

Board of Directors Meeting

I Call to Order : 7:06pm

II Attendance: Is a quorum present? Yes

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

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 for Monthly Meeting on March 9, 2022

Board of Directors Meeting

Proposed Changes:

Accepted?

1. Geoff: indicate that Associa/Theresa Platz attended the meeting.	Yes

Document Title	Motion to Approve	Second	Aye	Nay	Result
4/20/22 Minutes as corrected per above.	Mark Sheridan	Theresa Horton	5	0	Passed

VI Calendars

VI.a Review BOD Annual Calendar (Annex A)

VI.b Review Meeting Calendar for CY2022

Month	Date	Day	Week	Month	Date	Day	Week
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	25	Wed	3rd	Nov	16	Wed	3 rd
Jun	22	Wed	4 th	Dec	21	Wed	3 rd

*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.

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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 from Treasurer

- VIII.a Report presentation – **no issues or concerns. (All previous questions answered by Associa)**
- VIII.b Outstanding invoices – Any for discussion - **none**
- VIII.c Budget Presentation - **none**

IX Old Business/New Business

- IX.a ACC – Report (Non-Executive) – New fence request approved for 828 Live Oak Ln – no action needed.
- IX.b Perimeter Landscaping – Review Mark’s request for recommendation and quote to replace dead shrubbery along fence line on Kirby and Old Kirby. **Mark recommended that KWPOA seek advice and a bid from Lawns & Sprinklers USA (L&S) to improve the appearance of the perimeter fence landscaping. (Fill in the gaps [in ligustrums] along the fence and maybe plant new smaller shrubs to replace those that died and were cleared out.) Mark drafted a letter to L&S to determine if L&S would be interested in assisting KWPOA on this project. Mark acknowledged that this might be a multi-year project depending on projected costs. Based on a conversation with city officials, Mark speculated that there might be a possibility to receive a grant from the City of TLV for beautification projects along Kirby and Old Kirby. ACTION to Jon: forward the draft letter to L&S, and schedule a follow-up meeting.**
- IX.c Action Items - Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
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. Jon reached out to Bulldog Fencing on 4/20/22. No	12/16/21	Open

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Assigned	Action	Due Date	Status
	answer. Jon intends to seek additional bids for this project. Jon to seek additional bidders. Suggestion: combine repair work at Helen Browns fence with replacement project at north end of tennis court	6/22/22	Open

Assigned	Action	Due Date	Status
Rob	Put video camera and other policy documents on website under “documents”.	4/20/22	Open
Geoff	Draft front fence policy guidelines. Geoff presented a draft policy. All attending were in favor. One suggestion was to include requirements for a recent property survey and to restrict the fencing to property line instead of edge of sidewalk. Geoff plans to review draft policy with ACC members for awareness and inputs.	4/20/22	Open
Associa/Theresa Platz	Geoff requested assistance from Associa/Theresa Platz. 1. Theresa to provide TX legislation that allows front fencing. 2. Theresa to provide an example “front fence policy” from another property if available.	5/25/22 6/22/22	
Associa/Al Garcia	Associa/Al Garcia asked to follow up with T. Platz to get answers to above.	6/22/22	
Jon	Forward letter seeking interest in landscaping enhancements along the KWPOA perimeter fence to Lawn & Sprinklers	6/22/22	Open

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Assigned	Action	Due Date	Status
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
Associa/Al Garcia	Associa/Al Garcia asked to follow up with T. Platz to get answers to above.	6/22/22	
Jennifer	<p>Proposal to replace cement furniture for pool area; benches and picnic tables.</p> <p>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. Jennifer took the actions to identify and purchase suitable poolside furniture given the above guidelines. Jennifer proposed purchasing Costco furniture. After discussion, the Board overruled the previous budget limit and approved the purchase of 4 grey Adirondack chairs (~\$150/each) and 4 grey lounge chairs (~\$250/each). Jennifer volunteered to make the purchase at Costco then deliver the furniture, hopefully prior to Memorial Day.</p> <p>Benches and Picnic Tables: For the two combination concrete tables/bench units located under the trees, the Board recommended demolishing and removing the worst of the two units. The landscaping contractor can haul off (or break up and haul off) the demolished unit. Jennifer took the actions to contact the</p>	<p>4/20/22</p> <p>5/25/22</p> <p>6/22/22</p>	<p>Open</p> <p>Closed</p> <p>Open</p>

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Assigned	Action	Due Date	Status
	landscaper for assistance in removal of the worst of the wo concrete table / benches. Pending		
Theresa Horton Jennifer Nelson	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.	5/25/22	Open
Jennifer Nelson	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.) 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. 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. Via a motion made by _____ and seconded by _____, the Board voted to empower Jennifer to contact several contractors, determine best value, and draft a contract. Suggested contractors included: Weeks (League City), Cother (Pasadena), AirTech (Pasadena), and Victory (?). See Section X below.	5/25/22 6/22/22	Open
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	5/25/22	Closed

