

Board of Directors Meeting

MINUTES

I Call to Order : 7:06 pm

II Attendance: Is a quorum present?

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

III Visitors

NAME	Discussion Topic(s)

IV Agenda

Proposed Changes:

Accepted?

Topic	Motion to Approve	Second	Aye	Nay	Result
Accept Agenda	Mary	Mark	All		Pass

V Approval of Minutes

Proposed Changes:

Accepted?

Board of Directors Meeting

Document Title	Motion to Approve	Second	Aye	Nay	Result
Accept as written	Mark	Mary	All	None	Pass

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

Nothing new to report

VIII Financial Report

VIII.a Report presentation – Mark Sheridan

Board of Directors Meeting

- VIII.b Outstanding invoices – Any for discussion
- VIII.c Budget Presentation

Requests for Insurance quotes: Rhonda will check with a couple providers and get quotes. Many carriers are no longer servicing Galveston County due to risks. The current windstorm coverage has a high deductible. There is an amount set aside for deductibles in the capital reserves account, but a strong storm with lots of damage could wipe out the capital reserves. Therefore, gap coverage was purchased last year to make up the difference and prevent the reserves from being depleted in the case of a storm. Rhonda will inquire about both property and gap coverage.

IX Old Business/New Business


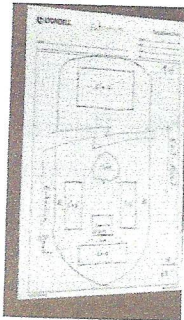
IX.a ACC – Report (Non-Executive)
same as last month, no letters required this month.

IX.b Action Items

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

Assigned	Action	Due Date
Adams/Sladek	draft an approach to use SurveyMonkey for item e. Use TownSquare “poll” instead. Can link to website Rhonda to provide final copy of survey approved at May 2021 mtg, Mary will (re)send to Rhonda	Pending finalization of survey Closed
Hall	Determine if end gate on Live Oak is required. Feedback from TLV building inspector. Armand (?) is investigating and will call back. 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. <i>Mark talked with Mayor Keeny, and there are no restrictions in removing the gate.</i>	5/20/21 in work Closed
Sheridan	Establish contract with Zak-Mex for lawn servicing. Complete?	6/17/21 7/15/21

Board of Directors Meeting

	<p><i>Need to scope out what's required of contractor. Zak-Mex is charging less than we've had in the past.</i></p>	
Mark or Mary	<p>Will KW participate in National Night out in Tues Oct 5, 2021?</p> <p><i>Still time to think about it.</i></p>	7/15/21
Jennifer	<p>Draft proposal to planter boxes for median at entryway.</p> <div style="display: flex; justify-content: space-around;">   </div> <p><i>Will put together prototype box on east end.</i></p>	<p>8/19/2021</p> <p>Closed</p>
Rhonda Jennifer	<p>Gulf Coast Aquatics log books, e-logs sent to Jennifer? Can this be sent automatically?</p>	8/19/2021
Adams	<p>Post to website a request for ACC committee members.</p> <p>Complete - 8/16/21</p>	8/19/2021
Adams	<p>Post to website a new Texas Property Code amendments.</p> <p>Complete – 7/16/21 (re-linked 8/16/21) Posted packet from Holt & Young (https://kirbywoods.com/Documents/Share/General-Interest/2021-Legislative-Packet-Update-6212021.pdf)</p>	8/19/2021
Rhonda Jennifer	<p>Provide copy of latest pool contract to BOD. Bathroom requirements seem a little vague. Jennifer would like to discuss with GCP.</p> <p><i>Jennifer will draft contract requirements for bid out in Dec.</i></p>	<p>8/19/2021</p> <p>12/16/2021</p>
Rob A.	<p>Get the rope for the pool safety ring.</p>	<p>8/19/2021</p> <p>Next week</p>

Board of Directors Meeting

b.ii New Actions:

Assigned	Action	Due Date

IX.c Contracts

Will bid out in December looking for new contractors for pool maintenance

IX.d Common Areas

- d.i Clubhouse
- d.ii Tennis Courts
- d.iii Sprinkler system status
- d.iv Landscaping

Mark will talk to Theo about Zak-Mex and/or work up a spec sheet to go out for bids from other landscapers.

- d.v Perimeter Fence
- d.vi Camera Fees – homeowner notification
- d.vii Pool Issues

IX.e New Business

e.i Texas Property Code Compliance (*Immediate Mandatory Action/Approval*)

- i.1 Management Certificate (County and TREC)
- i.2 Collections Policy (209 Notice/Hearings/Credit Bureau)

e.ii Texas Property Code (*Optional Policies to discuss*)

- ii.1 Religious Displays (no variances allowed)
- ii.2 Safety Measures (front fence/cameras)
- ii.3 Swimming Pool Enclosures (can propose materials)
- ii.4 Online Community Information (Website)
- ii.5 Board Meeting Notice (6 days now)
- ii.6 Solicitation of Bids over 50K
- ii.7 Lease Information
- ii.8 Golf Carts
- ii.9 ACC Representation

Board of Directors Meeting

ii.10 ACC Denial/Appeal

All new Texas Property Codes were reviewed and discussed.

IX.f Resolutions

IX.g Website

IX.h Other Topics

X **Business Meeting Record**

X.a Motion to: *Sign the collections policy as drafted by Associa*

Motion to Approve	Second	Aye	Nay	Result
<i>Mark</i>	<i>Mary</i>	<i>All</i>	<i>none</i>	<i>pass</i>

X.b Motion to: *Approve management certificate drafted by Associa*

Motion to Approve	Second	Aye	Nay	Result
<i>Jennifer</i>	<i>Mark</i>	<i>All</i>	<i>None</i>	<i>Pass</i>

Adjourn Regular Meeting 8:49pm

Motion	Second	Aye	Nay	Result
<i>Rob</i>	<i>Jennifer</i>	<i>All</i>	<i>None</i>	<i>Pass</i>

X.c Dismissal of visitors

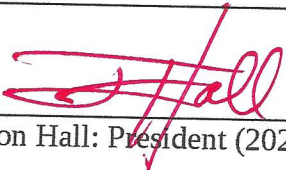
X.d Proceed to Executive Session.

Board of Directors Meeting

X.e Adjournment Time: 9:05pm

Motion	Second	Aye	Nay	Result
Rob	Jennifer	All	None	Pass

These Minutes were reviewed and approved
by KWPOA BOD on 09/16, 2021



Jon Hall: President (2021)

09/16/2021

Date

Board of Directors Meeting

8/19/21

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)		Dues - Semiannual
	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		
	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		Monthly Meeting	
	4			
JUL	1			
	2			Dues - Semiannual
	3		Monthly Meeting	4th of July
	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 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