming.
- ii. Clubhouse status / concerns if any
 1. Remodeling of clubhouse to provide ground-level storage – on hold for now
 2. Light bulb on the outside needs to be changed. Rob S. is going to change.
 - iii. Sprinkler system status /concerns
 1. Replacement of bad solenoid – did this happen? no.
 - iv. Entrance
 1. Electrical/lighting repair/upgrade. (1 bid = \$3800.00 by Clinton Electrical)
Additional lights at entrance to Kirby Woods to brighten the signs cost is \$250 on 8/22/17 Set in motion to approve Clinton Electrical for electrical, lighting repair and upgrade not to exceed \$4,665.00 by Kenneth, Second by Alice and All in favor and approved by all. Jim to contact Clinton Electrical.
 - a. Camera committee to make recommendation on how to proceed.
No one from camera committee present.
 2. Camera installation (final decision planned for next meeting?)
 - a. Camera committee to make recommendation on how to proceed.
 3. Median sprinkler valve – troubleshoot and repair. (Rob offered to assist)
 - a. Did this occur? No.
 4. CLC Water Authority – restore soil that has eroded. (Jim contacted CLCWA – reply?)
 - a. Any progress? Jim reached out to CLCWA. To follow up.
 - v. Landscaping status / concerns – renew contract? Additional items? Performance concerns?
 1. Perimeter landscaping – do we want to abandon the ligustrums? Put on table for now.
 2. Sidewalk repairs in the subdivision – did Jim contact the Mayor of TLV for assistance? Follow up with Jim, no update as we know.
- d. Website (Rob Adams – Director / Web Master with Chau Hillman volunteering to assist. Status?)
 - i. Access / password / control of website?
 1. Does Chau have a demonstration of the new Web site to compare to existing web site?
 - a. Pictures of Directors? Has been sent.
 2. D. Karlman mentioned that she cannot “save” the updates to the Calendar.
 - ii. Minutes from CY2017 – Status? “First few months”
 - e. Resolutions (Jon Hall – Acting President) - none
 - f. Other topics
 - i. Open Actions / Anything to discuss?
 1. Jim Muras / Ken Dwyer: Security Camera reports
Recurring cost missing per Ken.
 - Jim Muras provided the proposal from

- InFocus (\$7,132.88) and
 - Security Check (\$12,744.45)
 - Discussion ensued regarding camera locations, necessary utilities, camera capabilities, local data storage capacity, cloud storage option, funding via a special assessment to property owners, etc.
 - Jon requested follow up discussion to address
 - Multiple bids/proposals
 - Demonstration of imagery (day & night)
 - Opportunities to visit existing locations of equivalent solutions to bet a better feel for the installation, esthetics, etc.
 - Jim to prepare answers for future meetings.
 - The goal is to make a decision in as soon as possible.
- ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
 1. Anything to discuss?

VII. Adjourn to Executive Session at 8:07 PM by Jon Hall

Next KWPOA Board Meeting is a **Monthly Meeting** scheduled for Tuesday, **October 24. 7:00 P.M.,** at the Pool House. (Quarterly KWPOA Board Meetings occur in May, Aug, & Nov. HCMS coordinates and attends.)

HCMS 832.864.1200 (Dana)

Dana Ladd danal@houcomm.com

Amy Madrine