

# **Board of Directors Regular** Meeting Notes

I. III.	Call to Order 19:0 Attendance/is there a. Jon Hall – Preside b. Robert Adams – c. Robert Sladek – d. Mary Norris – V e. Ross Paternoster f. Theo Presswood g. Darcy Loerch – I h. Amanda Cox – A Visitors	e a quor lent   Secretar ice-Pres - Treas - Director	ry/Webr sident□ surer ☑ stor □	nast								
	NAME						D	iscussio	on Top	ic(	s)	
	Jim Mura				_				ewalks			
	Andrew Tr	<u>rue</u>						Pool 1	oressur	<u> </u>		
	Agenda  posed Changes:	:- C	Do al a	-1 1	ulin au Cr		2	G: 1	11		Acce	pted?
_	es over fences; Clippings nt Sprinkler lines; Pool Iss		r; Pool so	cnea	uling; Ci	urtis I	xequest;	; Sidewa	IIKS			
	•											
	Motion to Appro				Ch		ond an item		Ay	e	Nay	Result
V.	Approval of Minute				CII	<u>003C</u>	diritein	•	<u> </u>		Acce	pted?
Mir	utes were not approved d	ue to a la	ack of m	eetin	g quorui	<u>n.</u>						
Ma	Document Title by 2020 Reg. Minutes		tion to A			C	Seco		Ay	e	Nay	Result
VI.	Calendars  a. Review BOD Ar  i. Update?  b. Review Meeting  Month (CY2020)					<u>1</u>	x A)	Day	Week			



## **Board of Directors Regular** Meeting Notes

<u>Jan</u>	<u>23</u>	Wed	<u>4th</u>	<u>Jul</u>	<u>16</u>	<u>Thu</u>	<u>3<sup>rd</sup></u>
<u>Feb</u>	<u>20</u>	Wed	3rd	Aug	<u>20</u>	<u>Thu</u>	<u>3<sup>rd</sup></u>
Mar	<u>27</u>	Wed	<u>4th</u>	Sep	<u>17</u>	<u>Thu</u>	$3^{\rm rd}$
<u>Apr</u>	<u>25</u>	<u>Thu</u>	<u>4th</u>	Oct	<u>15</u>	<u>Thu</u>	$3^{\rm rd}$
<u>May</u>	<u>28</u>	<u>Thu</u>	<u>4th</u>	Nov	<u>19</u>	<u>Thu</u>	$3^{\rm rd}$
<u>Jun</u>	<u>18</u>	<u>Thu</u>	<u>3rd</u>	Dec	<u>17</u>	<u>Thu</u>	<u>3<sup>rd</sup></u>

b.

#### VII. President's Report

- a. Exexcutive Session Checklist
  - i. Delinquencies
  - ii. Legal Issues
  - iii. Violations
  - iv. Performance Concerns
  - v. Other

### **VIII.** Financial Report

- a. Report presentation Ross Paternoster
- b. Associa Billing/Accounting Issues Update
  - i. Accounting specialist assigned and meeting our expectations.
  - b.ii. Income tax return on Ross' desk.
- c. Outstanding invoices Any for discussion
- d. Discussion

#### **VIII.IX.** Old Business/New Business

- a. ACC Report (Non-Executive)
  - i. Flag pole rejection/guidance follow-up
  - iii. Flag pole acceptance letter
- b. Action Items
  - i. Review/Update Old Actions (action items list).
  - ii. New Actions:

Assigned	Action	Due Date

- c. Contracts
- d. Common Areas
  - i. Club house
  - ii. Tennis Courts
    - 1. Future Repairs/Enhancements (e.g., pickleball lines)



### **Board of Directors Regular** Meeting Notes

- iii. Sprinkler system status
  - 1. Kirby Road Drip System Update Front Sprinkler lines
- iv. Landscaping
- v. Sidewalk repairs
- vi. Pool Issues: pressure still low

#### e. New Business

- i. Sidewalks: Jim has been working with the City on the repairs. Met with Jack Friday yesterday. City has approved \$40M budget for sidewalk repairs. Have received bid for \$32M + tree removal based on information submitted and within budget. Will meet with vendor next week on project specifics. City will notify homeowner about tree removal.
- ii. Vines over fences; North side of subdivision. Jon to speak with Helen. Rob to email Ms. Sinclair.
- iii. Clippings in Sewer; This is the responsibility of the homeowner employing the landscape company. Mr. Booker should contact the homeowners. Rob will post guidelines on the website about contractor/homeowner responsibilities.
- iv. Pool scheduling: To be on Townsquare in progress. Will go with 2 hour blocks. Amanda to report when finished.
- v. Curtis Request: Jon visited this issue. Growth/trees on both sides of the fence.
   Need the growth removed before we replace the fence. May be able to brace this with rope temporarily until a proper replacement can be done.
  - e.1. Rob contact Rudy about removing brush.
- f. Resolutions
- g. Website
- h. Other Topics

#### **LX.X.** Business Meeting Record

a. Motion to:

Motion to Approve	Second	Aye	Nay	Result
Choose an item.	Choose an item.			



