

**Kirbywoods Property Owners Association**  
**Board of Directors Meeting**  
**Tuesday August 28, 2018**  
**1200 Pinewood Ln.**  
**7:00 PM**  
**Regular Meeting Minutes**

**I. Call to Order 7:05 pm by Jim Muras**

**II. Attendance/is there a quorum present Y**

- a. Jim Muras – President
- ~~b. Ken Dwyer – Vice President~~
- c. Amy Vidrine – Secretary
- d. Alice McCalla – Treasurer
- e. Rob Adams – Webmaster/Director
- ~~f. Theo Presswood – Director~~
- g. Darcy Loerch – Director arrived at 7:46 pm
- h. Rikki Block

**III. Visitors**

Jeff Folse

**Discussion Topic**

New to neighborhood, pool/tennis court keys

Rob Sladek

Jon Hall

Update on sidewalk repairs

**IV. Approval of Minute and other**

- a. July minutes **Approved.** Jim Muras set in motion, Rob Adams second motion, All in favor and approved.

**V. Financial Report**

- a. Report presentation – Alice McCalla updating Feb, March and April.
- b. Payment of invoices
  - i. Lawn and Sprinklers – Paid? **Yes.**
  - ii. Greenleaf – renew or replace contract. **Rikki will send out a proposal for lawn to board.**
  - iii. Canady invoice? I suppose audit. **From last year.**
  - iv. Insurance? **Flood insurance paid.**



- v. Get copies of all contracts to review. (Do we have?)
- c. Delinquencies (Specifics to be discussed in Exec Session)
- d. Discussion **Will reconstruct Operating Account and Capital Reserve Study and Contracts to include cameras.**  
**Alice will send out transfers.**  
**Rikki B. will call AC people: the pool house is not cooling off fast enough. The ceiling lights also need to be cleaned and a bulb needs to be replaced.**

## VI. Old Business/New Business

- a. ACC – Report **NONE**
  - i. Discussion of Committee – Standing Committee
    - 1. Board Liason – Jim Muras
    - 2. Committee Members – Janice Hall, Dave Stoops
  - ii. ACC Requests
    - 1. August drive-through report. (None available at present). **Nothing to send, no current issues.**
- b. Common Areas
  - i. Pool House
    - 1. Light in bathroom fixture has missing lens cover. **Rikki call.**
    - 2. Pool house wall damage has been repaired. Approved via email. (Minutes to reflect approval.) **Has been done. Emergency repair voted previously via email.**
    - 3. Signs at pool with rules need to be replaced. See pricing for sign replacement.
    - 4. **Agreed Alice M. will write a resolution to pass that states starting September 1, 2018 new homeowners will receive first pool key at no cost. Rob Adams set in motion, Amy Vidrine second motion, All in favor and approved.**
  - ii. Grounds
    - 1. Theo will repair and adjust sprinkler heads at pool house to avoid future damage. Repair will be routine maintenance – repair cost will be approved after repairs are complete.
  - iii. **Wall of entrance into Kirby Woods: Lawn people will spray to kill plant growing on wall to entrance. Homeowner said it's okay. Need to clean after sprayed. Rikki will get guys in touch with Jim M. about it.**
  - iv. Remodeling of club house to accommodate storage – on hold until 2019
  - v. Tennis Courts – Possible repair to damaged areas. Need contractor. **Rikki get quote**
  - vi. **Tennis Court net: Need new net.**



