

Board of Directors Meeting

I Call to Order :

II Attendance: Is a quorum present?

X	Jon Hall – President
X	Mary Norris – Vice-President
X	Mark Sheridan –Treasurer
X	Robert Adams – Secretary/Webmaster
X	Theo Presswood – Director
	Darcy Loerch – Director
X	Jennifer Nelson - Director
X	Terry Brooks (or Rhonda Burrage, Tanya Hightower) – Associa Mgr. • Welcome Terry Brooks, our new Associa (HCMS) Property Mgr.

III Visitors

NAME	Discussion Topic(s)
Lisa Presswood	Landscaping Opportunities

IV Agenda

Proposed Changes:					Accepted?
Topic	Motion to Approve	Second	Aye	Nay	Result
Agenda as edited	Mark	Theo	All	none	pass

V Approval of Minutes

Proposed Changes:	Accepted?

**Board of Directors Meeting**

Document Title	Motion to Approve	Second	Aye	Nay	Result
<b>Approval of Oct 2021 minutes</b>	<b>Theo</b>	<b>Jennifer</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	3rd	Sep	16	Thu	3 <sup>rd</sup>
Apr	15	Thu	3rd	Oct	21	Thu	3 <sup>rd</sup>
May	20	Thu	3rd	Nov	18	Thu	3 <sup>rd</sup>
Jun	22	Tue	4th	Dec	16	Thu	3 <sup>rd</sup>

\*Canceled due to weather, workshop held 3/4/2021 with Annual meeting held 3/24/2021

**VI.c Potentially cancel the Dec 2021 meeting. Jon will make real-time call as we get closer to that meeting date. No known BOD member conflicts at this time.**

**VI.d Discuss changing meeting Day/Week of monthly meetings in 2022**

**Rob A would prefer moving off of Thursdays. No other BOD members expressed opinions.**

**VII President’s Report**

VII.a Executive Session Checklist

a.i Delinquencies

**Board of Directors Meeting**

- a.ii Legal Issues
- a.iii Violations
- a.iv Performance Concerns
- a.v Other

**VIII Financial Report**

(anticipate 30 minutes for discussion during Nov meeting)

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

Mark/Treasurer recommends transferring ~25K from operating account to reserve account to bring it up to the desired level.

c.i Will have a motion regarding transfer of funds to reserve account (see motion below)

**IX Old Business/New Business**

- IX.a ACC – Report (Non-Executive)  
Nothing in this month
- IX.b Action Items  
Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
Sheridan Ross	Establish contract with Zak-Mex for lawn servicing.  Need to scope out what’s required of contractor. Zak-Mex is charging less than we’ve had in the past.  Jon worked with Mark and Ross to get bid. Zak-Mex not in bidding process initially. Still collecting bids.	<del>6/17/21</del>  <del>7/15/21</del>  12/16/21	Open  Mark will have something the coming week.
Ross	Verify sprinkler system is still operable after hurricane Nicholas.  Identify location of broken sprinkler head. Colored stake or other marker.  Leak has been fixed, but need to verify system operation by the landscape company	<del>9/30/21</del>  12/31/21	Open
Jon & Mary	Develop policy on who can request imagery from	11/18/21	Open

**Board of Directors Meeting**

Assigned	Action	Due Date	Status
	security camera.	12/16/21	
Jon & Mark	Collaborate on insert for annual billing.  Mark drafted an excellent letter. Sent to BOD for approval (see below for approval motion)	11/18/21	Closed
Terry Brooks	<ul style="list-style-type: none"> <li>o <del>Tanya Terry</del> to research who did the prior tennis court resurfacing</li> <li>o Schedule estimates for repair and/or replace</li> </ul>	<del>11/18/21</del> 12/16/21	Open

b.i New Actions:

Assigned	Action	Due Date	Status
Jennifer	Jennifer to send out pool contract scope and BOD to approve.	11/30/21	Open
Jon	Tennis court parking lot cedar fence: find contractor to re-brace that section of fence	12/16/21	Open
Terry	Terry will check within Associa whether there are any restrictions to transferring funds from the Operating Account to the Reserve Account or vice versa?	12/16/21	Open
Mark	Check with Jennifer about her taking over poolhouse rentals.	12/16/21	Open

IX.c Contracts

Landscaping contract renewal under review

Pool maintenance contract renewal under review

- Jennifer: 3 bids solicited, need to compare to current contract.

