



Board of Directors Meeting

- I. Call to Order **19:02**
- II. Attendance/is there a quorum present?
 - a. Jon Hall – President
 - b. Robert Adams – Director
 - c. Robert Sladek – Secretary/Webmaster
 - d. Mary Norris – Vice-President
 - e. Theo Presswood – Director
 - f. Darcy Loerch – Director
 - g. Rhonda Burrage – Associa Mgr.

III. Visitors

NAME	Discussion Topic(s)
Sharonda Howard (Associa)	Substitute for Rhonda Burrage

IV. Agenda

Proposed Changes:

Accepted?

Elect BOD Officer(s) due to Treasurer vacancy	Y			
Capital Reserve Discussion / Vote	Y			
Notification Letter for Annual Meeting	Y			
Motion to Approve	Second	Aye	Nay	Result
Darcy Loerch	Mary Norris	4	0	Pass

V. Approval of Minutes

Proposed Changes:

Accepted?

Document Title	Motion to Approve	Second	Aye	Nay	Result
Oct. 2020 Minutes	Darcy Loerch	Robert Sladek	4	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
- b. Outstanding invoices – Any for discussion
- c. Budget Presentation

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 Adams	Draft letter defining financial responsibility for procuring security camera footage	12/15/2020

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



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- iv. Landscaping
- v. Perimeter Fence
- vi. Camera Fees – homeowner notification
- vii. Need to draft this for December
- viii. Pool Issues
 - 1. Off Season Repairs
 - a. Resurface recommended by GCA
 - b. LED lights
 - c. Waterproofing Utility Room
 - d. Salt vs. Chlorine
- e. New Business
 - i. Elect BOD Officer(s) due to Treasurer vacancy
 - 1. Treasurer: Rob Sladek, elected by default
 - 2. Secretary: Rob Adams, elected by default
 - ii. Notification Letter for Annual Meeting
 - iii. 2021 Elections:
- f. Resolutions
- g. Website
- h. Other Topics

X. Business Meeting Record

- a. Motion to: Move \$10,000 from Operating to Reserve Account immediately

Motion to Approve	Second	Aye	Nay	Result
Robert Sladek	Rob Adams	4	0	Pass

- b. Motion to: Leave annual assessment at \$775

Motion to Approve	Second	Aye	Nay	Result
Darcy Loerch	Mary Norris	4	0	Pass

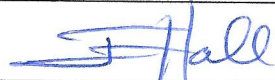
XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.
- c. Adjournment Time 21:02

Motion	Second	Aye	Nay	Result
Robert Sladek	Darcy Loerch	4	0	Pass

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

12/17/20


Jon Hall: President (2020)

12/17/20
Date



Kirby Woods Property Owners Association

Board of Directors Meeting

Thursday, November 19, 2020

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)		
	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		
	3	o--Renew Electricity contract?	Monthly Meeting	TLV Annual Picnic
	4			
MAY	1	o--Renew Landscaping contract??		
	2			
	3			
	4		Quarterly Meeting / HCMS support @ Meeting	
JUN	1			
	2			
	3			
	4		Monthly Meeting	Memorial Day
JUL	1			
	2			
	3			
	4		Monthly Meeting	Dues - Semiannual 4th of July
AUG	1			
	2			
	3			
	4		Quarterly Meeting / HCMS support @ Meeting	
SEP	1			
	2			
	3	o--Request Treasurer to draft budget for following year.	Monthly Meeting	Labor Day
	4			
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & TX franchise tax filings		
	3	o--Verify tax filings completed by HCMS		
	4	o--Submit Annual Budget to HCMS/Letter to Prop Owners on change	Monthly Meeting - Review proposed budget for next year	
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



KirbyWoods Property Owners Association

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