

Board of Directors Meeting

I **Call to Order : 7:05pm** - Jon Hall conducted a common area inspection with the Board members and the Associa Property Manager between 7:05pm an 7:30pm as part of this meeting. The inspection included visits to the pool apron and pool, pump room, tennis court (net and surface inspection), north fencing, “sink holes,” north vehicle gate, and club house/pool separate water meters (slight leak near willow tree.)

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

<input checked="" type="checkbox"/>	Jon Hall –President
<input checked="" type="checkbox"/>	Mark Sheridan – Acting Treasurer
	Robert Adams – Acting Secretary/Webmaster
<input checked="" type="checkbox"/>	Geoffrey Folse – Director Vice President
	Darcy Loerch – Director
<input checked="" type="checkbox"/>	Jennifer Nelson - Director
<input checked="" type="checkbox"/>	Teresa Horton - Director
	Ferry Brooks — Associa Property Manager (primary).
	Alfonso Garcia – Associa Property Manager (backup)primary)
<input checked="" type="checkbox"/>	Theresa Platz – Associa Property Manager (back up)

III **Visitors**

NAME

Discussion Topic(s)

None

IV **Agenda**

Proposed Changes:

Accepted?

None

Topic	Motion to Approve	Second	Aye	Nay	Result
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[None](#)

V **Election of Officers for 2022-2023 – [this was completed at the March 9, 2022 meeting](#)**

<u>Position</u>	<u>Nominations from the Floor</u>	<u>Election Results from</u> <u>Meeting on 03/09/2022</u>
President		Jon Hall
Vice President		Geoff Folse
Secretary		Rob Adams
Treasurer		Mark Sheridan

VI **Approval of Minutes for Monthly Meeting on March 9, 2022**

Proposed Changes:

Accepted?

[None](#)

Document Title	Motion to Approve	Second	Aye	Nay	Result
3/9/22 Minutes	Mark Sheridan	Theresa Horton	<u>5</u>	<u>0</u>	Passed

VII **Calendars**

VII.a Review BOD Annual Calendar (Annex A)

VII.b Review Meeting Calendar for CY2022 – [Revised date in May 2022 was requested and approved unanimously. Meeting was slipped one week from 05/18/22 to 05/25/22.](#)

Month	Date	Day	Week	Month	Date	Day	Week
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Board of Directors Meeting

Jan	20	Thu	3rd		Jul	20	Wed	3 rd
Feb*	16	Wed	3rd		Aug	17	Wed	3 rd
Mar	09	Wed	2nd		Sep	21	Wed	3 rd
Apr	20	Wed	3rd		Oct	19	Wed	3 rd
May	18 25	Wed	3rd		Nov	16	Wed	3 rd
Jun	22	Wed	3rd		Dec	21	Wed	3 rd
<p>*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.</p>								

VIII President’s Report

- VIII.a Executive Session Checklist – [nothing new to report](#)
 - a.i Delinquencies
 - a.ii Legal Issues
 - a.iii Violations
 - a.iv Performance Concerns
 - a.v Other

IX Financial Report from Treasurer

- IX.a Report presentation – [Mark provided a 1-page summary to all Board members prior to the meeting. Mark raised two concerns: First, no invoice was received from either of the pool servicing companies \(Gulf Coast Aquatics or Advanced Aquatics\) – Answer per Jennifer: Gulf Coast provided no service in March 2022, and Advanced Aquatics received contract authorization in mid-March and chose not to invoice KWPOA for a partial month. Second, Mark discovered discrepancies between our bank statements and Associa’s General Ledger. Answer per Associa/Theresa Platz: please provide her the GL account number in question and she will follow up with Associa Bookkeeping. \[Action to Theresa Platz\]. No additional questions were raised by Board members. \(See actions to Associa/Theresa Platz, below.\)](#)
- IX.b Outstanding invoices – Any for discussion
- IX.c Budget Presentation

