



Board of Directors Meeting

I. Call to Order : 7:04pm

II. Attendance: Is a quorum present?

<input checked="" type="checkbox"/>	Jon Hall – President
<input checked="" type="checkbox"/>	Mary Norris – Vice-President
<input checked="" type="checkbox"/>	Mark Sheridan –Treasurer
<input checked="" type="checkbox"/>	Robert Adams – Secretary/Webmaster
<input type="checkbox"/>	Theo Presswood – Director
<input type="checkbox"/>	Darcy Loerch – Director
<input checked="" type="checkbox"/>	Rhonda Burrage – Associa Mgr.

III. Visitors

NAME	Discussion Topic(s)
Jennifer Nelson	Introduction, volunteered for open Board position
Rob Sladek	
Andrew True	Status of pool, posting of minutes

IV. Agenda

Proposed Changes:	Accepted?
Mark Sheridan to propose electing Jennifer Nelson to fill vacant at-large BOD position.	Yes ✓

Topic	Motion to Approve	Second	Aye	Nay	Result
Jennifer Nelson to KWOD position	Mary	Mark	All		Pass

V. Approval of Minutes

Proposed Changes:	Accepted?

Document Title	Motion to Approve	Second	Aye	Nay	Result
✓ April 15, 2021 Minutes	Mark	Rob A	All		Pass



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

**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

VIII. Financial Report

- a. Report presentation – Mark Sheridan
 - i. Should we just remove the water fountain in the pool house? Will be discussed at follow up meeting.
 - ii. Proposed water fountain removal will not delay pool opening.
- b. Outstanding invoices – Any for discussion
- c. Budget Presentation

IX. Old Business/New Business

- a. ACC – Report (Non-Executive)
 - i. Application for window just came in
 - ii. Driveway widening approved
 - iii. Backyard fire pit approved
 - iv. All logged on KW website
- b. Action Items
 - i. Review/Update Old Actions (action items list).

Assigned	Action	Due Date
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Board of Directors Meeting

Norris/Loerch	draft a SurveyMonkey to determine interest in changing KWPOA DCCRs.	Complete
Adams/Sladek	draft an approach to use SurveyMonkey for item e. Use TownSquare instead. Can link to website	Pending finalization of survey
Hall LATE	Determine if end gate on Live Oak is required.	5/20/21
Sladek	Get new sign for entrance for KWPOA monthly meetings. Dropped. As long as notification is on website 3 days prior to meeting, in compliance with Texas Regulations	5/20/21 complete
Burrage	Determine any other gas options, check w/Kilowatt Partners Centerpoint is only provider	5/20/21 complete
Norris		

ii. New Actions:

Assigned	Action	Due Date
Norris	Research getting new sign for meeting notices for entryway	6/17/21
Sheridan	Establish contract with Zak-Mex for lawn servicing.	6/17/21

c. Contracts

d. Common Areas

i. Clubhouse

1. Bids from R-Crew to do odds and ends repairs

ii. Tennis Courts

1. Look into getting chairs for tennis court

iii. Sprinkler system status

iv. Landscaping

1. Waiting for inputs from neighbor regarding suggestions regarding entryway landscaping.
2. Fertilization & pesticides for roses and other flowers in entryway

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.

- i. Atlas will not do it. No longer doing free standing walls

- b. Brick Restoration will be submitting a bid

vi. Camera Fees – homeowner notification

vii. Pool Issues



1. Pool should be ready to be open this weekend
2. Off Season Repairs
 - a. Resurface recommended by GCA - complete
 - b. LED lights – perimeter lighting, switch to LED
 - c. Waterproofing Utility Room – working sheet rock repair
 - d. Salt vs. Chlorine, not this year
- e. New Business
 - Mark introduced Jennifer Nelson to fill open BOD seat
 - Moved in 2003.
 - Husband Erik
 - “Pool Opened” announcement will be posted on website.
 - Next meeting (6/17) face to face at clubhouse.
- f. Resolutions
- g. Website
 - Website needs to be updated with current BOD members
 - ACC members needs to be updated too
- h. Other Topics

X. Business Meeting Record

- a. Motion to: **Nominate Jennifer Nelson as BOD member at large**

Motion to Approve	Second	Aye	Nay	Result
Mark	Mary	All		Pass

- b. Motion to:

Motion to Approve	Second	Aye	Nay	Result

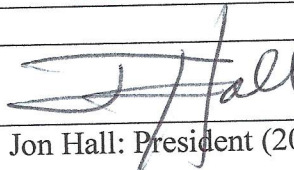
XI. Adjourn Regular Meeting

- a. Dismissal of visitors
- b. Proceed to Executive Session.

- c. Adjournment Time: 8:29

Motion	Second	Aye	Nay	Result
Mary	Mark	All		Pass

These Minutes were reviewed and approved by KWPOA BOD on _____, 2021


 Jon Hall: President (2021)

6/22/2021
 Date



KirbyWoods Property Owners Association

Board of Directors Meeting

Thursday, May 20, 2021

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)		<i>Dues - Semiannual</i>
	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-- <i>Handcarry Proxies / Request for Nominations</i>		
	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	
	4		Memorial Day
JUN	1		
	2		
	3	Monthly Meeting	
	4		
JUL	1		<i>Dues - Semiannual</i>
	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



KirbyWoods Property Owners Association

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