

KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, April 25, 2017
1200 Pinewood Lane, 7:00 P.M.

MINUTES OF THE REGULAR SESSION Monthly Meeting

- I. Call to Order: By Jon Hall @ 7:03 PM
- II. Attendance / Is there a quorum present? **Y N**
- | | |
|-------------------------------|---------------------------------------|
| a. Jonathan Hall – President | e. Rob Adams – Webmaster/Director |
| b. Jim Muras – Vice President | f. Chau Hillman – Director |
| c. Amy Vidrine – Secretary | g. Ken Dwyer – Director absent |
| d. Alice McCalla – Treasurer | h. Dana Ladd – Associa (HCMS) |
- III. Homeowners or other visitors present? **Y N**
- a. Roster of visitors: **Lisa Presswood (Home Owner) email: lisapresswood@comcast.net**
- b. Visitor topics? **NONE ---- "I'm here to listen."**
- IV. Minutes of Meetings
- a. Approval of Minutes for March 2017 Monthly Regular Meeting
Jim Muras set in motion; Rob Adams second motion; All in favor & approved
- V. Financial Report (Alice McCalla – Treasurer)
- a. January, February and March 2017 Financials **Quarter 1 correct total**
- b. Supplemental Financial Reports if required
- c. Annual Audit – Certification Letters – signatures required **Dana Ladd gave Alice McCalla 4 Documents (3 of these documents are to be signed ASAP after Alice McCalla reviews) They are: Franchise tax, Tax return, Accountant (Canady PC) Engagement contract, and Fraud Inquiry for audit**
- TO BE ON NEXT MONTH'S AGENDA:**
- d. **Items/Life expectancy for Audit for Capital reserve since last review date was July 2016**
- e. **Engagement contract (audit) will be reviewed by board of HOA (Alice McCalla will already have reviewed)**
- VI. Old/New Business:
- b. ACC (Vice President is Chair of ACC)
- i. ACC requests and status: **Six accepted. One denied.**
- ii. **Monthly Inspection Report – recommendations on letters to homeowners**
- c. Common areas (TBD – Director Maintenance and Operations)
- i. Pool status / concerns if any
1. **Bleaching / staining fence (Rob S's proposal - \$1,108.48) - an example of the "solid" Thompson's stain, Rob S used it recently on the fence to the north of his house.**
Jonathan Hall set in motion; Jim Muras second motion; All in favor & approved that the bleaching and staining of fence will be put on hold until further discussion due to other current priorities
- ii. **Clubhouse status / concerns if any**

- Jim Muras and Dana Ladd will get estimates to repaint and replace dry rotted areas of clubhouse
- iii. Sprinkler system status / concerns
Brought to board's attention to start noticing areas that are not getting water (ex: any plants dying?)
Jim Muras will talk with Rob S. regarding sprinkler system: Do they activate & pop up; work?
 - iv. Entrance
 1. Electrical/lighting repair/upgrade. (1 bid = \$3800.00 by Clinton Electrical)
 2. Camera installation (final decision planned for our next meeting in April)
 3. Bleach brick and adjacent fence (est'd \$20.00) Done
 4. Median sprinkler valve – troubleshoot and repair. (Rob offered to assist)
 5. Vines on brick – remove before they damage the brick. (per Jon)
Vines appear to be dying
 6. CLC Water Authority – restore soil that has eroded. (per Jon)
Jim Muras will contact CLC Water Authority. ALSO: Appears to be a water leak by mailboxes
 - v. Landscaping status / concerns Some of the agapanthus bordering our neighborhood are dying. Is Green Leaf using weed killer and is this causing them to die?
- d. Website (Rob Adams – Director / Web Master)
- i. Access / password / control of website?
 1. D. Karlman mentioned that she cannot “save” the updates to the Calendar.
Rob Adams will email D. Karlman and set her up so she is able to do so.
 - ii. Minutes from CY2015 – Status? Currently on website
 - iii. Minutes from CY2016 – Status? Currently on website (in one large document)
- e. Resolutions (Jon Hall – Acting President) - none
- f. Other topics
- i. Open Actions / Anything to discuss?
 1. Alice McCalla: transfer of Treasurer authority and records
 2. Jim Muras / Ken Dwyer: Security Camera reports
 - 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 the April meeting.
 - The goal is to make a decision in April if possible.
Jim Muras will organize a team from our neighborhood using the information provided by various security reports and it is very possible to install our neighborhood cameras ourselves rather than hiring an outside company.
 - ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
 1. Anything to discuss?
Newsletter. Chau Hillman & Amy Vidrine will come up with a sample Newsletter and present it to the next Board Meeting. The goal is for the first Newsletter to be mailed out to each home in Kirby Woods and the following Newsletters to be online (once everyone

knows the website and such). These Newsletters will help keep us informed and our goal is to make us a closer community. ☺

Updated map of KW: Dana Ladd to email KWPOA Board members an updated version of the map of the subdivision that includes latest homeowner names and contact information.

VII. Adjourn to Executive Session at 8:25 PM by Jonathan Hall

Next KWPOA Board Meeting is a QUARTERLY Meeting scheduled for Wednesday, May 30, 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 / Amy Vidrine

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