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- IX.d Contracts
 - d.i Landscaping contract established with Lawn and Sprinklers USA
 - d.ii Pool maintenance contract established Advanced Aquatics
- IX.e Common Areas
 - e.i Clubhouse
 - e.ii Picnic Tables – cement ones are falling apart.
 - e.iii Tennis Courts
 - e.iv Sprinkler system status
 - e.v Landscaping – review Marks request for recommendation and quote to replace dead shrubbery along fenceline on Kirby and Old Kirby
 - e.vi Perimeter Fence
 - e.vii Camera Fees – homeowner notification (post to Kirbywoods.com)
 - e.viii Pool Issues

- IX.f New Business
 - f . i Tennis court repair and/or resurface – As previously discussed, resurfacing can wait but consider pressure washing for aesthetics and eventual slippery surface.
 - f.ii Wrought iron fence repair. Review bids to replace wrought iron fencing behind tennis court. Decide on cedar or wrought iron and award a contract. (Jon to seek bids for a cedar fence with gate as an alternative to the existing wrought iron fencing.) **The Board decided to replace with a cedar fence for aesthetic consistency and cost.**
 - f.iii Properties sold or rented out in January or February.
 - f.iv Cedar fence repair (slumping) Jon to seek bids for a cedar fence with gate as an alternative to the existing wrought iron fencing. Trying Mario’s Tree Trimming (and fence repair)**
 - f.v 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.vi Non-profit application – Associa/Theresa Platz to provide an example of a successful application from another property in the Associa portfolio .
 - f.vii Financial (a few double booked disbursements) – Mark to collaborate with Associa/Theresa Platz or Alfonso to reconcile these discrepancies
- IX.g Resolutions
 - g.i Anything new?

- IX.h Website – **Errors – Calendar for May does not show meeting date. There is no “prior month” arrow to allow the reader to navigate back and forth. Are all policies present?**

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IX.i Other Topics **None**

X Business Meeting Record

X.a Motion to: Empower Jennifer to determine best value and initiate a contract with an appropriate HVAC service company for seasonal preventive maintenance at the club house. Suggested contactors included Weeks, Cother, AirTech, and Victory

Motion to Approve	Second		Aye	Nay	Result
tbd	tbd		5	0	Passed

X.b Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: Dismissal of visitors: **8:36pm**

Motion to Approve	Second	Aye	Nay	Result
Jon	Mark	6	0	Passed

X.c Proceed to Executive Session. **8:36pm**

Adjournment Time: **8:42 pm**

Motion	Second	Aye	Nay	Result
Jon	Darcy	6	0	Passed

These Minutes were reviewed and approved by KWPOA BOD on June 15, 2022



 President (2022)

6/15/22

 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	o--Handcarry Proxies / Request for Nominations		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	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 & TX franchise tax 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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KWPOA Organization Overview

November 2, 2020

- KWPOA BOD Roles**
- Associa / HCMS**
- Informal Roles**
- Committees**

Associa / HCMS
Provides Bookkeeping and Accounting
Coordinates Service Contactors
Provides financial reports
Performs DCCR compliance inspections and issues violation notices
Acts as Secretary for Annual Meeting
• Creates Attendance Roster
• Collects proxies / verifies quorum
• Collects nominations and assist with annual election
• Drafts annual meeting minutes

President
Leads communication with Associa
Presides over & conducts meetings
Ex-officio member of all committees
Treasurer back-up
Authority to Bind Contracts

Vice-President
President back-up
Leads Architectural Control Committee
Authority to Bind Contracts

Treasurer
Drafts Annual Budget
Approves Disbursements
Assesses planned vs. actual expenses
Reviews contracts and capital expenses
Coordinates financials with Associa
Authority to bind contracts

Secretary
Holds Corporate Seal
Maintains Owner Roster
Sets meeting schedule and agenda
Records meeting minutes
Provides meeting notice
Authority to bind contracts

Architectural Control Committee
Review change requests from Owners
Identifies concerns and reports to BOD
Suggests landscaping improvements for common areas
Monitors landscaping contractor
Vice-President Leads this committee

Director At-Large 1
Serves BOD via informal roles
Provides back-up to BOD

Director At-Large 3
Serves BOD via informal roles
Provides back-up to BOD

Director At-Large 2
Serves BOD via informal roles
Provides back-up to BOD

Project Manager
Develops project scope
Solicits bids for BOD approval
Liaison with Associa to setup approved contractor for payment
Coordinates Contractor(s)
Approves Contractor(s) work

Webmaster
Updates and maintains KWPOA internet presence
Monitors liscensing and renewals
Provides BOD access to kirbywoods.com

Clubhouse Rental Liaison
Manages rental calendar
Collects fees and forwards to Associa
Collects/refunds security deposit
Inspects property before and after events
Reports unresolved issues to BOD
Provides BOD access to kirbywoods.com

Common Areas Oper. and Maint.
Monitors conditions of assets and reports issues to BOD for resolution. Includes:
• Pool and pool systems (pump, lighting)
• Clubhouse (HVAC, roof, paint, etc.)
• Entry (lighting, cameras, sprinklers)
• Perimeter fence (wood, brick, gates)