



**Board of Directors
Meeting**

MINUTES

I Call to Order : 7:10

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
	Theo Presswood – Director
	Darcy Loerch – Director
<input checked="" type="checkbox"/>	Jennifer Nelson - Director
<input checked="" type="checkbox"/>	Rhonda Burrage – Associa Mgr.

III Visitors

NAME	Discussion Topic(s)
Coleton Tildwell	Brick wall restoration
Ross Paternoster	

IV Agenda

Proposed Changes:

Accepted?

Addition of Coleton from Brick Restoration	

Topic	Motion to Approve	Second	Aye	Nay	Result
Add Brick	Mary	Mark	All	None	passed

V Approval of Minutes

Proposed Changes:

Accepted?



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one typo – change section 9 fix spelling of “survey”						
Document Title	Motion to Approve	Second	Aye	Nay	Result	
Accept minutes with editorial change	Mark	Mary	All	None	pass	



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VI Calendars

VI.a Review BOD Annual Calendar (Annex A)

a.i Update?

VI.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	22	Tue	4 th		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

VII.a Executive Session Checklist

a.i Delinquencies

a.ii Legal Issues

a.iii Violations

a.iv Performance Concerns

a.v Other

VIII Financial Report

VIII.a Report presentation – Mark Sheridan

VIII.b Outstanding invoices – Any for discussion

VIII.c Budget Presentation

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)



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- a.i Nothing strange coming in.
 - i.1 A few in-ground pool requests
 - i.2 A few new windows request
 - i.3 Generators installed

IX.b Action Items

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

Assigned	Action	Due Date
Adams/Sladek	<p>draft an approach to use SurveyMonkey for item e.</p> <p>Use TownSquare “poll” instead.</p> <p>Can link to website</p> <p>Rhonda to provide final copy of survey approved at May 2021 mtg, Mary will (re)send to Rhonda</p>	<p>Pending finalization of survey</p>
Hall	<p>Determine if end gate on Live Oak is required.</p> <p>Feedback from TLV building inspector. Armand (?) is investigating and will call back.</p> <p>Jon Hall talked to building inspector for TLV on 7/15/21. No city ordinance restriction in removing the gate. Recommended contacting Mayor, Jon Keeny, for final confirmation.</p>	<p>5/20/21</p> <p>in work</p>
Sheridan	<p>Establish contract with Zak-Mex for lawn servicing.</p>	<p>6/17/21</p> <p>7/15/21</p>
Mark or Mary	<p>Will KW participate in National Night out in Oct 2021?</p>	<p>7/15/21</p>

b.ii New Actions:

Assigned	Action	Due Date



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Jennifer	Draft proposal to planter boxes for median at entryway.	8/19/2021
Rhonda	Gulf Coast Aquatics log books, e-logs sent to Jennifer? Can this be sent automatically?	8/19/2021
Rob A.	Post to website a request for ACC committee members.	8/19/2021
Rob A.	Post to website a new Texas Property Code amendments.	8/19/2021
Rhonda	Provide copy of latest pool contract to BOD. Bathroom requirements seem a little vague. Jennifer would like to discuss with GCP.	8/19/2021
Rob A.	Get the rope	8/19/2021

IX.c Contracts

- c.i Landscaping contract in work
 - Working with ZakMex?
- c.ii Gulf Coast contract in work
- c.iii No “contract” with Daughtry & Farine (Law Firm)
 - They bill ala carte

IX.d Common Areas

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

IX.e New Business

- e.i Nothing from Treasurer



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- e.ii Nothing from VP
- e.iii Rhonda – discussed new updates to Texas Property Code
- IX.f Resolutions
 - f.i Nothing
- IX.g Website
 - g.i See actions above
- IX.h Other Topics
 - h.i Jennifer – see actions above.
 - h.ii Rob A. - See actions above.

X Business Meeting Record

X.a Motion to:

Motion to Approve	Second	Aye	Nay	Result

X.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI Adjourn Regular Meeting

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

XI.c Adjournment Time: 8:37

Motion	Second	Aye	Nay	Result
Mark	Jennifer	All	None	pass




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These Minutes were reviewed and approved
by KWPOA BOD on 08/20, 2021



Jon Hall: President (2021)

08/20/2021

Date



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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)		<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		
	4 Quarterly Meeting / HCMS support @ Meeting		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		
	4 Quarterly Meeting / HCMS support @ Meeting		
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 Mail out 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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