## **Board of Directors Regular** Meeting Notes

### X.XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.
- c. Adjournment Time 20:11

Motion	Second	Aye	Nay	Result
Choose an item.	Choose an item.			

These Minutes were reviewed and approved by KWPOA BOD on , 2020notes do not require approval since a quorum was not achieved for this meeting and no motions were made.

Jon Hall: President (2020)	Date

XI.	Evecutive	Magting	Chacklist
711.	DACCULIVE	WICCUITZ	CHECKIIS

- □ Reviewed Delinquencies
- ☐ Reviewed DCCR Violations
- ☐ Discussed Financials / Cntracts
- ☐ Discussed Special Items



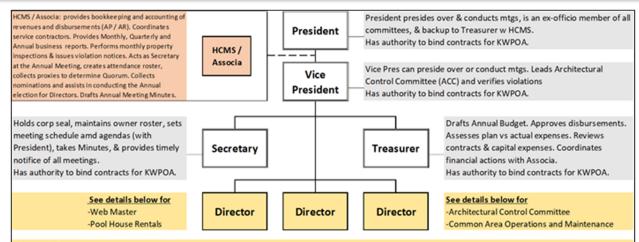
## **Board of Directors Regular** Meeting Notes

## Annex A: KWPOA BOD Annual Calendar

		KWPOA Annual Cal	endar and Action List	
		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannual
JAN	2	(Notice includes request for nominations)		
z	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	oDecision req'd: Continue w HCMS? 30day notice by 28th Jan		
	1	oHandcarry Proxies / Request for Nominations		
Æ	2	oInsurance quotes expected for Property & BoD Liability		
В	3	oElect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
lacksquare	4	oNotify HCMS of updated Roster of Directors and Officers		
	1	oU/D Web site BoD list / signature authorities (HCMS & Bank)		
MAR	2	o Insurance quote expected for Flood		
æ	3	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1			
APR	2	oRenew Flood Insurance		TLV Annual Picnic
~	3	oRenew Electricity contract?	Monthly Meeting	
	4			
	1	oRenew Landscaping contract??		
MAY	2			
~	3		Quarterly Meeting / HCMS support @ Meeting	
	4			Memorial Day
	1			
Š	2			
_	3		Monthly Meeting	
$\vdash$	4			
	1			Dues - Semiannual
Ĕ	2		Marchille Marchine	4th of July
	4		Monthly Meeting	
$\vdash$	1			
_	2			
AUG	3		Quarterly Meeting / HCMS support @ Meeting	
"	4		Quarterly Meeting / HCMS support @ Meeting	
$\vdash$	1			Labor Day
١,,	2			Labor Day
SEP	3	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
	4	o-nequest reasurer to draft budget for following year.	Worthly Weeting	
$\vdash$	1	_ Auditor contract		
	2	oHCMS completes IRS tax & TX franchise tax filings		
OCT	3	oVerify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
	4	oSubmit Annual Budget to HCMS/Letter to Prop Owners on change	nesting hereat proposed budget for next year	Halloween
	1	oHCMS submits Mailout request to their contractor		
z	2	Tiens sasmis manout request to their contractor		
VOV	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	oPoll previous Directors on interest in running for election	and the same of the same	
$\vdash$	1	, , , , , , , , , , , , , , , , , , ,		
	2	oRequest HCMS issue Notice of Annual Meeting in Feb		
DEC	3		Monthly Meeting	
	4		,	Holiday Season



## **Board of Directors Regular** Meeting **Notes**



#### Director Roles:

Web Master - Updates and maintains KWPOA Web Site. Monitors licensing and renewals.

Pool House Rentals – KWPOA Director or KW volunteer. Manages pool house calendar. Collects fees and forwards to Associa. Collects / refunds required security deposits. Inspects condition before & after events and advises renter of any unresolved conditions or damage. Reports unresolved conditions or damage to Board for further action. Communicates to Board as required on issues and concerns related to general conditions of the pool house.

Architectural Control Committee – Reviews change requests from owners. Endorses or identifes concerns and forward to Board. Suggests landscaping changes for common areas. Reports deficiencies in landscaping contractor maintenance. (Board Vice President leads this standing committee.)

Common Area Operations and Maintenance – A director(s) monitors conditions of pool, pool systems, pool house, tennis court, entry lighting, entry wall and lettering, perimeter fence, and sprinkler system. Includes roofing, siding, masonry, paint, HVAC, plumbing, water heater, deck paving, pool side furniture, netting/screens/lighting electrical systems, surveillance system, security/locks and arbor health.