

Board of Directors Meeting

I **Call to Order 7:08:**

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

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

III **Visitors**

NAME	Discussion Topic(s)
None	

IV **Agenda**

Proposed Changes:	Accepted?				
No changes	Yes				
Topic	Motion to Approve	Second	Aye	Nay	Result
	Rob	Mark	All		Passed

Board of Directors Meeting

V Approval of Minutes for Monthly Meeting of June 15, 2022

Proposed Changes: Accepted?

Document Title	Motion to Approve
	Second
	Aye
	Nay
	Result
	Rob
	Mark
	All
	None
	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	3rd
Feb*	16	Wed	3rd	Aug	17	Wed	3rd
Mar	09	Wed	2nd	Sep	21	Wed	3rd
Apr	20	Wed	3rd	Oct	19	Wed	3rd
May	25	Wed	3rd	Nov	16	Wed	3rd
Jun	15	Wed	3rd	Dec	21	Wed	3rd

*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

VII.a Executive Session Checklist

VII.a.i Delinquencies

Board of Directors Meeting

- VII.a.ii Legal Issues
- VII.a.iii Violations -
- VII.a.iv Performance Concerns -
- VII.a.v Other -

VIII Financial Report from Treasurer

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

**2022 Op. Budget vs. Actual 1st Half +
Fcst 2nd Half**

IX Old

Income: \$16k over budget ex. delinquencies

- \$9.5k from delinquency payment
- \$6.4k from \$2.4k dup. payment refunds and \$4.0k cap. reserve refunds

Expenses \$5k over budget

- \$2.5k from higher than budgeted landscaping contract
- \$2.5k from pool expenses, some of which will be reimbursed from cap. reserve
- Biggest expense uncertainty is insurance costs coming in 4Q

Business/New Business

IX.a ACC – Report (Non-Executive)

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 Grand for this Will revisit next month	8/17/22	Open
Geoff	Kelly provided example policy statement from Bay Oaks. Geoff to review for applicability to KWPOA Got info from HCMS <ul style="list-style-type: none"> • Bay Oaks allows fences must be 4’ wrought iron with brick columns. • Policy added on their DDCRs and signed, etc. 	8/17/22	Open

Board of Directors Meeting

Assigned	Action	Due Date	Status
	<ul style="list-style-type: none"> Bay Oaks also updated restrictions on allowable displays. <p>Geoff will revise policy to be voted on during future meeting</p>		
HCMS (Kelly)	<p>Tax Exemption</p> <p>a. Associa to provide an example of a successful application from another property in the Associa portfolio.</p> <p>Kelly will look into this.</p>	8/17/22	Open
Mark	<p>Landscaping –perimeter fence shrub replacement</p> <p>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)</p> <p>Mark will contact L&S about perimeter landscaping</p>	8/17/22	Open
Geoff	<p>Property inspections</p> <p>a. Kelly: Al will collaborate with Geoff Folse to determine which violators warrant a letter.</p>	8/17/22	Open
Jennifer Jon	<p>Proposal to replace cement furniture for pool area; benches and picnic tables.</p> <p>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.</p>	8/17/22	open
Jennifer Nelson	<p>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</p>	8/17/22	open

Board of Directors Meeting

Assigned	Action	Due Date	Status
	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. Recharge the system? ... or replace?		

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.ii.1 Night Lights timer repair and bulb replacement
 Timer repair is complete. HCMS looking for someone to replace bulb.
- IX.d.iii Sprinkler system status – check on timer and assure system is providing adequate water to shrubs in front of poolhouse
- IX.d.iv Landscaping
- IX.d.v Perimeter Fence (see actions for big gate)
- IX.d.vi Camera Fees – homeowner notification **(post to Kirbywoods.com)**
- IX.d.vii Pool Issues

IX.e New Business

- IX.e.i Resolutions
- IX.e.ii Anything new?

X New Actions:

Board of Directors Meeting

Assigned	Action	Due Date	Status
Kelly & Mark	Associa to start soliciting insurance quotes	8/17/22	Open
Mark	Add delinquencies to monthly financial reports	8/17/22	Open
Mark	Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items	8/17/22	Open
Theresa (then Jon... if not pool maintenance people)	Investigate who owns the lockbox on the pool gate and why it is there.	8/17/22	Open
Jon	New BOD members need keys (poolhouse, pump room, etc.)	8/17/22	Open
Mark	Check with L&S about landscape along Kirby	8/17/22	Open

x.a Website – check calendar loading on phone app

x.b Other Topics

XI Business Meeting Record

XI.a Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: 8:28pm

(Dismissal of visitors)

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

XI.b Proceed to Executive Session.

Adjournment Time 8:49:

Board of Directors Meeting

Motion	Second	Aye	Nay	Result
Mark	Geoff	All	None	Passed

These Minutes were reviewed and approved by KWPOA BOD.



8/17/22

Jon Hall: President (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	<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		
	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 Mail out request to their contractor		
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4	o--Poll previous Directors on interest in running for election	Thanksgiving	
DEC	1			
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3		Monthly Meeting	
	4		Holiday Season	

Board of Directors Meeting

