

Board of Directors Meeting

I. Call to Order 19:	U			
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- II. Attendance/is there a quorum present?
 - a. Jon Hall President ✓
 - b. Robert Adams ☑
 - c. Robert Sladek Secretary/Webmaster \square
 - d. Mary Norris Vice-President☑
 - e. Ross Paternoster Treasurer \square
 - f. Theo Presswood Director ☑
 - g. Darcy Loerch − Director □
 - h. Rhonda Burrage Associa Mgr. ☑

III. Visitors

NAME Mark Sheridan	Discus	ssion Topic	(s)	
IV. Agenda				
Proposed Changes:			Acce	epted?
Motion to Approve	Second	Aye	Nay	Result
Robert Sladek	Rob Adams	5	0	Pass

V. Approval of Minutes

Proposed Changes:

Document Title	Motion to Approve	Second	Aye	Nav	Result
Sept. 2020 Minutes	Ross Paternoster	Robert Sladek	5	0	Pass
Sept. Special Minutes	Ross Paternoster	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 (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	3rd
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	3rd
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. Outstanding invoices Any for discussion
- c. Budget Presentation
 - e.i. Tabled transfer from operating to reserves.

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.	Add link to p2c.lcpd.com to website	10-18-20
Rob S.	Resolve invoicing for InFocus	10-20-20

- c. Contracts
- d. Common Areas
 - i. Clubhouse
 - ii. Tennis Courts
 - iii. Sprinkler system status



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- iv. Landscaping
- v. Perimeter Fence Repairs
 - 1. North End Gate
 - 2. South park fence behind Curtis house
- vi. Pool Issues
 - 1. South Pool Light Repair (GFCI tripped)
 - 2.1.Off Season Repairs
 - a. Resurface recommended by GCA
 - b. LED lights
 - c. Waterproofing Utility Room
 - d. Salt vs. Chlorine
- e. New Business
- f. Resolutions
- g. Website
- h. Other Topics

X. Business Meeting Record

a. Motion to: Accept draft budget presented by Ross without increase in dues.

Motion to Approve	Second	Aye	Nay	Result
Ross Paternoster	Mary Norris	4	1	Pass
b. Motion to:				
Motion to Approve	Second	Aye	Nay	Result
Choose an item.	Choose an item.			A TOTAL PROPERTY OF THE PARTY O
c. Motion to:				<u> </u>
Motion to Approve	Second	Aye	Nay	Result
Choose an item.	Choose an item.			
d. Motion to:				L
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 20:44

Motion	Second	Aye	Nay	Result
Robert Sladek	Rob Adams	5	0	Pass

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

Jon Hall: President (2020)

Date



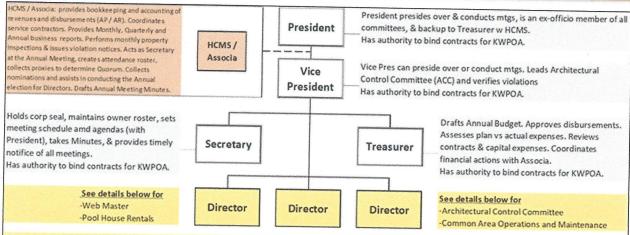
KirbyWoods Property Owners Association Board of Directors Meeting

Annex A: KWPOA BOD Annual Calendar

/ Want on		KWPOA Annual C	alendar and Action List	
		ACTIONS	Meetings	Events
	1			Dues - Semiannua
JAN	2	The state of the s		Daes - Semianna
_	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	11
	4	oDecision req'd: Continue w HCMS? 30day notice by 28th Jan	- proceeding	
	1	oHandcarry Proxies / Request for Nominations		
FEB	2	oInsurance quotes expected for Property & BoD Liability		
00	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		
20	3	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors		
	1			
APR	2	oRenew Flood Insurance		TIMA
Ž	3	oRenew Electricity contract?	Monthly Meeting	TLV Annual Picnic
	4		The state of the s	-
	1	oRenew Landscaping contract??		
MAY	2			
7	3		Quarterly Meeting / HCMS support @ Meeting	
	4		active the entity includes support to the entity	
	1			Memorial Day
=	2			
Ē	3		Monthly Meeting	
	4		Monthly Meeting	
	1			
_	2			Dues - Semiannual
	3		Annahl, An al	4th of July
	4		Monthly Meeting	
	1			
≥	2			
216	3			
	4		Quarterly Meeting / HCMS support @ Meeting	
-	1			
0	2			Labor Day
CE D	3	a. Pequest Transurante dreft had a to 5 - 5 - 11 - 12		
	4	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
	1	- Auditor contract		
	The same of the			
1		oHCMS completes IRS tax & TX franchise tax filings		
		oVerify tax filings completed by HCMS oSubmit Annual Budget to HCMS/Letter to Prop Owners on change	Monthly Meeting - Review proposed budget for next year	
-	1	O. HCMS culprite Mailant to accept to the increase of the incr		Halloween
,	2	oHCMS submits Mailout request to their contractor		
+	3			
-	and the second state of	oPoll previous Directors on interest in running for election	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
-	1	on previous directors on interest in running for election		
ŀ	· · · · · · · · · · · · · · · · · · ·	a. Powerst UCAG in a Nation of A		
-	3	oRequest HCMS issue Notice of Annual Meeting in Feb		
			Monthly Meeting	
	4			Holiday Season



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.