

KIRBYWOODS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, January 23, 2018
1200 Pinewood Lane, 7:00 P.M.

REGULAR SESSION MINUTES – Monthly Meeting

- I. Call to Order: 7:02pm
- II. Attendance / Is there a quorum present? **Y** ~~N~~
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| 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 |
| d. Alice McCalla – Treasurer | |
- III. Homeowners or other visitors present? ~~Y~~ **N**
- a. Roster of visitors:
- b. Visitor topics?
- IV. Minutes of Meetings
- a. Approval of Minutes for November 2017 Monthly Regular Meeting – **Approved (Rob Adams motioned, Jim Muras seconded. Motion carried unanimously.)**
- b. **There was NO DECEMBER 2017 meeting.**
- V. Financial Report (Alice McCalla – Treasurer)
- a. December Financials: **November 2017 & December 2017 Financials provided. No issues. Proposed budget for 2018 provided by Treasurer, and lengthy discussion ensued.**
- b. **ACTIONS ASSIGNED:**
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| a. Alice: Update Capital Reserve Study to indicate recent accomplishments (2016/2017) |
| b. Alice: Reduce 2018 Budget by \$5,000. |
| i. Cabinets @ \$2,000 - deferred. |
| ii. Tennis court net/other @ \$1,000 – deferred since net was replaced in 2016. |
| iii. Entry-way lights @ \$2,000 – deferred since they were replaced in 2017. |
| c. Alice: Transfer the “\$16,000” from Operating to Reserve. |
| d. Alice: Operating Account – make recommendation on appropriate minimum balances required. |
| e. Jon: Adjust Calendar to emphasize SEPTEMBER meeting is dedicated to Budget formulation based on Actuals, and the Reserve Forecast. |
- c. Supplemental Financial Reports if required – **N/A**
- VI. Old/New Business:
- c. ACC (Vice President is Chair of ACC)
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| i. ACC requests and status: New requests – query from Realtor about acceptability of painted brick. (ACC said no.) |
| ii. Other (see also Executive Mtg Agenda) |
| iii. Monthly Inspection Report – recommendations on letters to homeowners – Jim to review with HCMS-Associa/Dana Ladd to edit. |
- d. Common areas (TBD – Director Maintenance and Operations) – **No issues raised.**
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| i. Pool status / concerns if any |
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- ii. Clubhouse status / concerns if any
 - 1. Remodeling of clubhouse to provide ground-level storage – on hold for now
- iii. Tennis court – **No issues raised.**
- iv. Sprinkler system status /concerns
 - 1. Replacement of bad solenoid – did this happen? **Not yet. Jim requested a bid from a landscaping contractor.**
- v. Entrance
 - 1. Electrical/lighting repair/upgrade. Status? **Scope complete except for hardwiring transformers for the entrance LED lighting. Jim to request a bid.**
 - a. Camera committee to make recommendation on how to proceed.
 - 2. Camera installation (final decision planned for next meeting?) **Board agreed to establish “functional surveillance system” and use the existing utility box in the entrance south-side brick wall.**
 - 3. Camera committee to make recommendation on how to proceed. – **Proceed with a vendor-integrated system to ensure system accountability and warranty.**
 - 4. Median sprinkler valve – troubleshoot and repair. (Rob offered to assist)
 - a. Did this occur? **Not as of January 2018 meeting. Jim has asked a contractor for a bid.**
- vi. Landscaping status / concerns – renew contract? Additional items? Performance concerns?
 - 1. Perimeter landscaping – any changes? **None**
 - 2. Sidewalk repairs in the subdivision – request submitted. Pending response.
 - a. **ACTION: Jim will contact TLV to verify status.**
- e. Website (Rob Adams – Director / Web Master with Chau Hillman volunteering to assist. Status?)
 - i. Access / password / control of website? **Rob reported that he provided Chau the necessary access credentials.**
 - ii. Minutes from CY2017 – Status? **Rob agreed to post Minutes for 2017 on old web site so that KWPOA complies with expectations on homeowner access to Minutes as mentioned in the Annual Audit.**
- f. Resolutions (Jon Hall – Acting President) - **none**
- g. Other topics
 - i. Preparation for Annual Meeting on Wed, 2/21/18, at the TLV Courthouse was **discussed.**
 - 1. Courthouse – reservation for meeting – **ACTION to Jon**
 - 2. Candidates – any new names? **None**
 - 3. Collecting Proxies (the “Walk-about”) – **Board agreed to perform the “walk-about” after some discussion.**
 - 4. Agenda for the Annual meeting - **reviewed by the Board. (Acceptable)**
 - a. Reports by members of the Board – **Acceptable.**
 - 5. Annual Minutes from February 2017 – **No changes suggested**
 - 6. Election of Directors – **Jon reminded attendees that Dana Ladd will attend the Annual Meeting and assist with the election of new officers.**
 - ii. Monthly Meeting Calendar – **Jon reminded attendees about the meeting dates included in the Agenda.**
 - iii. Illustration of Director terms – **Discussed and no changes suggested.**
 - iv. Open Actions / Anything to discuss?
 - 1. Jim Muras / Ken Dwyer: Security Camera reports – status/changes? **Proceeding with option to install a poll in the entrance median, with pole-mounted cameras, and a controller located in the existing utility cabinet nested in the brick wall on the south side of the entrance.**
 - v. Discussion with our Attorney – generic topics. (See also the Executive Session Agenda)

