

2/16/22

Annual Meeting

**Kirbywoods Property Owners Association
2022 Annual Meeting of Homeowners
Join Zoom Meeting
<https://us02web.zoom.us/j/83799222560>
Meeting ID: 837 9922 2560
One tap mobile
1.346.248.7799 (Houston)**

Agenda

- I. Call to Order:
 - a. 7:10pm
- II. Verify Quorum of Homeowners (>or= to 41 of 82):
 - a. 16 are present or via proxy. Not a Quorum.
 - b. Motion to Adjourn. Mark Sheridan
 - c. Second: Jennifer Nelson (via proxy with Mark Sheridan.)
 - i. Motion carried
- III. Introduction of Board Members
- IV. Review minutes from 2021 Annual meeting (and approve)
- V. Elections of Directors to the Board of Directors (4 positions open)
 - a. Introductions/Candidates Statements
 - b. Open forum with Homeowners
 - c. Election of Board Officers
- VI. Presidents Report (Jon Hall)
- VII. Treasurers Report (Mark Sheridan)
- VIII. Adjourn, Next Meeting of the Board March 16, 2022

Here are the draft Minutes from the Special Meeting to Fill Vacancies in the KWPOA Board of Directors held on Wednesday, 2/16/22, 7:18pm - 7:56pm

The advertised KWPOA Annual Meeting for 2022 was convened at the Taylor Lake Village Courthouse on 2/16/22 at 7:10pm. (The Zoom meeting access was not used due to "Zoom Hosting" challenges.) Treasurer Mark Sheridan conducted a count of homeowners present plus the proxies provided. The count totaled 16. A quorum requires a minimum of 41.

Due to lack of a homeowner quorum for the advertised KWPOA Annual Meeting on 2/16/22, the Annual Meeting was adjourned and postponed 28 days until 3/16/22. A Special Meeting for the sole purpose to fill vacancies in the KWPOA Board was convened immediately as recorded below.

Special Meeting to Fill Vacancies in the Board Convened at 7:18pm

Attending Directors: President J Hall, Treasurer M Sheridan. Proxy for Jennifer Nelson.

Attending Homeowners: Rob Sladek, Jeff Folse, Dave & Terry Stoops

Proxies received from ___ homeowners with varying delegations of authority.

Agenda

- I. Elections of Directors to the Board of Directors (3 of 7 positions open)
 - a. Introductions/Candidates Statements
 - i. Rob Adams – incumbent. Running for second 2-year term. Resident since circa 2004.
 - ii. Blanche Kilpatrick – resident since 1991
 - iii. Nominations from the floor
 - a. Theresa Horton – resident since circa 2020
 - b. Jeff Folse – resident for 3 years. From Louisiana. Auburn. Chem Engr. Wife + 2 kids.
 - b. Open forum with Homeowners
 - c. Election of Board Members to fill Vacancies: Results based on ballots collected at the meeting plus proxies provided by homeowners not present.
 - i. CONGRATULATIONS!
 - a. Rob Adams reelected to a second 2-year term.
 - b. Theresa Horton elected to a first 2-year term.
 - c. Jeff Folse elected to a first 2-year term.
- II. Next meeting is 3/16/22. Use of TLV Courthouse & Wifi will be requested.
 - a. Annual Meeting (if quorum is present)
 - b. KWPOA Officer elections for 2022-2023
 - c. Old business/new business for the KWPOA Board
- III. Adjourn
 - a. Motion: Mark Sheridan
 - b. Seconded: Jeff Folse
 - c. Motion carried and meeting adjourned at 7:56pm

Signed:  _____ Date: 3/16/22 _____

Introduction of Board Members as of 2/16/22

1. Jon Hall – begins serving the 2nd year of his second 2-year term. Resident since 1991
2. Darcy Loerch – begins serving the 2nd year of his second 2-year term. Resident since _____
3. Mark Sheridan – begins serving the 2nd year of his first 2-year term. Resident since _____
4. Jennifer Nelson – begins serving the 2nd year of her first 2-year term. Resident since _____
5. Rob Adams – begins serving the 1st year of his second 2-year term. Resident since _____
6. Theresa Horton – begins serving the 1st year of her first 2-year term. Resident since ~2020?
7. Jeff Folse – begins serving the 1st year of his first 2-year term. Resident since ~2018?

