

Board of Directors Meeting

I.	Call to	Order	Click	or tan	tο	enter	а	date

- II. Attendance/is there a quorum present?
 - a. Jon Hall President ✓
 - b. Robert Adams -
 - c. Robert Sladek Secretary/Webmaster **☑**
 - d. Mary Norris Vice-President⊠
 - e. Ross Paternoster Treasurer \square
 - f. Theo Presswood Director ☑
 - g. Darcy Loerch Director □
 - h. Amanda Cox Associa Mgr. ☑

III. Visitors

NAME	Discussion Topic(s)
Jim Muras Mark and Diane Sheridan	Sidewalk and TLV update Sidewalk work and Fiberoptic cable
Erin True	•
April Sinex	
IV. Agenda	
Proposed Changes:	Accepted?

Motion to Approve	Second	Aye	Nay	Result
Theo Presswood	Robert Sladek	5	0	Pass

V. Approval of Minutes

Proposed Changes:

Document Title	Motion to Approve	Second	Aye	Nay	Result
June 2020 Minutes	Rob Adams	Mary Norris	5	0	Pass

Accepted?



Board of Directors Meeting

VI. Calendars

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

Month	Date	Day	Week	Month	Date	Day	Week
(CY2020)				(CY2020)			
Jan	23	Wed	4th	Jul	16	Thu	$3^{\rm rd}$
Feb	20	Wed	3rd	Aug	20	Thu	$3^{\rm rd}$
Mar	27	Wed	4th	Sep	17	Thu	$3^{\rm rd}$
Apr	25	Thu	4th	Oct	15	Thu	$3^{\rm rd}$
May	28	Thu	4th	Nov	19	Thu	3 rd
Jun	18	Thu	3rd	Dec	17	Thu	3 rd

VII. President's Report

- a. Executive Session Checklist
 - i. Delinquencies
 - ii. Legal Issues
 - iii. Violations
 - iv. Performance Concerns

where we will not be approving and initial. Hoping HCMS initials as well. Will officially approve next meeting.

v. Other

VIII. Financial Report

- $a. \quad Report\ presentation-Ross\ Paternoster$
- b. Associa Billing/Accounting Issues Update
- c. Outstanding invoices Any for discussion
- d. Discussion

IX. Old Business/New Business

- a. ACC Report (Non-Executive)
- b. Action Items
 - i. Review/Update Old Actions (action items list).
 - ii. New Actions:

Assigned	Action	Due Date
Rob S	Check clubhouse light	08/22/2020
<u>Amanda</u>	Contact GCA on pool repair list / estimates	<u>09/17/2020</u>

c. Contracts

e-i. Ross to get Rob S. the contact info for the landscaper

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Board of Directors Meeting

- d. Common Areas
 - i. Club house
 - ii. Tennis Courts
 - 1. Future Repairs/Enhancements (e.g., pickleball lines) they are in the system but not in strongroom. Rob, Jon and Amanda to discuss

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iii. Sprinkler system status

iv. Landscaping

iv.1. Perimeter fence behind 918 Live Oak to be replaced. Jon received quotes for BOD Review

v. Sidewalk repairs

- 1. Concern about the coordination of activity on Live Oak.
- Jim Muras stated that several street lights are now out along Lie
 Oak. He contacted the city and expects these will be repaired very soon.
- Homeowners need to be vigilant on getting any related damage repaired by the contractor and TLV.
- v.4. Trees at north end of Pinewood: Homeowner did not want the trees removed. City will still cut the roots and the homeowner will accept all future liability including future damage.
- vi. Pool Issues: pressure still low
 - 1. Need to replace south light
 - 2. Filter replaced.
 - 3. No issue with overlap but reservations system not being used.
 - 4. Off-season repairs:

vi.a. Board to meet at pool to discuss repairs.

vii. Sidewalks

e. New Business

i. TLV update –

- 1. CLF fencing to be replaced and should correspond to meet KWPOA standard. TLV is subsidizing these repairs with \$30M. Contract has been issued and work should be starting soon.
- e.2. Will be looking at a tax increase for next year.

f. Resolutions

- g. Website
- h. Other Topics
- X. Business Meeting Record

a. Motion to: Approve Associa contract with redlines

Motion to Approve Second Aye Nay Result

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Thursday, August 20, 2020

Board of Directors Meeting

Robert Sladek	Mary Norris	6	0	Pass

XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.
- c. Adjournment Time 19:57

Motion	Second	Aye	Nay	Result
Robert Sladek	Rob Adams	<u>6</u>	<u>0</u>	Pass

These Minutes were reviewed and approved by KWPOA BOD on September 17th, 2020

Jon Hall: President (2020)

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KirbyWoods Property Owners Association Board of Directors Meeting

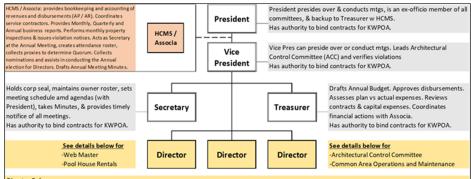
Annex A: KWPOA BOD Annual Calendar

		KWPOA Annual Cal	endar and Action List	
		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannua
Ā	2	(Notice includes request for nominations)		
Ź	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		
₩	3	oElect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	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		
₽	3	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1			
>	2	oRenew Flood Insurance		TLV Annual Picnio
A PR	3	oRenew Electricity contract?	Monthly Meeting	
	4		, , , , , , , , , , , , , , , , , , , ,	
	1	oRenew Landscaping contract??		
2	2	, and the same of		
Z .	3		Quarterly Meeting / HCMS support @ Meeting	
	4		Carrier of the carrie	Memorial Day
	1			
_	2			
2	3		Monthly Meeting	
	4		Worten's Weeding	
_	1			Dues - Semiannu
_	2			4th of July
	3		Monthly Meeting	4th or sury
	4		Worlding Weeding	
_	1			
,	2			
5	3		Quarterly Meeting / HCMS support @ Meeting	
	4		Quarterly Meeting / Helio Support & Meeting	
	1			Labor Day
	2			Labor Day
£	3	a. Dogwoot Treesures to dreft hudget for fellowing year	Monthly Monting	
	4	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
-	1	o Auditor contract		
3	2	oHCMS completes IRS tax & TX franchise tax filings	Monthly Monting Daview prepared hydrot f	
'		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		Halloween
	1	oHCMS submits Mailout request to their contractor		
5	2			
•	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	oPoll previous Directors on interest in running for election		
	1			
5	2	oRequest HCMS issue Notice of Annual Meeting in Feb		
י	3		Monthly Meeting	
	4			Holiday Season

Thursday, August 20, 2020



Board of Directors Meeting



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.