1. Anything to discuss? **None.**

VII. ACTIONS to all Directors –

- a. Walkabout – collect Proxies prior to 2/20/18 (see assignments, below). You may need some blank proxies to carry with you as meet with your neighbors.**
- b. Annual Meeting (2/21/18) - Prepare to answer questions per special topics listed on the proposed Agenda for the Annual Meeting.**

“Walkabout” assignments for this year to distribute the work load:

- **Jon Hall (12) - 827-834 Pinewood & 820-906 Live Oak**
- **Alice McCalla (11) - 835-918 Pinewood (Alice or Ken???)**
- **Chau Hillman (10) - 919-1019 Pinewood**
- **Ken Dwyer (11) - 1022-1123 Pinewood (Ken or Alice??)**
- **Rob Adams (11) - 1127-1135 Pinewood & 1110-1126 Live Oak**
- **Amy Vidrine (11) - 1014-1107 Live Oak**
- **Jim Muras (12) - 907-1011 Live Oak**

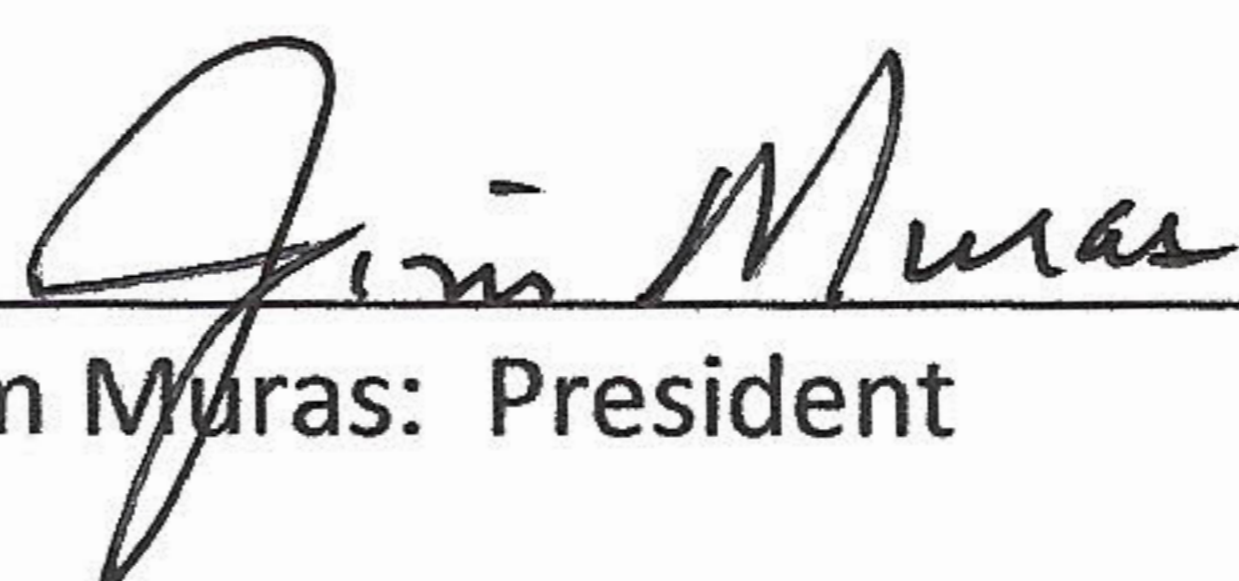
VIII. Adjourn to Executive Session at 8:40pm

Next KWPOA Board Meeting is an Annual Meeting scheduled for Wednesday, February 21, 2018, at **7:00 P.M.**, at the TLV Courthouse.

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

HCMS 832.864.1200 (Dana)
Dana Ladd danal@houcomm.com

These minutes were reviewed and approved
By KWPOA BOD on March 27, 2019



Jim Muras: President

9/2/19
Date

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