Introduction of Board Members as of 2/15/22

1. Jon Hall – begins serving the 2nd year of his second 2-year term. Resident since 1991
2. Darcy Loerch – begins serving the 2nd year of his second 2-year term. Resident since _____
3. Mark Sheridan – begins serving the 2nd year of his first 2-year term. Resident since _____
4. Jennifer Nelson – begins serving the 2nd year of her first 2-year term. Resident since _____
5. Rob Adams – is running for reelection for a second 2-year term. Resident since _____ – Position is OPEN
6. Theo – completing the 2nd year of his second 2-year term (term-limited) – Position is OPEN
7. Mary – completing her 1st 2-year term, but plans not to run for a second term – Position is OPEN

Introduction of Candidates for OPEN POSITIONS

1. Blanche Kilpatrick – Resident since 1991
2. Theresa Horton – Resident since _____

President's Report - List of Accomplishments in 2021:

1. Club House – implemented a more cost-effective approach for the telephone.
2. Tennis court – replaced the tennis court net posts and net.
3. Pool – established a new pool service contractor to save money.
4. Landscaping – established a new landscaping contractor to improve appearance of common areas.
5. ~~Fencing – repaired a 60' segment of our KW fence near tennis court~~
6. Policy – established a policy to control access to imagery from our surveillance system at the entrance.
7. Finance – our Treasurer will address accomplishments and future considerations.
8. Elections – encourage all homeowners to consider serving on the KWPOA Board or one of our committees like the Architectural Control Committee (ACC) to protect our property values.

Treasurer's Message

Operations

- Budget \$54,650
- Expenses \$52,575
- Underrun was ~\$2,000

Capital Reserve

- Pool resurface was a capital expense from Reserve: \$11,032

Operation Account Balance varies during the year.

Balances

- EOY Balance - Operating: \$11,166
- EOY Balance – Reserve: \$87,474

Annual Assessment increased by \$25 to \$800/year for 2022.

Annual Assessment in 2014 was \$600. Compared to 2022, this represents an increase of 3.7% compounding annually.

Expenditures: 87% is on 5 contracts.

1. Landscape,
2. property management,
3. insurance,
4. pool,
5. surveillance.

Utilities cost us approximately \$4,000/year.

Most of the increase in costs we have seen in the last two years and some of what we expect to see in 2022 is attributable to

1. rising insurance costs that protect most of our facilities. (In 2021 we incurred a \$2580 (26%) increase in insurance costs, equivalent to \$31 per household increase. While we were able to absorb this with no increase in homeowner fees in 2021, that is not going to be possible in 2022, when we are budgeting for another 8% increase in insurance costs.)
2. we are also expecting inflation to hit other costs as well.
3. Notice to Owners included in bill:

November 20, 2021

Dear Homeowner:

This letter is to advise you of your homeowner association fees for 2022.

*As you may recall, the homeowner association fees for 2021 are \$775 per household, the same as in 2020. Our 2022 budget requires that we raise the fees to **\$800 per household**, an increase of 3.2% over 2021.*

Most of the increase in costs we have seen in the last two years and some of what we expect to see in 2022 is attributable to rising insurance costs that protect most of our facilities. In 2021 we incurred a \$2580 (26%) increase in insurance costs, equivalent to \$31 per household increase. While we were able to absorb this with no increase in homeowner fees in 2021, that is not going to be possible in 2022, when we are budgeting for another 8% increase in insurance costs. We are also expecting inflation to hit other costs as well. We will continue to look for ways to minimize costs while maintaining an attractive, safe community.

Our management company, Houston Community Management Services, will be billing you for two 2022 semi-annual payments of \$400, one due by January 1, 2022, with the second payment due by July 1, 2022

Regards,

Your KWPOA Board

2/16/22

Message of Appreciation to Theo and Mary

As Mary Norris and Theo Presswood step down from KWPOA Board positions, I wanted to take a moment to acknowledge their contributions.

Mary completed a 2-year term on the Board, serving as Vice President and Chairperson of the Architectural Control Committee (ACC). As Vice President, she stood ready to run (or ran) monthly or annual meetings of the Board and assisted with homeowner surveys and drafting new policies. As Chair of the ACC, she coordinated reviews of homeowner violations and requests for changes.

Theo served on the Board with us for two consecutive 2-year terms (4 continuous years). He was a Director-at-Large, providing advice and counsel on multiple issues, and assisted with various common area projects and system repairs.

Volunteer work on property owner associations often goes unheralded and under appreciated by those owners who do not participate. But those of us who work on behalf of the subdivision understand the positive value of citizenship and the level of commitment it takes to work on the Board. Both Mary and Theo were exemplary in this regard, and I would like to express my sincere appreciation to Mary Norris and Theo Presswood for their support of the KWPOA.

Message of Congratulations to Rob A, Theresa Horton, and Jeff Folsie for election to the Board of Directors of the KWPOA.

Allow me to be among the first to congratulate you on your election (re-election) to the Board of the Kirby Woods Property Owner Association (KWPOA).

