

Board of Directors Meeting

I Call to Order : 7:04pm

II Attendance: Is a quorum present?

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

III Visitors

NAME

Discussion Topic(s)

none


IV Agenda

Proposed Changes:

Accepted?

none


Topic	Motion to Approve	Second	Aye	Nay	Result

V Approval of Minutes

Proposed Changes:

Accepted?

none


**Board of Directors Meeting**

Document Title	Motion to Approve	Second	Aye	Nay	Result
<b>Sept minutes</b>	<b>Jennifer</b>	<b>Rob</b>	<b>All</b>	<b>None</b>	<b>Pass</b>

**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 <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**

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~~ Jon Hall & Rhonda

VIII.b Outstanding invoices – Any for discussion

VIII.c Budget Presentation

**Board of Directors Meeting**

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IX **Old Business/New Business**

IX.a ACC – Report (Non-Executive)

**nothing unusual this month**

IX.b Action Items

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

Assigned	Action	Due Date	Status
Sheridan	Establish contract with Zak-Mex for lawn servicing.  <b>Complete?</b>  <b>Need to scope out what’s required of contractor. Zak-Mex is charging less than we’ve had in the past.</b>	<del>6/17/21</del>  7/15/21	Open  Mark will have something the coming week.
Rhonda	Contact InFocus to verify system operation after Hurricane Nicholas.	9/30/21	<b>Closed</b>
Mark	Verify sprinkler system is still operable after hurricane Nicholas.  Identify location of broken sprinkler head. Colored stake or other marker.	9/30/21	Open
Mark	Schedule budget development workshop	9/30/21	<b>Closed</b>

b.ii New Actions:

Assigned	Action	Due Date	Status
Jon & Mary	Develop policy on who can request imagery from security camera.	11/18/21	Open
Jon & Mark	Collaborate on insert for annual billing.	11/18/21	Open

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- IX.c      Contracts
  - Landscaping contract renewal under review
  - Pool maintenance contract renewal under review

- IX.d      Common Areas
  - d.i Clubhouse
    - to be rented Nov 6<sup>th</sup> 11:30a to 5:30p
  - 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

- IX.e      New Business
  - Resurfacing of tennis court
    - Request from resident to look into resurfacing
      - Tanya to research who did the prior resurfacing
      - Schedule estimates for repair and/or replace
  - Approval of the 2022 Budget

IX.f      Resolutions

IX.g      Website  
 Will post agenda starting with Nov meeting

IX.h      Other Topics

**X Business Meeting Record**

X.a      Motion to: **Approve 2022 Budget as presented**

Motion to Approve	Second	Aye	Nay	Result
Mary	Jennifer	All	None	Carries

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X.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: 8:30p

Motion	Second	Aye	Nay	Result
Rob	Mary	All	None	carries

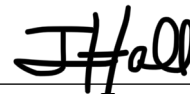
X.c Dismissal of visitors

X.d Proceed to Executive Session. n/a

X.e Adjournment Time: n/a

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD on 11/18, 2021



Jon Hall: President (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	<b><i>o--Handcary Proxies / Request for Nominations</i></b>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<b><i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i></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		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 & <del>tax</del> 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

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