IX.d Common Areas

d.i Clubhouse

d.ii Tennis Courts

d.iii Sprinkler system status

Board of Directors Meeting

d.iv Landscaping

- Current landscaping contractor not performing as expected or hoped. Some improvement in performance recently. Currently using multiple contractors. There was a leak near front entrance, current contractor was unresponsive. Called USA Lawn & Sprinkler who was out in 30min. Too many piece parts. Could be best if one company could do it all re: landscaping, dead bushes, ant control, lawn mowing, trim live bushes, irrigation repair, etc.

d.v Perimeter Fence

- Tennis court parking lot cedar fence – action to Jon

d.vi Camera Fees – homeowner notification

d.vii Pool Issues

None

IX.e New Business

e.i Upcoming KWPOA BOD vacancies

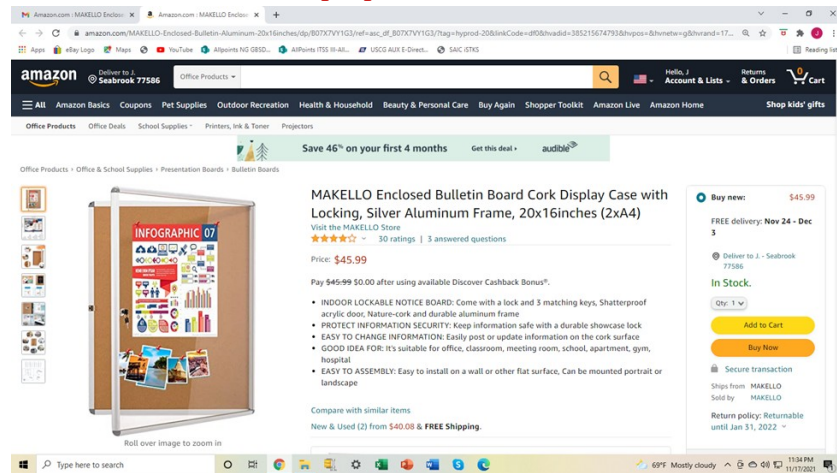
i.1 Theo has term limited out.

i.2 Rob and Mary are up for 2<sup>nd</sup> term.

- Mary will not run again, but willing to stay on ACC and head Poolhouse rentals

e.ii Outdoor bulletin board for Club House (similar to proposed below)

- Thumbs down on this proposal



IX.f Resolutions

IX.g Website

IX.h Other Topics

**Board of Directors Meeting**

X **Business Meeting Record**

X.a Motion to: **Transfer of funds from Operating Account to Reserve Account not to exceed \$25,000 in 2021.**

Motion to Approve	Second	Aye	Nay	Result
Mark	Rob	All	None	Pass

X.b Motion to: **Approve Letter to Property Owners regarding increase in assessment**

Motion to Approve	Second	Aye	Nay	Result
Mark	Theo	All	none	Pass

Adjourn Regular Meeting: Dismissal of visitors: 8:52

Motion to Approve	Second	Aye	Nay	Result
Mary	Theo	All	None	pass

X.c Proceed to Executive Session.

Adjournment Time: 9:14

Motion	Second	Aye	Nay	Result
Theo	Mark	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD on 12/16, 2021



Jon Hall: President (2021)

\_\_\_\_\_ Date

Board of Directors Meeting

Annex A: KWPOA BOD Annual Calendar

**KWPOA Annual Calendar and Action List**

		<b>ACTIONS</b>	<b>Meetings</b>	<b>Events</b>
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> transaction 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

Board of Directors Meeting