Theresa Horton and Jeff Folsie: I understand you and your families moved into the subdivision within the last 5 years. You have been elected to serve a 2-year term on the Board. Welcome aboard. Please plan on attending our next monthly meeting scheduled on 3/16/22. We will conduct Officer elections on that date. Please check out our web site at kirbywoods.com for insights into Board positions, roles and responsibilities.

Rob Adams: you have been in KW for a while and you are being re-elected for a second 2-year term. Thanks for your willingness to continue serving our subdivision community. Please plan on attending our next monthly meeting scheduled on 3/16/22. We will conduct Officer elections on that date.

KIRBYWOODS PROPERTY OWNERS ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING

Please Make Every Effort to Attend This Meeting

Wednesday February 16, 2022 7:00 - 8:30 pm (Sign-in at 6:30)

Taylor Lake Village City Hall- Chambers

500 Kirby Blvd. Taylor Lake Village, TX 77586

In accordance with Article III, Section 3 of the By-Laws of Kirbywoods Property Owners Association (POA), Inc., you are hereby notified of the annual meeting of owners to be held Wednesday, February 16, 2022 at 7:00 pm at the Taylor Lake Village City Hall at 500 Kirby Blvd., Taylor Lake Village, TX 77586. This meeting is being held in accordance with Article IV, Section 5 of the By-Laws, to elect three (3) positions for the Board of Directors, for a term of two (2) year each and to discuss any matters, which should properly come before the meeting in accordance with the By-Laws.

According to Article II, Section 3 of the By-Laws the presence in person or by proxy of the Owners representing fifty (**50% or 41**) of the votes entitled (**owner of record in good financial standing with Kirbywoods POA**) to be cast, shall constitute a quorum. In accordance with Texas law and resolution passed by the Board of Kirbywoods POA, **if such a quorum shall not be present or represented at this advertised annual meeting, the members entitled to vote thereat shall be adjourned without notice other than the announcement at the meeting, and a special meeting will then be called immediately with those in attendance and available proxies who are thereby empowered for the sole purpose of electing new Board members to fill existing vacancies. The intended annual meeting of owners shall be rescheduled to be held no later than thirty (30) days from the date of the original meeting.**

If you are interested in being placed on the ballot for a Board position, please provide Associa Houston Community Management Services your name, address and phone number along with a brief summary about yourself. Mail, fax or email your information to Associa. Their address is 17049 El Camino Real, Ste. 100, Houston, TX 77058 and their fax is (281) 218-6973. Or you can email your information to tbrooks@houcomm.com. This needs to be into Associa/Houston Community Management Services **by noon, Friday, February 11, 2022.**

A proxy/absentee ballot is enclosed for your use if you will not be able to attend this important meeting. ***It is extremely important to return your proxy/absentee ballot*** to the Associa Houston Community Management Services office by mail (17049 El Camino Real, Ste. 100, Houston, TX 77058) or by fax (281) 218-6973, or by email to tbrooks@houcomm.com no later than **noon on Friday, February 12, 2021.** The proxy/absentee ballot does help to establish the quorum in order to hold the meeting in accordance with the governing documents, Article II, Section 3 & 4. This form also may authorize another member to vote for you at the meeting on any business being conducted.

Thank you for your participation!

President, Jon Hall (re-elected 2/2021)

Vice Pres, Mary Norris (elected 2/2020)

Secretary, Rob Adams (elected 2/2020)
Treasurer, Mark Sheridan (elected 2/2021)
Director, Jennifer Nelson (elected 2/2021)

Director, Theo Presswood (elected 2/2018)*
Director, Darcy Loerch (re-elected 2/2021)
*Term-limited

KIRBYWOODS PROPERTY OWNER'S ASSOCIATION

Proxy / Absentee Ballot

DATE: Wednesday, February 16, 2022, 7:00 - 8:30PM. (Sign in begins at 6:30PM)
PLACE: Taylor Lake Village City Hall Chambers 500 Kirby Blvd., Taylor Lake Village, TX 77586
PURPOSE: To elect three Directors (Board Members) to fill three 2-year term vacancies.

The undersigned assigns this proxy as specified below with the power of substitution to vote and otherwise represent the undersigned at the Annual Meeting of the members of Kirbywoods Property Owners Association (POA) on February 16, 2022 and any adjournment thereof with the same effect as if the undersigned were present and voting. This proxy will continue in effect until a quorum of members in person or by proxy is achieved or until revoked by the undersigned in writing.

Give your proxy/ballot to a neighbor who is attending the meeting, or mail, fax, or email your proxy/absentee ballot to

Kirbywoods POA, Inc.
Associa Houston Community Management Services
17049 El Camino Real (Suite 100)
Houston, Texas 77058
Fax: 281.218.6973
Email: tbrooks@houcomm.com

Assign this proxy to _____

(Must be attending the meeting), or the Board of Directors to vote on my behalf.

