

**Board of Directors Meeting**

**I Call to Order :**

**II Attendance: Is a quorum present?**

x	Jon Hall – Acting President
x	Mark Sheridan – Acting Treasurer
x	Robert Adams – Acting Secretary/Webmaster
x	Geoffrey Folse – Director
x	Darcy Loerch – Director
x	Jennifer Nelson - Director
x	Theresa Horton - Director
x	Terry Brooks – Associa Property Manager (primary).
x	Alfonso Garcia – Associa Property Manager (backup)

**Do not have a quorum. Annual meeting adjourned. Jennifer Nelson made a motion to immediately hold monthly meeting. Mark 2<sup>nd</sup> motion to conduct monthly meeting. All were in favor.**

**Monthly meeting started at 7:12p**

**III Visitors**

NAME	Discussion Topic(s)
Kurt Karlman	Annual meetings - no quorum - explain
Erik Nelson	No topics

**IV Agenda**

**Proposed Changes:**

**Accepted?**

New TX regulations on Annual Meetings / Special Meeting for elections without a quorum of Homeowners quorum present

Y

Topic	Motion to Approve	Second	Aye	Nay	Result
New TX regulations on Annual Meetings without homeowner quorums	Jennifer Nelson	Mark Sheridan	7	0	Passed

**V Election of Officers for 2022-2023**

Position	Nominations from the Floor	Election Results
President	Jon - motion Mark, 2 <sup>nd</sup> Darcy	1 candidate - Jon
Vice President	Jeff – motion Mark, 2 <sup>nd</sup> Darcy	1 candidate – Jeff

**Board of Directors Meeting**

Secretary	Rob – motion Teresa, 2 <sup>nd</sup> Jen	1 candidate – Rob
Treasurer	Mark – motion Teresa, 2 <sup>nd</sup> Geoff	1 candidate – Mark

**VI Approval of Minutes for Monthly Meeting on January 20, 2022 & Special Election Meeting on February 9, 2022**

Proposed Changes: **No changes proposed to either set of Minutes**

Accepted? **Y**

Document Title	Motion to Approve	Second	Aye	Nay	Result
<b>1/20/22 Minutes</b>	<b>Mark</b>	<b>Darcy</b>	<b>All</b>	<b>none</b>	<b>pass</b>
<b>2/9/22 Minutes</b>	<b>Mark</b>	<b>Rob</b>	<b>All</b>	<b>None</b>	<b>pass</b>

**VII Calendars**

VII.a Review BOD Annual Calendar (Annex A)

VII.b Review Meeting Calendar for CY2022

Month	Date	Day	Week	Month	Date	Day	Week
Jan	20	Thu	3rd	Jul	20	Wed	3 <sup>rd</sup>
Feb*	16	Wed	3rd	Aug	17	Wed	3 <sup>rd</sup>
Mar	09	Wed	2nd	Sep	21	Wed	3 <sup>rd</sup>
Apr	20	Wed	3rd	Oct	19	Wed	3 <sup>rd</sup>
May	18	Wed	3rd	Nov	16	Wed	3 <sup>rd</sup>
Jun	22	Wed	3rd	Dec	21	Wed	3 <sup>rd</sup>

\*Annual Meeting postponed to 3/9/22 due to lack of quorum. A Special Meeting for Electing New Directors was conducted on 2/16/22.

**VIII President’s Report**

VIII.a Executive Session Checklist

a.i Delinquencies

**January 22 - discussed**

a.ii Legal Issues

a.iii Violations

**January 22 - discussed**

a.iv Performance Concerns

a.v Other

**Board of Directors Meeting**

**IX Financial Report from Treasurer**

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

**X Old Business/New Business**

- X.a ACC – Report (Non-Executive)
  - a.i No requests this month
- X.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.  Jon notified Zac Mex of cancellation of existing landscaping contract due to poor performance.	<del>6/17/21</del>  <del>7/15/21</del>  12/16/21  1/22/22	Open  Mark will have something the coming week.  CLOSED
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>  12/16/21	Open  Closed
Jon & Mary	Develop policy on who can request imagery from security camera. Adopted policy at December 2021 meeting.	<del>11/18/21</del>  12/16/21	Open  Closed
Terry Brooks	<ul style="list-style-type: none"> <li>o Tanya Terry 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  Closed
Jennifer	Jennifer to send out pool contract scope and BOD to approve.	11/30/21	Open

**Board of Directors Meeting**

Assigned	Action	Due Date	Status
	Contract for 2022 approved at January 2022 Meeting	1/20/2022	Closed
Jon	Tennis court parking lot cedar fence: find contractor to re-brace that section of fence.  Jon contracted Bulldog fencing. Bid = \$60/post added to existing fence. Work schedule requested.	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?  there are no restrictions	12/16/21	Open  Closed
Mark	Check with Jennifer about her taking over poolhouse rentals.	12/16/21	Open  Closed

b.i New Actions:

Assigned	Action	Due Date	Status
Mark	Confirm in video contract: is there a warranty that covers the repairs made.	4/20/22	open
Rob	Put video camera and other policy documents on website under “documents”.	4/20/22	Open
Geoff	Draft front fence policy guidelines	4/20/22	Open
Terry (Associa)	Determine if KWPOA could be granted tax exempt status.	4/20/22	Open
Jon	Talk to TLV about ‘sinkhole’ north of tennis court	4/20/22	Open
Jennifer	Proposal to replace cement furniture for pool area; benches and picnic tables.	4/20/22	open

**Board of Directors Meeting**

Assigned	Action	Due Date	Status
Theresa	Draft pool policy.	4/20/22	Open

X.c Contracts

- c.i Landscaping contract established w/USA Lawn and Sprinklers
- c.ii Pool maintenance contract established w/Advanced Aquatics

X.d Common Areas

- d.i Clubhouse
  - Landscaping is better in front. Mulching done. Back is good. Xmas decorations need to be stored.
  - Picnic Tables (cement ones) are falling apart.
- d.ii Tennis Courts
- d.iii Sprinkler system status – working, several sprinklers have been replaced
- d.iv Landscaping
- d.v Perimeter Fence Is pool area fence shared with Lake County?
- d.vi Camera Fees – homeowner notification (post to Kirbywoods.com)
- d.vii Pool Issues

X.e New Business

- e.i Tennis court repair and/or resurface
- e.ii Fence repair (near tennis court and behind the pool)
- e.iii InFocus surveillance system repair – accomplished replacement of power supply. (check warranty period)
- e.iv Properties sold or rented out in January or February

X.f Resolutions

- f.i Anything new?
  - Pool policy
  - Front fence policy

X.g Website

X.h Other Topics

**Board of Directors Meeting**

XI **Business Meeting Record**

XI.a Motion to: **approve \$1500 bid to cleanup perimeter fence area by USA Lawn and Sprinkler landscapers**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob	7	None	pass

XI.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: Dismissal of visitors:

Motion to Approve	Second	Aye	Nay	Result

XI.c Proceed to Executive Session.

Adjournment Time: **9:00p**

Motion	Second	Aye	Nay	Result
Mark	Theresa	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD on **April 20**, 2022

  
 \_\_\_\_\_  
 President (2022)

April 20, 2022  
 \_\_\_\_\_  
 Date

Board of Directors Meeting

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	<del>o--Insurance quote expected for Flood</del>		
	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 return</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

Board of Directors Meeting

