



Board of Directors ~~Regular~~-Meeting Notes

- I. Call to Order **19:08**
- II. Attendance/is there a quorum present? **N**
 - a. Jon Hall – President
 - b. Robert Adams –
 - c. Robert Sladek – Secretary/Webmaster
 - d. Mary Norris – Vice-President
 - e. Ross Paternoster – Treasurer
 - f. Theo Presswood – Director
 - g. Darcy Loerch – Director
 - h. Amanda Cox – Associa Mgr.

III. Visitors

NAME	Discussion Topic(s)
<u>Jim Muras</u>	<u>Sidewalks</u>
<u>Andrew True</u>	<u>Pool pressure</u>

IV. Agenda

Proposed Changes:	Accepted?
<u>Vines over fences; Clippings in Sewer; Pool scheduling; Curtis Request; Sidewalks</u>	
<u>Front Sprinkler lines; Pool Issues</u>	
Motion to Approve	Second
<u>Choose an item.</u>	<u>Choose an item.</u>
	Aye
	Nay
	Result

V. Approval of Minutes

Proposed Changes:	Accepted?
<u>Minutes were not approved due to a lack of meeting quorum.</u>	
Document Title	Motion to Approve
May 2020 Reg. Minutes	<u>Choose an item.</u>
	<u>Choose an item.</u>
	Second
	Aye
	Nay
	Result

VI. Calendars

- a. Review BOD Annual Calendar (~~Executive~~-Annex A)
 - i. Update?
- b. Review Meeting Calendar for CY2020

<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Week</u>		<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Week</u>
<u>(CY2020)</u>					<u>(CY2020)</u>			



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

b.

VII. President's Report

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

VII.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
 - ~~i~~.ii. 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)



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- 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

IX.X. Business Meeting Record

a. Motion to:

Motion to Approve	Second	Aye	Nay	Result
<u>Choose an item.</u>	<u>Choose an item.</u>			



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~~X.XI.~~ 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 , 2020~~ notes do not require approval since a quorum was not achieved for this meeting and no motions were made.

Jon Hall: President (2020)

Date

~~XI.~~ XI. ~~Executive Meeting Checklist~~

- ~~Reviewed Delinquencies~~
- ~~Reviewed DCCR Violations~~
- ~~Discussed Financials / Contracts~~
- ~~Discussed Special Items~~



Annex A: KWPOA BOD Annual Calendar

KWPOA Annual Calendar and Action List			
	ACTIONS	Meetings	Events
JAN	1 o--Mail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannual
	2 (Notice includes request for nominations)		
	3 o--Review Annual Minutes / Financial Statement	Monthly Meeting -- Preparation for Annual Meeting	
	4 o--Decision req'd: Continue w HCMS? 30day notice by 28th Jan		
FEB	1 <u>o--Handcarry Proxies / Request for Nominations</u>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Elect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	4 o--Notify HCMS of updated Roster of Directors and Officers		
MAR	1 o--U/D Web site BoD list / signature authorities (HCMS & Bank)		
	2 o-- Insurance quote expected for Flood		
	3 o--Renew Insurance -- Property & BoD Liability	Monthly Meeting	
	4 o--Complete Fraud Risk Inquiry / Legal issues letter for Auditors		
APR	1		
	2 o--Renew Flood Insurance		TLV Annual Picnic
	3 o--Renew Electricity contract?	Monthly Meeting	
	4		
MAY	1 o--Renew Landscaping contract??		
	2		
	3	Quarterly Meeting / HCMS support @ Meeting	
	4		Memorial Day
JUN	1		
	2		
	3	Monthly Meeting	
	4		
JUL	1		Dues - Semiannual
	2		4th of July
	3	Monthly Meeting	
	4		
AUG	1		
	2		
	3	Quarterly Meeting / HCMS support @ Meeting	
	4		
SEP	1		Labor Day
	2		
	3 o--Request Treasurer to draft budget for following year.	Monthly Meeting	
	4		
OCT	1 o-- Auditor contract		
	2 o--HCMS completes IRS tax & TX franchise tax filings		
	3 o--Verify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
	4 o--Submit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
NOV	1 o--HCMS submits Mailout request to their contractor		
	2		
	3	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4 o--Poll previous Directors on interest in running for election		
DEC	1		
	2 o--Request HCMS issue Notice of Annual Meeting in Feb		
	3	Monthly Meeting	
	4		Holiday Season



Board of Directors **Regular Meeting Notes**

