

Board of Directors Meeting

I Call to Order 7:02pm:

II Attendance: Is a quorum present?

X	Jon Hall – President
X	Geoffrey Folse – Vice President
X	Mark Sheridan – Treasurer
X	Robert Adams – Secretary/Webmaster
	Darcy Loerch – Director
X	Jennifer Nelson - Director
	Teresa Horton - Director
X	Kelly Farrell – Associa Property Manager (primary) 832-864-1229 kfarrell@houcomm.com

III Visitors

NAME	Discussion Topic(s)
Andrew & Erin True	Concerned with solicitors in neighborhood

IV Agenda

Proposed Changes:	Accepted?
Peddlers/ Solicitors – new business	
Timer for sprinklers – new business	

Topic	Motion to Approve	Second	Aye	Nay	Result
Proposed changes	Jen	Mark	all	none	pass

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V Approval of Minutes for Monthly Meeting on March 9, 2022

Proposed Changes:

Accepted?

Document Title						Motion to Approve	Second	Aye	Nay	Result
5/2/22 Minutes						Mark	Rob	All	None	pass

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	18 25	Wed	3rd	Nov	16	Wed	3 rd
Jun	15	Wed	3rd	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.

VII President's Report

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VII.a Executive Session Checklist

VII.a.i Delinquencies

No report last month from Associa, on delinquencies.

Discuss in Ex Session. No liens or legal issues at this time

VII.a.ii Legal Issues

None

VII.a.iii Violations - none

VII.a.iv Performance Concerns – none

VII.a.v Other - none

VIII Financial Report from Treasurer

VIII.a Report presentation

VIII.b Outstanding invoices – Any for discussion

VIII.c Budget Presentation

- basically, we’re good. All expenditures are expected and within the expected amounts.

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

One for roofing – ~~in-work~~ ACC approved and project completed by 6/15/22

One for moving a section of fence forward to match neighbor’s fence line – ACC approved and owner is seeking bids.

IX.b Action Items - Review/Update Old Actions (action items list).

Assigned	Action	Due Date	Status
Jon	Parking Lot – west side fence sagging: Jon: received bid from Mario’s Tree/Fence: \$750 to add 6 posts and replace 36’ of 2x12’ rot board. Jon to get bid from Rio Grande for this	7/20/22	Open
Jon	Tennis court fencing replacement seek a cedar fence with gate as an alternative to the	7/20/22	Open

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Assigned	Action	Due Date	Status
	existing wrought iron fencing. a. Jon: \$1100 bid from Mario's Tree & Fence (treated, not cedar, no gate) b. Jon: \$1281.25 bid from Rio Grande Fence (cedar with gate). Motion to contract Rio Grande passed		cmplt
HCMS	Front yard fencing: a. Theresa Platz (or Al Garcia?) to provide TX legislation that allows front fencing. b. Theresa Platz (or Al Garcia?) to provide an example "front fence policy" from another property if available c. Policy drafted and reviewed in May 2022 meeting. Plan to vote on policy in June 2022 meeting. d. Kelly provided example policy statement from Bay Oaks. (Geoff to review for applicability to KWPOA)	7/20/22	Open cmplt
Geoff	Kelly provided example policy statement from Bay Oaks. Geoff to review for applicability to KWPOA	7/20/22	Open
HCMS (Kelly)	Tax Exemption a. Associa to provide an example of a successful application from another property in the Associa portfolio. Kelly will look into this.	7/20/22	Open emplt
Mark	Landscaping –perimeter fence shrub replacement a. Mark (draft) – Jon to relay to L&S: Bid is under development by L&S. L&S bid will be done this week (6/17/22)	7/20/22	Open
Mark (?)	Landscaping – entrance – plant health & warranty a. L&S cautioned that they will take responsibility for health of plants at	7/20/22	Open Closed

