

Board of Directors Meeting

I. 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 ☑ f. Theo Presswood – Director ☑ g. Darcy Loerch – Director □ h. Amanda Cox – Associa Mgr. ☑ 						
	NAME	Discussion '	Tonic((s)			
	Travis Knutson	Discussion	r opic(3)			
	Mark Sheridan						
IV.	Agenda						
Prop	oosed Changes:			Acce	pted?		
	rance Decision						
Pool	Repair; Fence Repair.						
	Motion to Approve	Second	Aye	Nay	Result		
	Robert Sladek	Ross Paternoster	4	<u>0</u>	Pass		
V.	Approval of Minutes		_	_			
Prop	oosed Changes:			Acce	pted?		

Document Title	Motion to Approve	Second	Aye	Nay	Result
August 2020 Minutes	Robert Sladek	Jon Hall	<u>5</u>	0	Pass



Board of Directors Meeting

VI. Calendars

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

Month (CY2020)	Date	Day	Week		Month (CY2020)	Date	Day	Week
Jan	23	Wed	4th		Jul	16	Thu	3 rd
Feb	20	Wed	3rd		Aug	20	Thu	3 rd
Mar	27	Wed	4th		Sep	17	Thu	3 rd
Apr	25	Thu	4th		Oct	15	Thu	3 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
 - v. Other

VIII. Financial Report

- a. Report presentation Ross Paternoster
- b. Associa Billing/Accounting Issues Update- Strike
- c. Outstanding invoices Any for discussion
- d. Discussion
- e. Upcoming budget:
 - di. Need insurance quotes before we can complete.

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
Amanda, Jon, Ross	Work with insurance company to get more quotes	09/24/2020
Rob Sladek	Check Breaker for Pool Lights	09/20/2020
Amanda	Get repair recommendations from GCA and schedule BOD meeting	09/24/2020

- c. Contracts
- d. Common Areas



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- i. Club house
 - 1. Lighting Update <u>- complete</u>
- ii. Tennis Courts
 - 1. Future Repairs/Enhancements (e.g., pickleball lines) <u>– complete, Rob to submit expense report.</u>
- iii. Sprinkler system status
- iv. Landscaping
- v. Sidewalk repairs
- vi. Perimeter Fence Repairs
 - 1. Large Gate at North end Jon added a new strap hinge.
 - vi.2. South end behind the Curtis house. Contractor to start this Saturday.
- vii. Pool Issues: pressure still low
 - 1. Off Season Repairs BOD to meet and discuss
 - a. South light needs to be looked at very closely to ensure proper wiring, Led lights?
 - 1.b.Re-surface
- viii. Sidewalks
- e.—New Business-
- f.e. Resolutions
- g.f. Website
- h.g.Other Topics

X. Business Meeting Record

a. Motion to:

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

XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.
- c. Adjournment Time Click or tap to enter a date.

Motion	Second	Aye	Nay	Result
Robert Sladek	Ross Paternoster	<u>5</u>	<u>0</u>	Pass

These Minutes were reviewed and approved by KWPOA BOD on October 15th, 2020

Jon Hall: President (2020)

11 / 15 /20 Date



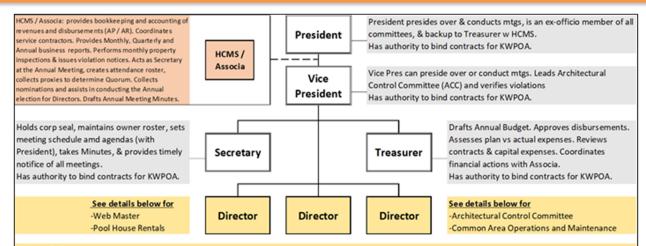
KirbyWoods Property Owners Association Board of Directors Meeting

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 - Semiannual
JAN	2	(Notice includes request for nominations)		
	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		
n	2	oInsurance quotes expected for Property & BoD Liability		
FEB	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)		
≥	2	o Insurance quote expected for Flood		
MAR	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 Picnic
APR	3	oRenew Electricity contract?	Monthly Meeting	
	4	,	, ,	
	1	oRenew Landscaping contract??		
~	2	- management of the second of		
MAY	3		Quarterly Meeting / HCMS support @ Meeting	
	4		Quarterly meeting / memorapport & meeting	Memorial Day
	1			Wichional Buy
	2			
Š	3		Monthly Meeting	
	4		Worthly Weeting	
	1			Dues - Semiannual
١.	2			4th of July
Ĕ	3		Monthly Meeting	4th or July
	4		Monthly Meeting	
	_			
_	1			
AUG	2		Overdends Marchine / UCMC comment O Marchine	
۵,	3		Quarterly Meeting / HCMS support @ Meeting	
	4			
1	1			Labor Day
SEP	2	- Danisat Transmiss to distribute 15 C. C. U	Manual II. Manual II.	
-	3	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
\vdash	4	A Pi		
	1	Auditor contract		
ОСТ	2	oHCMS completes IRS tax & TX franchise tax filings		
+	3	oVerify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
<u> </u>	4	oSubmit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
	1	oHCMS submits Mailout request to their contractor		
VOV	2			
<	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	oPoll previous Directors on interest in running for election		
l	1			
DEC	2	oRequest HCMS issue Notice of Annual Meeting in Feb		
Ö	3		Monthly Meeting	
l	4			Holiday Season



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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.