

Board of Directors Meeting

I Call to Order: 7:00p

II Attendance: Is a quorum present? Yes

X	Jon Hall – President
X	Geoffrey Folse – Vice President
	Mark Sheridan – Treasurer
X	Robert Adams – Secretary/Webmaster
	Darcy Loerch – Director
X	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)
Angela Folse	Posting Boy Scout recruiting signs Result: Board authorized A Folse the option to post a recruiting sign near surveillance camera box. (The request was to post a Boy Scout sign on Kirby Dr. outside of KW property. No objections from BOD.)
Ross Paternaster	visit
Travis Knutson	1. Insurance and Assessment Fee reduction Result: Board agreed to add this topic to the next meeting agenda. 2. Perimeter fence ownership change Result: Board agreed to add this topic to the next meeting agenda. ACTION: Geoff and Jon to ask Atty Trish Farine for current guidance on how to change Bylaws.
Jennifer Choiniere	1. Tennis court sign up (scheduling)

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	<p>Result: Board agreed to investigate. Options suggested included white board, clipboard w/paper, or online options (TownSquare?).</p> <p>ACTION: Geoff and Kelly to collaborate on process. Currently there is a scheduling application on TownSquare for pools. (artifact of CV-19 constraints?)</p> <p>2. Boy Scout signs – Ms Choiniere was a co-endorser of Angela Folsie’s proposal.</p>
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IV Agenda

Proposed Changes:	Accepted?
Accept to discuss visitor topics up front	Yes

Topic	Motion to Approve:	Second	Aye	Nay	Result
	Jenn	Teresa	all	None	pass

V Approval of Minutes for Monthly Meeting of Aug 17, 2022

Proposed Changes:	Accepted?
None	

Motion to Approve	Second	Aye	Nay	Result

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Teresa	Geoff	All	None	PASS
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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

VII.a.iii Violations -

VII.a.iv Performance Concerns –

VII.a.v Other – **Since the last meeting, via email, the Board approved contract award to MIR Electrical for tennis court light replacement with LED solutions via email. (See XI below for additional information.) Additionally, the Board posted on-line notifications of the pending change to the fence policy, and the upcoming construction of the new sidewalk connecting Pinewood Lane to Kirby Drive.**

VIII Financial Report from Treasurer

VIII.a Report presentation – **Mark’s report was read by Jon**

VIII.b Outstanding invoices – Any for discussion

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VIII.c Budget Presentation – **Next year’s budget should be drafted by October meeting.**

IX Old Business/New Business

IX.a Accept new front fence requirements policy as posted in early September. **See XIa, below.**

IX.b ACC – Report (Non-Executive) **Only 1 new request submitted. Geoff to follow up with Kelly. Discussion of 3 violations was postponed to the Executive session.**

IX.c 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
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 Bids received from <ul style="list-style-type: none"> • Lawn & Sprinker USA @ \$3409.88 • Bay Area Design & Landscape @ \$3085.13 • Bids will be taken to next TLV city council meeting as part of Kirby beautification and seeking TLV funding. 	8/17/22	Open
Jennifer	Proposal to replace cement furniture for pool area; benches and picnic tables. Benches and Picnic Tables: Jon to work with Erin and	8/17/22	Open Closed

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Assigned	Action	Due Date	Status
Jon	<p>Andrew True to repair concrete furniture. Andrew was authorized to purchase necessary repair materials and submit for reimbursement.</p> <p>Jon will coordinate w/Andrew True this month to complete these repairs.</p> <p>completed</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> <p>Jenn to notify BOD when they come out in Oct</p>	8/17/22	open
Kelly & Mark	<p>Associa to start soliciting insurance quotes</p> <p>Kelly will provide next month in September</p>	8/17/22	Open
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

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Assigned	Action	Due Date	Status
	Mark will complete this action this month in September		
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 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 (See Section XI below.)	9/21/22	Open Closed
Jennifer	Pump room electrical outlet repair	9/21/22	Open
Jon	Find Security Camera fee schedule docs	9/21/22	Open closed
Kelly	Reconcile Associa bookkeeping practices with KWPOA Collections policy and discuss with KWPOA BOD	9/21/22	Open

- IX.d Contracts
 - IX.d.i Landscaping contract established
 - IX.d.ii Pool maintenance contract established
- IX.e Common Areas
 - IX.e.i Clubhouse
 - IX.e.ii Tennis Courts

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

Court lights – replace with LED fixtures: 5th bid received today. “Only” \$13,320.23 plus tax of \$1,098.92 for a total of \$14,419.14. Bid rejected but added to the Bids Analysis spreadsheet. (Refer to bids analysis in email to Board members on same topic.)

IX.e.iii Sprinkler system status

Adjusted, poolhouse yard is no longer a mud bog.

IX.e.iv Landscaping

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

IX.e.vi Camera Fees

IX.e.vii Pool Issues

Jenn will talk to contractors about debris in pool

IX.f New Business

IX.f.i New Sidewalk installation at Entrance

- Possible Temporary Traffic Flow disruption and “Hollywood Stars.”

IX.f.ii Other?

X New Actions:

- Posting of Boy Scout signs: Signs would be on Kirby Dr. outside of KW property. No objections from BOD.
- Tennis court time: reservations
 - Options: white board, clipboard w/paper, online options. Jennifer Choiniere.

