



**KirbyWoods Property Owners Association**  
**Board of Directors Meeting**

*MINUTES*

Tuesday, June 22, 2021

**I. Call to Order : 7:05 pm**

**II. Attendance: Is a quorum present?**

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

**III. Visitors**

NAME	Discussion Topic(s)
<i>none</i>	

**IV. Agenda**

Proposed Changes:	Accepted?

  

Topic	Motion to Approve	Second	Aye	Nay	Result

**V. Approval of Minutes**

Proposed Changes:	Accepted?

  

Document Title	Motion to Approve	Second	Aye	Nay	Result
Accept minutes as corrected.	Rob	Theo	All	None	Pass



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**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 <sup>rd</sup>
Feb*	17	Wed	3 <sup>rd</sup>		Aug	19	Thu	3 <sup>rd</sup>
Mar	18	Thu	3 <sup>rd</sup>		Sep	16	Thu	3 <sup>rd</sup>
Apr	15	Thu	3 <sup>rd</sup>		Oct	21	Thu	3 <sup>rd</sup>
May	20	Thu	3 <sup>rd</sup>		Nov	18	Thu	3 <sup>rd</sup>
Jun	22	Tue	4 <sup>th</sup>		Dec	16	Thu	3 <sup>rd</sup>

\*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 followup meeting
- 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).

Assigned	Action	Due Date
Norris/Loerch	draft a SurveyMonkey to determine interest in changing KWPOA DCCRs.	Complete
Adams/Sladek	draft an approach to use SurveyMonkey for item e. <i>Use TownSquare "poll" instead.</i> <i>Can link to website</i> <i>Rhonda to provide final copy of survery approved at May 2021 mtg</i>	Pending finalization of survey



Board of Directors Meeting

Hall	Determine if end gate on Live Oak is required. Feedback from TLV building inspector. Armand (?) is investigating and will call back.	5/20/21 in work
Norris	Research getting new sign for meeting notices for entryway - two new signs in work. One for meetings, one for parties. Will be stored at clubhouse.	6/17/21 in work
Sheridan	Establish contract with Zak-Mex for lawn servicing.	<del>6/17/21</del> 7/15/21

ii. New Actions:

Assigned	Action	Due Date
Mark or Mary	Will KW participate in National Night out in Oct 2021?	7/15/21
Rhonda	Follow up with Brick Restoration regarding their report on the entry way wall.	7/15/21

c. Contracts

d. Common Areas

- i. Clubhouse
- ii. Tennis Courts
- iii. Sprinkler system status
- iv. Landscaping
- v. Perimeter Fence
  - 1. Visible cracks in bricks
- vi. Camera Fees – homeowner notification
- vii. Pool Issues
  - 1. Off Season Repairs
    - a. LED lights – perimeter lighting, switch to LED (*resolved?*)
    - b. Salt vs. Chlorine, *not this year*

e. New Business

f. Resolutions

g. Website

h. Other Topics

**i. 2020 Tax Return**

- 1. It was late, extension filed. Mailed on 6/18<sup>th</sup>**
- 2. Sundin and Fish CPAs received engagement later from KirbyWoods in Feb 2021. They informed Rhonda that it was complete when it was not.**





Board of Directors Meeting

X. Business Meeting Record

- a. Motion to: **move \$11K from reserve back to operating budget at recommendation of the Treasurer**

Motion to Approve	Second	Aye	Nay	Result
Theo	Darcy	All		Passed

- b. Motion to: **remove water fountain at pool. It doesn't work and will cost lest to remove then to fix.**

Motion to Approve	Second	Aye	Nay	Result
Darcy	Theo	all		passed

XI. Adjourn Regular Meeting

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

- c. Adjournment Time: 8:42

Motion	Second	Aye	Nay	Result
Darcy	Theo	all		Pass

These Minutes were reviewed and approved by KWPOA BOD on 07/16, 2021

  
Jon Hall: President (2021)

07/16/2021  
Date



# KirbyWoods Property Owners Association

## Board of Directors Meeting

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### 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)		<i>Dues - Semiannual</i>
	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	<b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</b>	
	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		Memorial Day
	2		
	3		
	4	Monthly Meeting	
JUL	1		
	2		<i>Dues - Semiannual</i>
	3		4th of July
	4	Monthly Meeting	
AUG	1		
	2		
	3		
	4	Quarterly Meeting / HCMS support @ Meeting	
SEP	1		
	2		Labor Day
	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



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