

Board of Directors Meeting

I Call to Order: 7:01

II Attendance: Is a quorum present?

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

III Visitors

NAME	Discussion Topic(s)
None	

IV Agenda

Proposed Changes:					Accepted?	
None						
Topic	Motion to Approve	Second	Aye	Nay	Result	
	Mark	Teresa	All	None	pass	

Board of Directors Meeting

V Approval of Minutes for Monthly Meeting of July 20, 2022

Proposed Changes:				Accepted?		
None						
Document Title	Motion to Approve	Second	Aye	Nay	Result	
July Mtg Minutes	Mark	Teresa	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	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

VII.a.ii Legal Issues

Board of Directors Meeting

- VII.a.iii Violations -
- VII.a.iv Performance Concerns –
- VII.a.v Other -

VIII Financial Report from Treasurer

- VIII.a Report presentation
See file Treasurer's Report 2022-07.pdf
- VIII.b Outstanding invoices – Any for discussion
- VIII.c Budget Presentation

IX Old Business/New Business

- IX.a ACC – Report (Non-Executive)
No requests this month. Neighborhood looks good.
- 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 Bulldog fence to install new posts along west side of poolhouse parking lot.	8/17/22	Open
Geoff	Kelly provided example policy statement from Bay Oaks regarding front fences. 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. • Bay Oaks also updated restrictions on 	8/17/22	Open Closed

Board of Directors Meeting

Assigned	Action	Due Date	Status
	allowable displays. Geoff will revise policy to be voted on during future meeting Proposed policy was voted on and accepted. See file: KWPOA Front Yard Fence policy_08.14.22		
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. Kelly will resend the email to all BOD members regarding this process.	8/17/22	Open Closed
Mark Jon	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) Mark will contact L&S about perimeter landscaping	8/17/22	Open
Geoff	Property inspections a. Kelly: Al will collaborate with Geoff Folsie to determine which violators warrant a letter.	8/17/22	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	8/17/22	open

Board of Directors Meeting

Assigned	Action	Due Date	Status
	<p>reimbursement.</p> <p>Jon will coordinate w/Andrew True this month to complete these repairs.</p>		
Jennifer	<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 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.</p> <p>Recharge the system? ... or replace?</p> <p>Geoff suggests test the line. Jenn to request contractors to come out to assess repairs/replace. Authorized to spend no more than \$300 at this time.</p>	8/17/22	open
Kelly & Mark	<p>Associa to start soliciting insurance quotes</p> <p>Kelly will provide next month</p>	8/17/22	Open
Mark	<p>Add delinquencies to monthly financial reports</p>	8/17/22	Open Closed
Mark	<p>Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items</p>	8/17/22	Open

Board of Directors Meeting

Assigned	Action	Due Date	Status
	Mark will complete this action this month		
Theresa (then Jon... if not pool maintenance people)	Investigate who owns the lockbox on the pool gate and why it is there. To be cut off and disposed by 9/30/22. Teresa to work this action.	9/21/22	Open
Jon	New BOD members need keys (poolhouse, pump room, etc.) Distributed last month	8/17/22	Open Closed
Jon/Kelly	Legal-steps required to establish new or changes to existing policy Post New Fence policy on Sept 1 to be voted on during 9/21/22 KWPOA BOD meeting. 8/17/22 – Agreed on draft policy 9/01/22 – Post notice of fence policy to FB group, website and Town Square (Associa) 9/21/22 – Ratify policy at KWPOA BOD mtg 9/22/22 – Post rule change to website	9/21/22	Open
Jennifer	Pump room electrical outlet repair	9/21/22	Open
Jon	Sidewalk installation request to connect Pinewood to Kirby. Resolution passed TLV city council. Installation estimated to begin “this year”.	9/21/22	Open Closed

IX.c Contracts

IX.c.i Landscaping contract established

IX.c.ii Pool maintenance contract established

Board of Directors Meeting

IX.d Common Areas

IX.d.i Clubhouse

IX.d.ii Tennis Courts

IX.d.ii.1 Night Lights timer repair and bulb replacement

Estimate for bulb replacement totals around \$1500 for only one bulb. Requesting estimate to replace all four to save future labor costs. All four bulbs are same age.

IX.d.iii Sprinkler system status

IX.d.iv Landscaping

IX.d.v Perimeter Fence (see actions for big gate)

IX.d.vi Camera Fees – homeowner notification

- Rob A. needs docs

IX.d.vii Pool Issues

IX.e New Business

- Recent Security Breaches

IX.e.i Resolutions

IX.e.ii Anything new?

X New Actions:

Assigned	Action	Due Date	Status
Jon	Find Security Camera fee schedule docs	9/21/22	open

X.a Website –

X.b Other Topics

XI Business Meeting Record

XI.a Motion to: Accept new front fence requirements policy and post as pending rule change to be decided by the BOD at 9/21 meeting.

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

Board of Directors Meeting

Adjourn Regular Meeting: **8:48pm**
(Dismissal of visitors)

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

XI.b Proceed to Executive Session. **8:51pm**
Adjournment Time: **9:26pm**

Motion	Second	Aye	Nay	Result
Teresa	Jennifer	All	None	Pass

These Minutes were reviewed and approved by KWPOA BOD.

Jon Hall (signed electronically)

9/20/22

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--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 & 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	<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

Board of Directors Meeting