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Assigned	Action	Due Date	Status
	entrance and that homeowners or board members should not take initiative to run cycles of the sprinkler.		
Geoff	Property inspections a. Kelly: Al will collaborate with Geoff Folsie to determine which violators warrant a letter.	7/20/22	Open
Rob	Website - calendar a. Rob: Corrections requested to Calendar to replace Zoom meetings with face-to face meetings at the KWPOA Club House.	7/20/22	Cmplt
Rob/John	Website – archived Minutes a. Rob & Jon: Updates required for copies of signed Minutes for CY2022. Jan, Feb, & April 2022 have been posted. Need March & May to be signed.	7/20/22	In work
Jennifer	Pool area: Board recommended seeking inexpensive pool-side furniture with unit costs of <\$100 per piece. Purchase no less than 2 chairs and 2 loungers, and no more than 4 chairs and 4 loungers. New poly furniture purchased.	4/20/22	Open closed
Jennifer Jon	Proposal to replace cement furniture for pool area; benches and picnic tables. Benches and Picnic Tables: Jon to work with Erin and Andrew True to repair concrete furniture. Andrew was authorized to purchase necessary repair materials and submit for reimbursement.	7/20/22	open
Theresa	Action: The Board did ask Theresa to team with		

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Assigned	Action	Due Date	Status
Horton Jennifer Nelson	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	Closed
Jennifer Nelson	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
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. Barrett HVAC (from LaPorte) is coming 6/16 to assess and finalize contract.	Open	7/20/22

- IX.c Contracts
 - IX.c.i Landscaping contract established
 - IX.c.ii Pool maintenance contract established
- IX.d Common Areas
 - IX.d.i Clubhouse
 - IX.d.ii Tennis Courts
 - IX.d.iii Sprinkler system status

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- IX.d.iv Landscaping
- IX.d.v Perimeter Fence
- IX.d.vi Camera Fees – homeowner notification (post to Kirbywoods.com)
- IX.d.vii Pool Issues

- IX.e New Business

- IX.e.i Tennis court lights
See motion below

- X IX.e.ii TLV to install sidewalk between Kirby and Kirbywood Dr.
Need authorization from KWBOD to request city of TLV to install sidewalk. See motion below

- X.a.i Solicitors/Peddlers
TLV Ordinance states that solicitors must get a city permit and observer homeowners “no soliciting” requests, i.e., signs. Some of these people are not following that ordinance and some are not with the company or organization they claim to represent. Lakeview police recommend that people don’t engage, but if their persistent call the police. They do not have “no soliciting” signs that KW could post. They are available for purchase and posting. Can the city stop the free newspaper deliveries? City manager recommended bringing it up at a TLV city meeting.

- X.a.ii New timer for sprinkle - See motion below

- X.b Resolutions

- X.b.i Anything new?

XI New Actions:

Assigned	Action	Due Date	Status
Rob	Update website with ACC committee members with Mary, Terri and Geoff	7/20/22	cmplt

XI.a.i

- XI.b Website - Corrections requested to Calendar to replace Zoom meetings with face-to face meetings at the KWPOA Club House. Updates required for copies of signed Minutes for CY2022.

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XI.c Other Topics

XII Business Meeting Record

XII.a Motion to: **Approve Rio Grand to install Cedar fence and gate to fix rusted out wrought iron section of tennis court fence.**

Motion to Approve	Second	Aye	Nay	Result
Jon	Mark	All	None	pass

XII.b Motion to: **adopt front yard fencing as drafted**

Motion to Approve	Second	Aye	Nay	Result
Jon	Mark	All	None	pass

XII.c Motion to: **contract Lawn & Sprinkler to replace sprinkler control box.**

Motion to Approve	Second	Aye	Nay	Result
Mark	Jennifer	All	None	pass

XII.d Motion to: **contract to replace tennis court light timer and/or bulb at no more than \$500.**

Motion to Approve	Second	Aye	Nay	Result
Mark	Geoff	All	None	pass

XII.e Motion to: **request that KWBOD solicit TLV to install sidewalk along KirbyWoods to Kirby.**

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

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Adjourn Regular Meeting: Dismissal of visitors: 9:07 pm

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

XII.f Proceed to Executive Session.

Adjournment Time: 9:20pm

Motion	Second	Aye	Nay	Result
Mark	Geoff	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.



 Jon Hall, President (2022)

07/20/2022

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--Handcany 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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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 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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	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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