

KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, May 30, 2017
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION AGENDA – Quarterly Meeting

- I. Call to Order: **By Jon Hall @ 7:00 PM**

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

- III. Homeowners or other visitors present? **Yes**
 - a. Roster of visitors: **Theo and Lisa Presswood, Mike Montero, Rob Sladek**
 - b. Visitor topics? **HOA letters regarding portable buildings, fence height. Concern of greenery in front of neighborhood.**

**City Regulations for portable building states, "Structure must sustain 100 mph wind burst for 3 sec."
Deed restriction regarding portable buildings – building in place more than 4 years cannot be enforced. The board may choose to enforce deed restrictions for buildings less than 4 years old.**

- IV. Minutes of Meetings
 - a. Approval of Minutes for April 2017 Monthly Regular Meeting
Jon Hall set in motion; Jim Muras second motion; All in favor & approved

- V. Financial Report (Alice McCalla – Treasurer)
 - a. April 2017 Financials **Spread sheet from Alice McCalla.**
Chau Hillman to put Balance Income Sheet Statement onto website once website is updated.
 - b. Supplemental Financial Reports if required
 - c. Annual Audit – Certification Letters – signatures required
Fraud risk paper from Alice McCalla to be signed and given to Dana Ladd

Dana Ladd to follow up with auditors and lawyers

- VI. Old/New Business:
 - b. ACC (Vice President is Chair of ACC)
 - i. ACC requests and status: Any new requests? (See Executive Session Agenda)
One and approved.
 - ii. Other (see also Executive Mtg Agenda)
 - iii. Monthly Inspection Report – recommendations on letters to homeowners
May 26th letters were mailed.
 - c. Common areas (TBD – Director Maintenance and Operations)
 - i. Pool status / concerns if any
 - ii. Clubhouse status / concerns if any

Santiago to hire for clubhouse repairs, paint after receiving 3 bids. Amy Vidrine to get approval from board for paint colors. Rob Sladek volunteered to bleach inside perimeter fences.

Jim Muras set in motion; Jon Hall second motion; All in favor & approved

1. Rebuild pedestrian gate
To be discussed in next month's meeting.
- iii. Sprinkler system status / concerns
- 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)
Camera Committee has agreed on a company. Waiting on installation cost from Comcast.
 3. Median sprinkler valve – troubleshoot and repair. (Rob offered to assist)
Discussed that it is preferred the sprinklers be automated for consistency. Right now it is manually done by volunteer homeowners.
 4. CLC Water Authority – restore soil that has eroded. (per Jon)
Jim Muras has not heard from them.
- v. Landscaping status / concerns – renew contract?

Jim Muras to follow up with Green Tree about their work.... They are not pulling weeds but instead over spraying weed killer that is possibly killing Kirby Woods plants.

Contract needs to be updated. Will change contract to include "Change color throughout the seasons."

Entry Way Beautification/ Curb Appeal Budget to include entire package: new shrubs, camera, plant properly with correct soil, water properly. Add American flags and other décor for specific holidays.

Taylor Lake Village is responsible for fixing/maintaining sidewalks. Jim Muras has taken photos. Committee members for this project are: Jim Muras, Rob Sladek, and Jon Hall. They will meet with the mayor.

- d. Website (Rob Adams – Director / Web Master)
Chau Hillman has reached out, volunteered and agreed to take on managing the website if Rob Adams would like the help. The website needs updating ASAP.

Newsletters will not be able to be on website until updated. Hand delivered first Newsletter. Amy Vidrine to have this completed.

- i. Access / password / control of website?
 1. D. Karlman mentioned that she cannot "save" the updates to the Calendar.
Will follow up. Rob Adams currently unavailable.
- 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
 - 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.

Camera Committee working details out.

- Jon requested follow up discussion to address
 - Multiple bids/proposals **accomplished.**
 - 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 May meeting.
 - The goal is to make a decision in May if possible.
- ii. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)
1. Anything to discuss?

VII. Adjourn to Executive Session at **8:15 PM by Jon Hall**

Next KWPOA Board Meeting is a **Monthly Meeting** scheduled for Wednesday, **June 27. 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