

KIRBYWOODS HOMEOWNERS ASSOCIATION

December 16, 2021

Meeting Minutes

Call to Order

The regular monthly Board of Directors meeting for the Kirbywoods Home Owners Association was held on December 16, 2021 at 7:10 pm. Quorum was established with Jon Hall, Mary Norris, Mark Sheridan, Jennifer Nelson, and Theo Presswood. Terry Brooks representing Houston Community Management Services was present.

Visitors - No Visitors

Minutes- Mark Sheridan made a motion to approve the November meeting minutes, Jennifer Nelson seconded, all were in favor, motion approved.

Management Report - Management went over list of action items with the Board.

Financials- Board Treasurer Mark Sheridan went over the November treasurers report. Mark requested pool company to bill and make payment in the month the pool was serviced. Mark also requested to know why the insurance payment was paid twice. Mark Sheridan requested approval to move \$10,000 from the reserve account to operating account due to low funds. Mary Norris made a motion to approve, motion seconded by Jennifer Nelson, all were in favor, motion approved.

New/Old Business – Landscape proposals were added to the agenda. Mary Norris made a motion to approve, seconded by Jenifer Nelson, motion approved. Mark Sheridan discussed the differences between estimates received. Theo Presswood and Jenifer Nelson discussed adding more landscaping throughout the neighbor, approval of contract was deferred to the January meeting for further discussion.

Pool contract was discussed, Jenifer Nelson updated the board on pending pool estimates, four companies were solicited, one estimate needs revised. 2022 pool regulations have been updated, the board requested management to provide these changes.

“Willingness to serve letter” needs to be reviewed, two board positions are up.

The 2022 calendar was discussed. Board member Mary Norris will email survey out to all requesting what available day is good to meet in 2022.

Management presented Tennis Court resurfacing and replacement of tennis court net poles, estimates were discussed. Mark Sheridan requested that only the poles be replaced at this time. Theo Presswood made a motion to approve, motion seconded by Jennifer Nelson, motion approved.

Adjourn

Mary Norris made a motion to adjourn, motion seconded by Jenifer Nelson, motion approved.

Meeting was adjourned to executive session at 8:31 pm next general session is scheduled for January 21,2021.

Board Member Signature

Date