

Kirbywoods Property Owners Association
Board of Directors Meeting
Tuesday September 25, 2018
1200 Pinewood Ln.
7:00 PM
Regular Meeting Minutes

I. **Call to Order** 7:06 Pm

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

- a. Jim Muras – President
- b. ~~Ken Dwyer~~ – Vice President - Absent
- c. Amy Vidrine – Secretary
- d. Alice McCalla – Treasurer
- e. Rob Adams – Webmaster/Director
- f. Theo Presswood – Director
- g. Darcy Loerch – Director

III. Visitors	Discussion Topic
Rob Sladek _____	
Dana Ladd _____	
Lisa Presswood _____	_____

IV. **Approval of Minute and other**

- a. August minutes **Motion to approve – Jim Muras/Rob Adams second -Approved**

V. **Financial Report**

- a. Report presentation – Alice McCalla **Monthly accepted as presented.**
- b. 2019 Budget Review – Alice McCalla **General discussion with no changes**
Motion to accept Theo/Darcy second – Unanimously approved
- c. Payment of invoices **Discussion regarding prompt payment of invoices and acceptance by HCMS.**

****Action Item: Dana Ladd will discuss HCMS paying prompt attention to changes in strongbox items.**

****Action Item: Dana Ladd presented invoice for general liability and property insurance. Increase from pervious year - \$200.00. Alice to review and approve for payment.**

Additionally: There will be no change in the homeowner assessment for 2019.

- d. Delinquencies (Specifics to be discussed in Exec Session)
- e. Discussion

VI. Old Business/New Business

- a. ACC – Report **No new ACC requests for September.**
 - i. Discussion of Committee – Standing Committee
 - 1. Board Liaison – Jim Muras
 - 2. Committee Members – Janice Hall, Dave Stoops
 - ii. ACC Requests
 - 1. September drive-through report. (None available at present).
****Action Item: Dana Ladd will discuss with Rikki the lack of C3 – subdivision inspection reports.**
- b. Common Areas
 - i. Pool House
 - 1. Light in bathroom fixture has missing lens cover.
****Action Item: Jim will contact Rikki regarding cleaning of light fixtures in pool house as well as installation of lens cover in pool restroom.**
 - 2. Signs at pool with rules need to be replaced. Approved at August meeting. Should be installed shortly. **Jim Muras reported that the new signs will be ready and installed later this week or early next week. Security camera sign to be installed on the existing speed limit sign pole at the entrance of the subdivision. Jim also advised that he has spoken to TLV to confirm approval of sign placement.**
 - ii. Swimming Pool
 - 1. Possible repair of south strainer **South strainer repairs will be budgeted for 2019.**
 - iii. Electrical
 - 1. None known at this time.
 - iv. 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. Pending.
****Action Item: Theo will put this on his schedule and will handle the repairs.**
 - v. Remodeling of club house to accommodate storage – on hold until 2019
 - vi. Tennis Courts – Possible repair to damaged areas. Need contractor.
 - 1. Replace tennis net **Motion to spend up to \$500.00 to replace the tennis court net. Motion by Rob Adams/second by Alice.**

****Action Item:** Dana Ladd will purchase tennis court net and get it installed.

vii. Sprinkler system status (See iv.1 above)

viii. Tree removal on Kirby and trimming tree over sign and other areas in subdivision.

1. Will be meeting with contractor this week.

****Action Item:** Jim Muras will get with the AC Committee to discuss trimming trees at the front of the subdivision. Cost will be transmitted to board members for approval.

2. Alice working on email blast regarding tree trimming over sidewalks and street.

****Action Item:** Alice will prepare verbiage for email blast to all homeowners regarding the need to trim trees along sidewalks and street in order to meet the TLV ordinance regarding tree trimming.

****Action Item:** Jim will notify homeowners not contacted by email of necessary tree trimming/

3. I am working with Bay Area Trees as well as another contractor to get pricing.

****Action Item:** Jim will work with Bay Area Trees and an alternate contractor for pricing to trim trees at each residence.

ix. Camera Installation – Working with Louis at In-Focus.

****Action Item:** Jim will continue to work with In-Focus to expedite installation of security cameras.

1. Payment has been made. Pedestals for camera pole and control box will be done this week pending good weather.

2. Sign at entrance with camera notification is not included with camera installation. In progress and will be installed.

x. Sign replacement – Will be completed by end of October.

xi. Side walk repairs – (No update). **Email report from Jon Hall states that TLV is moving along with preparation for sidewalk repairs. Engineering work will be started and will be presented to contractors for pricing.**

xii. Update on Kirbywoods entry sign renovation. Entry sign has been redone.

c. Website

i. Posting of minutes - Status

d. Resolutions – Key resolution to be adopted. Approved at August meeting.

****Action Item:** Alice will prepare the verbiage for adoption of the resolution regarding no charge to new homeowners for initial Pool Key.

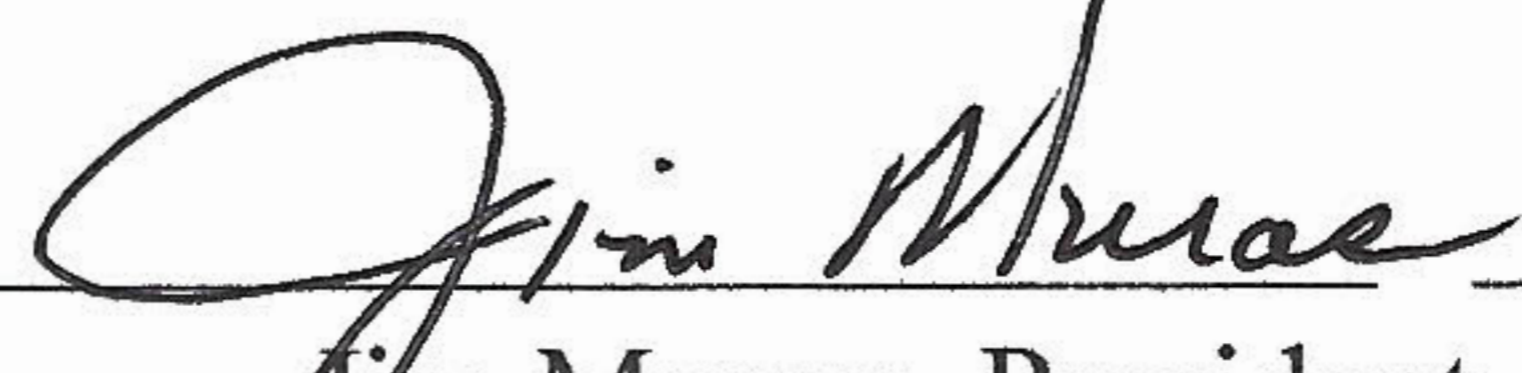
****Action Item:** Jim Muras will contact board members for signatures on the resolution.

e. Other Topic

- i. Board member concerns
 - ii. President's comments
 - 1. Renew landscape contract – Review of requirements and request for bids.
 - 2. Farewell to Amy Vidrine
- **Action Item: Jim will contact Amy Vidrine to get formal resignation letter. Letter will be sent to board members with motion to accept the resignation.**

- VII. Adjourn regular meeting**
- a. Dismissal of visitors
 - b. Proceed to Executive Session.
 - c. Adjournment Time 7:53 PM

These Minutes were reviewed and approved
By KWPOA BOD on Oct. 23, 2018


Jim Muras: President 9/2/19 Date