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X **Old Business/New Business**

X.a ACC – Report (Non-Executive)

X.b **Any more discussion on these topics discussed last meeting?**

- b.i Tennis court repair and/or resurface – [Geoff Folse recommended that we forego the court resurface project at least one year. Current conditions are very good, and any blisters in the surface are not posing hazards to players.](#)
- b.ii InFocus surveillance system repair – accomplished replacement of power supply. (check warranty period) – [Mark Sheridan closed this action. \(No evidence of a contracted extended warranty was discovered in the files he received on this contract.\)](#)
- b.iii Properties sold or rented out – two: [824 Live Oak Ln \(sold by Scott Curtis to Jonathan and Jennifer Taylor; 827 Pinewood Lane sold by John and Nicole Colborn to \[tbd\]](#)

X.c Action Items - Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
Jon	<p>Tennis court parking lot cedar fence: find contractor to re-brace that section of fence.</p> <p>Jon contracted Bulldog fencing. Bid = \$60/post added to existing fence. Work schedule requested.</p> <p>Jon reached out to Bulldog Fencing on 4/20/22. No answer. Jon intends to seek additional bids for this project.</p>	12/16/21	Open

c.i New Actions:

Assigned	Action	Due Date	Status
Mark	<p>Confirm in video contract: is there a warranty that covers the repairs made. (No evidence of a contracted extended warranty was discovered in the files Mark</p>	4/20/22	Open Closed

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Assigned	Action	Due Date	Status
	received on this contract.)		
Rob	Put video camera and other policy documents on website under “documents”.	4/20/22	Open
Geoff Associa/Theresa Platz	Draft front fence policy guidelines. Geoff requested assistance from Associa/Theresa Platz. <ol style="list-style-type: none"> 1. Theresa to provide TX legislation that allows front fencing. 2. Theresa to provide an example “front fence policy” from another property if available. 	4/20/22	Open
Terry (Associa) Associa/Theresa Platz	Determine if KWPOA could be granted tax exempt status. This requires completion of an application to the state of Texas. Associa/Theresa Platz to provide an example application from another property if available	4/20/22	Open
Jon	Talk to TLV about ‘sinkhole’ north of tennis court. Jon spoke to TLV who referred him to the Clear Lake City Water Authority (CLCWA). The CLCWA dispatched a crew to investigate and recommend any action. CLCWA determined that this is not a sink hold but just a depression after a tree is removed and the underlying root structure decays away.	4/20/22	Open Closed
Jen	Proposal to replace cement furniture for pool area; benches and picnic tables. Pool area: Board recommended seeking inexpensive pool-side furniture with unite costs of <\$100 per piece. . Purchase no less than 2 chairs and 2 loungers, and no more than 4 chairs and 4 loungers. Benches and Picnic Tables: For the two combination concrete tables/bench units located under the trees, the Board recommended	4/20/22	open

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Assigned	Action	Due Date	Status
	<p><u>demolishing and removing the worst of the two units. The landscaping contractor can haul off (or break up and haul off) the demolished unit.</u></p> <p><u>Jennifer took the actions to identify and purchase suitable pool-side furniture given the above guidelines, and to contact the landscaper for assistance in removal of the worst of the two concrete table/bench units.</u></p>		
<p><u>Teresa</u> <u>Theresa Horton</u></p>	<p><u>Draft pool policy. Theresa’s investigation determined that no local subdivision with a pool (without lifeguards) has a “Pool Closed” season. Accordingly, the Board recommended that we make no changes to pool policy at this time.</u></p>	<p>4/20/22</p>	<p><u>Open</u> <u>Closed</u></p>
<p><u>Jennifer Nelson</u></p>	<p><u>Action: The Board did ask Theresa to team with Jennifer to monitor pool use and collaborate to develop any proposed changes for consideration by the Board at a later date as warranted.</u></p>	<p><u>5/25/22</u></p>	<p><u>Open</u></p>
<p><u>Jennifer</u></p>	<p><u>Action for Club House Air Conditioning / Heating: Investigate Minutes and historic financial records for evidence that KWPOA initiated an annual maintenance contract for club house air conditioning and heating systems. (Associa may be able to assist.)</u></p> <p><u>Advise the Board if we have already established a maintenance contract and contact the vendor to schedule a preventative maintenance service call prior to Labor Day</u></p> <p><u>If there is no evidence that we have an annual maintenance contract in place, then investigate options and draft a recommendation on how to establish an appropriate maintenance contract.</u></p>		