Assigned	Action	Due Date	Status

X.a Website – no issues or updates

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X.b Other Topics

XI Business Meeting Record

Motion to: **Approve KWPOA Policy regarding front-yard fencing and security cameras as posted and read in full during the meeting by VP.**

Motion to Approve	Second	Aye	Nay	Result
Jenn	Teresa	All	None	pass

Motion to: **Approve revised technical approach on replacement of tennis court lights to LEDs by MIR Electrical. Refer to email with vendor compare between SGL and DVDL.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob	All	All	pass

XI.a

Adjourn Regular Meeting: **8:52pm**
(Dismissal of visitors)

Motion	Second	Aye	Nay	Result
Rob	Geoff	All	All	pass

XI.b Proceed to Executive Session.

Adjournment Time: 9:28

Motion	Second	Aye	Nay	Result
Jenn	Geoff	All	All	pass

These Minutes were reviewed and approved by KWPOA BOD.

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10/19/22

Jon Hall: President (2022)

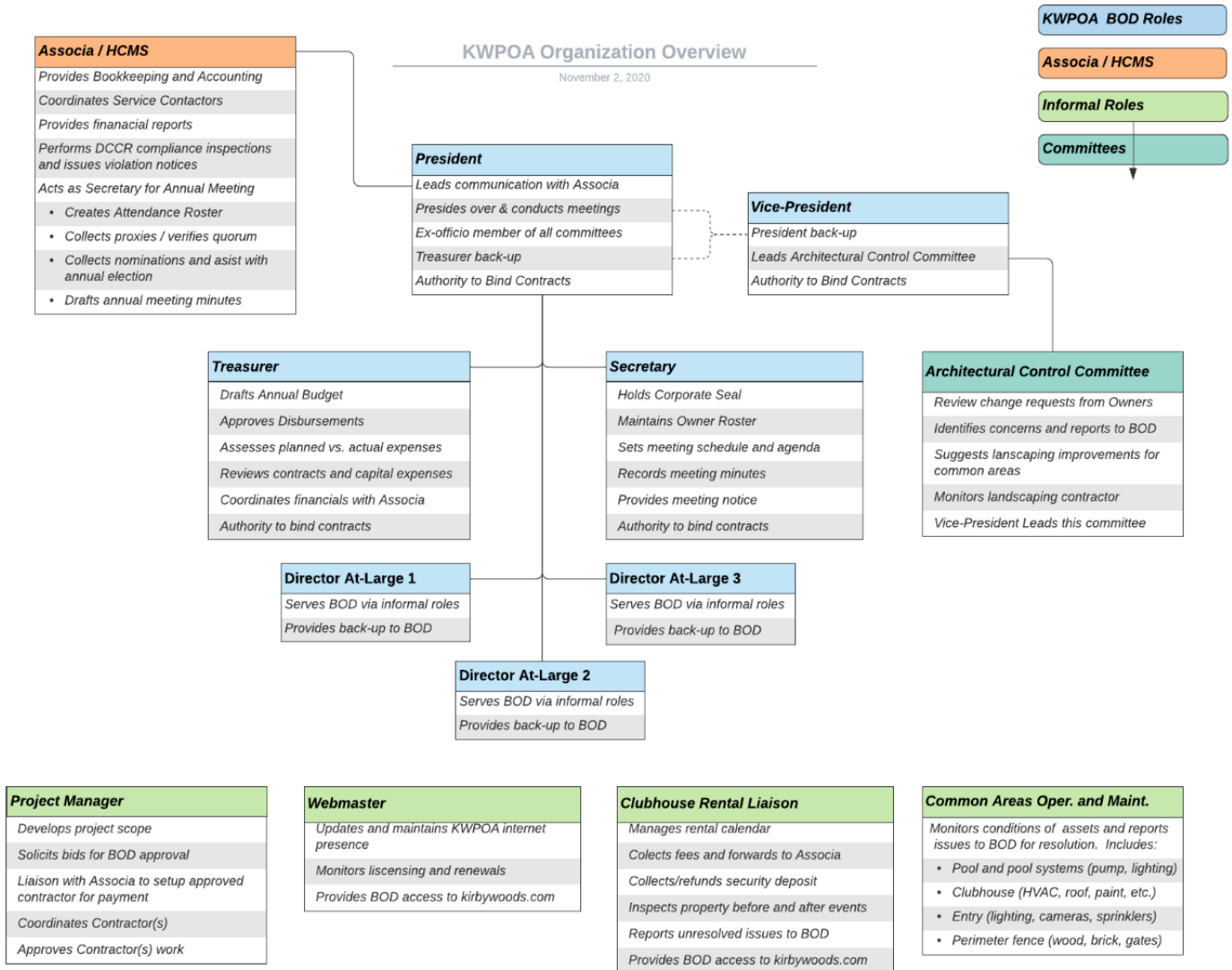
Date

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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--Handcarry 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			
	4	o--Request HCMS to draft budget for following year	Monthly Meeting	
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & PA handwritten 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		
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		
DEC	1			
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3		Monthly Meeting	
	4			
			Holiday Season	

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NOTE CHANGE IN ROLES FOR VP: As of 2022 and henceforth, due to revisions in TX law applying to POAs, the KWPOA VP is not a member of the ACC but acts as Liaison between the Board and the ACC.