Assign this proxy for establishing a quorum only.

Cast my Absentee Ballot as indicated below.

In the absence of any instructions, or unless contrary instructions have been noted hereon, this proxy will be voted in accordance with the view of the bearer.

Absentee Ballot - Please vote for four (4) candidates for Board of Directors. Please verify that write-in candidates are willing to serve **PRIOR** to listing their names on this ballot.

___ Rob Adams, for a second 2-year term

___ TBD for a first 2-year term

___ TBD for a first 2-year term

___ TBD for a first 2-year term

Write in: Blanche Kilpatrick ___ for a first 2-year term

Write in: Theresa Horton ___ for a first 2-year term

Write in: Jeff Folse _____ for a first 2-year term

Write in: _____ for a first 2-year term

By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any

meeting in person, in which case any in-person vote will prevail. Owner's Information: (used for both proxy &/ or voting)

Signature _____

Printed Names: _____

Property Address: _____

Annual Meeting Minutes from March 2021

The rescheduled (due to inclement weather in February) 2021 Annual Homeowners Meeting of the Kirby Woods Property Owners Association of Taylor Lake Village, Inc. was held on Wednesday, March 24, 2021 (and due to COVID 19 precautions, via Zoom online). Board Members present: Jon Hall, Mary Norris, Rob Adams, Theo Presswood, Rob Sladek and Darcy Loerch. Rhonda Burrage, representing Associa/Houston Community Management Services and twenty-three owners were represented by proxy or in attendance. Quorum was not met. The meeting was called to order at 7:10 P.M. and adjourned due to lack of quorum. In accordance with guidelines from the Texas Property Code the meeting was reconvened, recognizing that the primary purpose of the meeting was the election of four Directors and to update those present, on community business. Meeting called to order at 7:13 P.M.

Annual Meeting Minutes

The 2020 Annual minutes were reviewed. Motion by Rob Sladek, second by Darcy Loerch, passed unanimously.

Presidents Report

Jon Hall introduced the Board of Directors and reviewed accomplishments throughout 2020:

- Club house was remodeled with new cabinets, countertop, & faucet. Upgraded door locks on bathrooms. and investigated a more cost-effective option for the required telephone.
- Parking lot lines were restriped.
- Tennis court: New backboard added, as well as pickle-ball court lines and made the net adjustable to accommodate either tennis or pickle-ball on our tennis court.
- Sidewalks: TLV finally repaired our uneven sidewalks.
- Street signs: TLV finally restored missing street signs.
- Entrance lights converted to LED lights to maximize savings on electricity.
- Fencing/gate: repaired a 75' segment of our KW perimeter fence and replaced a hinge on the north gate.
- Fiber optic cabling: Frontier established a fiber optic cable backbone in KW.
- Covid-19 Response: Implemented social distancing protocols for use of our facilities to reflect guidance from the Center for Disease control and established on-line monthly and annual meetings.
-

Treasurer's Report

Rob Sladek presented multiple financial reports showing budget and actual expenses for the year of 2020 as well as anticipated expenses and budget for 2021. In 2020, the Board opted to buy down the deductible for the property insurance policy for the community He further reflected that the reserve contributions were a little short and the association has been working to catch them up and a \$10,000

transfer to reserves occurred to help minimize the difference between what is needed and what is available, for capital expenditures being anticipated. Reports will be available on the community website.

Election of Board of Directors

There were four (4) open positions on the Board of Directors. In compliance with term limitations, Rob Sladek was not running but incumbents Jon Hall and Darcy Loerch agreed to run for another term and owner Mark Sheridan offered to run. Fourth position will remain vacant until another volunteer can be found and they will be appointed by the Board.

Motion by Mary Norris, second by Rob Adams to elect the three nominees by acclamation, passed unanimously.

Open Forum

Owner Arthur Perry asked that the Board consider a grease board or method for reserving the tennis courts. It will be taken into consideration at a future meeting. Accolades were given to Rob Sladek, for his service to the community. Jon Hall and other Directors were complimented for their dedication and continued service. Rhonda Burrage with Associa was also recognized for her assistance with problematic issues with Associa and community challenges. The next meeting of the Board of directors will be April 15, 2021 via zoom - login information will be available on the website.

Election of Officers

The following slate of Officers were elected for the coming year:

President, Jon Hall

Vice President, Mary Norris

Secretary, Rob Adams

Treasurer, Mark Sheridan

Directors at Large; Theo Presswood and Darcy Loerch

Adjourn

There being no further business to discuss; motion was made, seconded and approved to adjourn the meeting. The meeting adjourned at approximately 8:10 P.M.

Respectfully submitted,

Rhonda Burrage

Community Director



APPROVED _____ DATE 3/16/22