

KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, November 28, 2017
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION AGENDA – Quarterly Meeting

- I. Call to Order: **by Jon Hall at 8:04 PM**
- II. Attendance / Is there a quorum present? **YES**
- | | |
|-------------------------------|--|
| a. Jonathan Hall – President | e. Rob Adams – Webmaster/Director |
| b. Jim Muras – Vice President | f. Chau Hillman – Director absent |
| c. Amy Vidrine – Secretary | g. Ken Dwyer – Director absent |
| d. Alice McCalla – Treasurer | h. Dana Ladd |
- III. Homeowners or other visitors present? **YES**
- a. Roster of visitors: **Mike Montero and Jesse Hillman**
- b. Visitor topics? **Cameras**
- IV. Minutes of Meetings
- a. Approval of Minutes for October 2017 Monthly Regular Meeting **YES Jim Muras set in motion, Amy Vidrine second motion and all in favor and approved.**
- V. Financial Report (Alice McCalla – Treasurer)
- a. October Financials **Alice will double check on landscape pricing due to bill being double**
- b. Supplemental Financial Reports if required **None needed**
- c. Annual Audit – Certification Letters – signatures required **Dana Ladd to send audits to entire board. Jesse Hillman suggested using Lisa Frazier to do future audits to help decrease cost of audits and he gave her business card to the board.**
- VI. Old/New Business:
- b. ACC (Vice President is Chair of ACC)
- i. ACC requests and status: Any new requests? (See Executive Session Agenda) **NO**
- ii. Other (see also Executive Mtg Agenda) **NO**
- iii. Monthly Inspection Report – recommendations on letters to homeowners **Went over report**
- c. Common areas (TBD – Director Maintenance and Operations) **Get quote from Theo Presswood for an irrigation system for perimeter of Kirby Woods**
- i. Pool status / concerns if any
1. Bathroom door – always locked – do some owners need keys? Replacement costs? (Costs were \$1.99 + tax). **Dana Ladd has keys to purchase if needed by homeowners. Once website is up to put this information onto it.**
 2. Gate to pool area – sometimes not closed – update Web site to remind owners to close the gate completely every time.
 3. Gate to pool area – change to cypher lock? Bid = \$1,600 per lock! (Dana requested a bid for a commercial grade cypher lock. Included gate modifications and repaint.) **NO**
 4. **Key is stuck in lock need locksmith to fix. Jon Hall to try to fix and if he cannot then Dana Ladd will call locksmith to fix.**

- ii. Clubhouse status / concerns if any **NO**
 - 1. Remodeling of clubhouse to provide ground-level storage – on hold for now
- iii. Tennis court damage – warranty work? **Dana Ladd said warranty people said nothing was wrong with tennis courts for the warranty to cover anything. They said the whole floor was just old.**
- iv. Sprinkler system status /concerns
 - 1. Replacement of bad solenoid – did this happen? **NO. Jim Muras to ask Theo P. to fix**
- v. Entrance
 - 1. Electrical/lighting repair/upgrade. Status? (1 bid = \$3800.00 by Clinton Electrical) **This is coming out of capital reserve.**
 - a. Camera committee to make recommendation on how to proceed. **Working on it currently**
 - 2. Camera installation (final decision planned for next meeting?) **YES**
 - 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? Not as of October meeting. **Not done as of today**
 - 4. CLC Water Authority – restore soil that has eroded. (Jim contacted CLCWA – reply?) **No leaking. CLCWA fixed.**
 - a. Any progress? (Someone put soil in the area.) **No more progress**
- vi. Landscaping status / concerns – renew contract? Additional items? Performance concerns? **Keep on agenda**
 - 1. Perimeter landscaping – do we want to abandon the ligustrums? **Keep on agenda**
 - 2. Sidewalk repairs in the subdivision – did Jim contact the Mayor of TLV for assistance? **The county knows and will address next spring.**
- d. Website (Rob Adams – Director / Web Master with Chau Hillman volunteering to assist. Status?) **Rob sent Chau credentials. Cleared up.**
 - i. Access / password / control of website?
 - 1. Does Chau have a demonstration of the new Web site to compare to existing web site? **Chau Hillman has already demonstrated website and board agreed to use it.**
 - a. Pictures of Directors?
 - 2. D. Karlman mentioned that she cannot “save” the updates to the Calendar.
 - ii. Minutes from CY2017 – Status?
- e. Resolutions (Jon Hall – Acting President) - none
- f. Other topics
 - i. Open Actions / Anything to discuss?
 - 1. Jim Muras / Ken Dwyer: Security Camera reports – awaiting report on recurring costs.
 - Jim Muras provided the proposal from
 - InFocus (\$7,132.88) and **\$7,500.00 (In Focus will give Jesse H. a new quote in the next couple of days)**
 - 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. **Upper 2 cameras will ID car in lower resolution. The two license plate cameras will be in higher resolution. Total is one pole and 4 cameras in the median. Jesse H. to give Dana Ladd all info and she will buy. Clarify – If drive fails will InFocus come and replace drive if we have extras on hand?**
 - Jon requested follow up discussion to address

- Multiple bids/proposals, imagery demo, visits to existing sites. Verizon installation cost? \$19 a month with a two year commitment. Conduit to location? Cost a month? Maintenance contract? Monthly fee for camera?
 - Jim to prepare answers for future meetings.
 - The goal is to make a decision in as soon as possible. To go forward with camera installation if cost less than \$10,000.oo Jon Hall set in motion, Amy Vidrine second motion and Alice McCalla asks to wait 48 hours to review all of camera information and then vote. Board agrees with Alice M.
- ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
1. Anything to discuss? NO

VII. Adjourn to Executive Session at 8:04 PM by Jon Hall

Next KWPOA Board Meeting is a Monthly Meeting scheduled for Tuesday, December 19, 2017, 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 Vidrine