	Kirby Woods Property Owners Association	Thursday, April 15, 2021
	Board of Directors Meeting	

I. Call to Order 7:06 pm

II. Attendance: Is a quorum present?

- Jon Hall – President
- Mark Sheridan –Treasurer
- Theo Presswood – Director
- Rhonda Burrage – Associa Mgr.
- Mary Norris – Vice-President
- Robert Adams – Secretary/Webmaster
- Darcy Loerch – Director

III. Visitors

NAME	Discussion Topic(s)
Rob Sladek	Has a long list.

IV. Agenda

Proposed Changes:					Accepted?
Mark has a list of fix up items					
Jon would like to discuss appointing someone to the board to fill vacancy.					
Mark would like to discuss changing the gas provider					
Motion to Approve	Second	Aye	Nay	Result	
Mark	Rob A.	All		Carries	

V. Approval of Minutes

Proposed Changes:						Accepted?
Document Title	Motion to Approve	Second	Aye	Nay	Result	
March 4, 2021 Minutes	Rob	Mark	All		carries	
3/24/2021 Minutes Annual mtg	Mary	Rob A.	All		Carries	

VI. Calendars

a. Review BOD Annual Calendar (Annex A)

i. Update?

b. Review Meeting Calendar for CY2021

Month (CY2021)	Date	Day	Week	Month (CY2021)	Date	Day	Week
Jan	21	Thu	3rd	Jul	15	Thu	3 rd
Feb**	17	Wed	3 rd	Aug	19	Thu	3 rd

Mar	18*	Thu	3rd		Sep	16	Thu	3 rd
Apr	15	Thu	3rd		Oct	21	Thu	3 rd
May	20	Thu	3rd		Nov	18	Thu	3 rd
Jun	17	Thu	3rd		Dec	16	Thu	3 rd

*Spring Break – CCISD Spring Break is 3/15 – 3/19
 **canceled due to weather, workshop held 3/4/2021 with Annual meeting held 3/24/2021

VII. President's Report

a. Executive Session Checklist

i. Delinquencies

ii. Legal Issues

iii. Violations

iv. Performance Concerns

v. Other

1. Signed contract with Gulf Cost Aquatics to work on pool.

a. They will address the gap between the coping and the decking.

b. Replacing coping

2. Jon has hardcopy of CCTV feed access information

VIII. Financial Report

a. Report presentation – Mark Sheridan

b. Outstanding invoices – Any for discussion

c. Budget Presentation

IX. Old Business/New Business

a. ACC – Report (Non-Executive)

i. Mary – no new requests in the past month

b. Action Items

i. Review/Update Old Actions (action items list).

Assigned	Action	Due Date
Burrage	Schedule teleconference call with HCMS/Dora Parker to discuss "new owner account setup fees" not in current contract. (Teleconf conducted and fee was waived by Dora Parker end of this annual contract [Aug 2021].)	12/18/2020 complete
Sladek	to draft checklists for positions (draft completed.)	1/21/2021 complete
Norris/Loerch	draft a SurveyMonkey to determine interest in changing KWPOA DCCRs.	Like to have draft next meeting (5/20/21)
Adams/Sladek	draft an approach to use SurveyMonkey for item e.	
Adams	drafted letter to owners that costs to retrieve data from security cameras is born by the requester and not KWPOA.	Complete: edited and resent to BOD for review
Hall	draft "Accomplishments in 2020" for review with Board in January meeting. (This is preparation for the Annual on 02/17/2021.)	1/19/21 complete
Hall	Annual meeting: face-to-face or virtual? The KWPOA Annual Meeting will be virtual per Notice/Proxy mailed in November 2020. (Signed	Nov 2020 Proxy Posted to Website

	proxies have been received by Rhonda.)	
Burrage	Provide draft of Minutes for Annual Meeting conducted 02/20/2020 (Last year)	01/22/2021 complete
Sladek	Draft a Financial Statement Executive Summary for the Annual Meeting on 02/17/2021. (Rhonda Burrage may have some suggestions or our archives may have some examples.)	02/10/2021 complete

ii. New Actions:

Assigned	Action	Due Date
Hall	Determine if end gate on Live Oak is required.	5/20/21
Sladek	Get new sign for entrance for KWPOA monthly meetings.	5/20/21
Burrage	Determine any other gas options	5/20/21

C. Contracts

d. Common Areas

i. Clubhouse

ii. Tennis Courts

iii. Sprinkler system status

iv. Landscaping

v. Perimeter Fence

1. Visible cracks in bricks

- a. Atlas will provide bid to fix brick fence. Their initial estimation is that it is not urgent.

vi. Camera Fees – homeowner notification

vii. 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. Jon would like to discuss appointing someone to the board to fill vacancy.

1. Anyone want to nominate someone?

- a. Mark might have a candidate. He will ask them.

- b. Jon has a candidate, but they would prefer young neighbors serve.

- c. Rob S. has two candidates, but they have higher priorities at this time

ii. Mark would like to discuss changing the gas provider

1. Rhonda: will check with Kilowatt Partners to see if they can do gas providers as well.

f. Resolutions

g. Website

h. Other Topics

X. Business Meeting Record

a. Motion to:

Motion to Approve	Second	Aye	Nay	Result

b. Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI. Adjourn Regular Meeting


a. Dismissal of visitors

b. Proceed to Executive Session.

i. During Executive Session the board chose to take legal action regarding a collection matter. (Requires motion)

c. Adjournment Time 8:47p

Motion	Second	Aye	Nay	Result
Mark (collection)	Mary	All		carries
Mary (adjourn)	Mark	All		carries

These Minutes were reviewed and approved by KWPOA BOD on <u>5/20</u> , 2021		<u>5/20/21</u>
	Jon Hall: President (2021)	Date

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

