



Board of Directors Meeting

- I. Call to Order **19:01**
- 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. Rhonda Burrage – Associa Mgr.

III. Visitors

NAME	Discussion Topic(s)
<u>Mark Sheridan</u>	

IV. Agenda

Proposed Changes:	Accepted?
Motion to Approve	Second
<u>Robert Sladek</u>	<u>Rob Adams</u>
	Aye
	Nay
	Result
	5 0 Pass

V. Approval of Minutes

Proposed Changes:	Accepted?
Document Title	Motion to Approve
Sept. 2020 Minutes	<u>Ross Paternoster</u>
Sept. Special Minutes	<u>Ross Paternoster</u>
	Second
	<u>Robert Sladek</u>
	<u>Mary Norris</u>
	Aye
	Nay
	Result
	5 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	3 rd		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	3 rd		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
<u>Rob S.</u>	<u>Add link to p2c.lcpd.com to website</u>	<u>10-18-20</u>
<u>Rob S.</u>	<u>Resolve invoicing for InFocus</u>	<u>10-20-20</u>

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



Board of Directors Meeting

- 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. 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
<u>Ross Paternoster</u>	<u>Mary Norris</u>	4	1	Pass

- b. Motion to:

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

- c. Motion to:

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

- d. Motion to:

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

XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.
- c. Adjournment Time **20:44**

Motion	Second	Aye	Nay	Result
<u>Robert Sladek</u>	<u>Rob Adams</u>	5	0	Pass

These Minutes were reviewed and approved by KWPOA BOD on 2020

11/19/2020

Jon Hall
Jon Hall: President (2020)

11/19/2020
Date



Board of Directors Meeting

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 o--Handcarry Proxies / Request for Nominations		
	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		
	4	Quarterly Meeting / HCMS support @ Meeting	
JUN	1		Memorial Day
	2		
	3		
	4	Monthly Meeting	
JUL	1		Dues - Semiannual
	2		4th of July
	3		
	4	Monthly Meeting	
AUG	1		
	2		
	3		
	4	Quarterly Meeting / HCMS support @ Meeting	
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		
	4 o--Poll previous Directors on interest in running for election	Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
DEC	1		
	2 o--Request HCMS issue Notice of Annual Meeting in Feb		
	3	Monthly Meeting	
	4		Holiday Season



Board of Directors Meeting