- vii. Tennis Court lights – have they been repaired. Rob Sladek request the lens need to be cleaned.
  - viii. Sprinkler system status (see “ii” above)
  - ix. Tree removal on Kirby and trimming tree over sign –Spoke with contractor. Will continue working with Theo on this. Company spoke to said they are too busy and they cannot do it. Need new bid/person. Rikki get bid.
  - x. Camera Installation – Working with Louis at In-Focus. There is a warranty on camera box.
    1. Payment has been made. Contacted Louis for update. Waiting on concrete contractor. Will advise. Will be out next week.
    2. See cut-sheet with information for control box. Done.
    3. Sign at entrance with camera notification is not included with camera installation. Working on pricing for signs. Quotes were sent with proposals via email.
  - xi. Sign replacement – See quotes attached. Replace all signs via RC. Amy Vidrine set in motion, Darcy Loerch second motion, All in favor and approved.
  - xii. Side walk repairs – (No update). Jon Hall updated. Jon talked with Jack Friday on Friday morning and he has a vision of when and how.
  - xiii. Update on Kirbywoods entry sign renovation. Working with sign replacement. Signs fresh and looking good.
- c. Website
- i. Posting of minutes – Status Done.
- d. Resolutions – None
- e. Other Topic
- i. Board member concerns
  - ii. Presidents comments
    1. Flood insurance renewal – Report from treasurer. Renewed.
    2. Renew landscape contract – Review of requirements and request for bids. 3 bids coming in.
  - iii. Trees in neighborhood over hanging into street area. Bus driver has complained that her antenna is hitting the trees. Via Deed Restrictions: Trees not to overhang more than 10 feet from street and 8 feet from sidewalk. Rikki to send email blast out to neighborhood and town square for trimming of trees after Alice McCalla writes a draft. Rikki to do drive about for overhanging trees. Rikki to look over for CCR language.

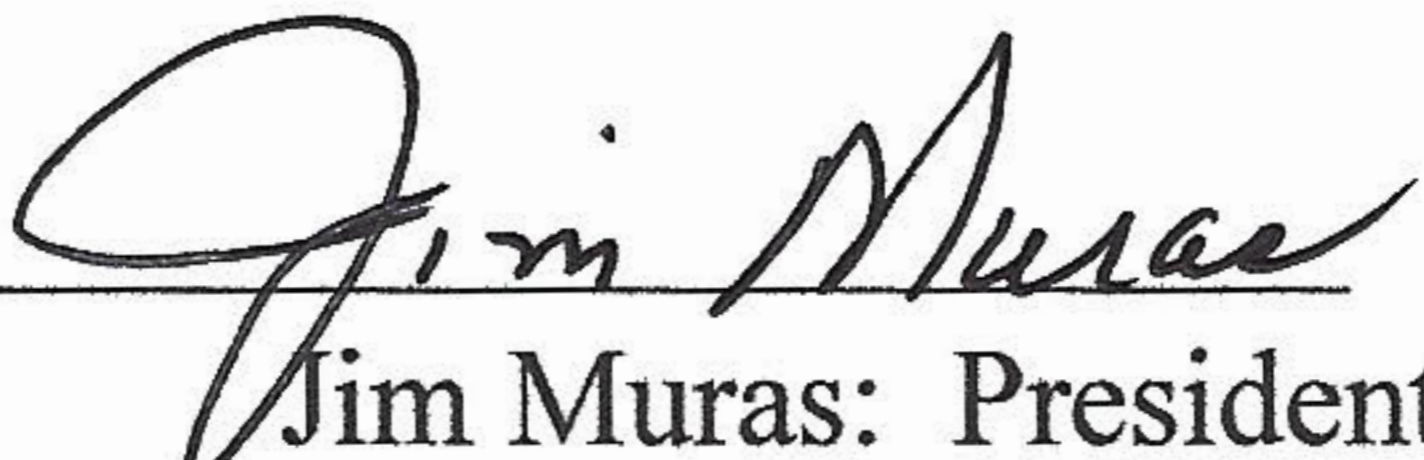
**VII. Adjourn regular meeting**

- a. Dismissal of visitors
- b. Proceed to Executive Session.



- c. Adjournment Time 8:40 Jim Muras set in motion, Rob Adams second motion, All in favor and approved.

These Minutes were reviewed and approved  
By KWPOA BOD on Sept. 25, 2018

  
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Jim Muras: President      9/2/19      Date