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Assigned	Action	Due Date	Status
Associa/Theresa Platz Mark Sheridan	Investigate and correct the discrepancies between bank statements and the Associa General Ledger discovered by Mark. Mark to provide Theresa Platz the GL account number in question and Theresa will follow up with Associa Bookkeeping		

X.d Contracts

- d.i Landscaping contract established
- d.ii Pool maintenance contract established

X.e Common Areas

- e.i Clubhouse
- e.ii Tennis Courts
- e.iii Sprinkler system status
- e.iv Landscaping
- e.v Perimeter Fence
- e.vi Camera Fees – homeowner notification (post to Kirbywoods.com)
- e.vii Pool Issues

X.f New Business

- f.i Pool pump/filter repair/water fountain/open season – [see above discussion Rob A’s input re: pool season, traditional open from Memorial Day to Labor Day doesn’t work for S. Texas. The Wx generally breaks in Feb. IF it must be closed \(not my pref\), closed from Thanksgiving to Groundhog day makes more sense.](#)
- ~~f.ii~~ [Wrought iron fencing repair. – Jon to seek bids for a cedar fence with gate as an alternative to the existing wrought iron fencing](#)
- f.iii Cedar fence repair (slumping) – [Jon to seek additional bids for this work](#)
- f.iv Financial (a few double-booked disbursements) – [Mark to collaborate with Associa/Theresa Platz or Alfonso to reconcile these discrepancies.](#)
- f.v Landscaping - improved appearance of common areas – [acknowledged by all Board members present](#)
- f.vi Deed restrictions - violations? – [Associa/Theresa Platz will relay the question back to our assigned Property Manager, Alfonso Garcia. Al will collaborate with Goeff Folse to determine which violators warrant a letter.](#)
- f.vii New neighbors – [discussed above.](#)

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- f.viii New policies recommended? – [Front yard fencing - Goeff to work with Associa/Theresa Platz or Alfonso to develop a draft policy. Pool “open season” – as discussed earlier, Theresa Horton to work with Jennifer Nelson and make a recommendation at the May meeting.](#)
- f.ix Non-profit application – [Associa/Theresa Platz to provide an example of a successful application from another property in the Associa portfolio.](#)
- f.x Skunk sightings – [Homeowners should consider spreading moth balls to discourage skunks from prowling or nesting near residences. Human trapping is an alternative but may require professionals.](#)

X.g Resolutions

g.i Anything new? [None](#)

X.h Website [Nothing to report.](#)

X.i Other Topics [None](#)

XI Business Meeting Record

XI.a Motion to:

Motion to Approve	Second	Aye	Nay	Result
None				

XI.b Motion to:

Motion to Approve	Second	Aye	Nay	Result
None				

Adjourn Regular Meeting: Dismissal of visitors: [9:30pm](#)

Motion to Approve	Second	Aye	Nay	Result
Jennifer Nelson	Goeff Folse	<u>5</u>	<u>0</u>	Passed


XI.c Proceed to Executive Session. [At 9:30pm – No additional topics to discuss.](#)

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Adjournment Time: [9:31pm](#)

Motion	Second	Aye	Nay	Result
Theresa Horton	Mark Sheridan	<u>5</u>	<u>0</u>	Passed

These Minutes were reviewed and approved
by KWPOA BOD on May 25, 2022



President (2022)

5/25/22

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