

**KirbyWoods Property Owners Association
Board of Directors Meeting**

Oct 19, 2022

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
	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 (Astros in ALCS tonight)	

IV Agenda

Proposed Changes: **Accepted?**

Add discussion about tennis court reservations	y

Topic	Motion to Approve:	Second	Aye	Nay	Result
Tennis court reservations	Geoff	Teresa	All	-	Pass

V Approval of Minutes for Monthly Meeting of Sept 21, 2022

Proposed Changes: **Accepted?**

none	

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Motion to Approve	Second	Aye	Nay	Result
Teresa	Mark	All	-	pass

VI Calendars

- VI.a Review BOD Annual Calendar (Annex A)
- VI.b Review Meeting Calendar for CY2022

- May move December meeting to 12/14 or cancel. Will discuss during Nov Meeting

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	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

- 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 -

VIII Financial Report from Treasurer

- VIII.a Report presentation
- VIII.b Outstanding invoices – Any for discussion
- VIII.c Budget Presentation
 - 2022 Budget status
 - Umbrella insurance policy was below budgeted amount
 - Need clarification from Associa that Named Storm damage will be covered if option 2 is selected (see Treasurer's Report 2022-09)

- 2023 Budget proposal
 - Proposed budget has been submitted by Associa
 - Uncertainty is will insurance premium increase

Uncertainty in utility costs or other impacts of inflation

Deleted: 1

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

- Fence approved
- No new requests
- For Deed Restriction violations, owners are mailed separate notices for each violation by Associa to track closure

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
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 <ul style="list-style-type: none"> • Bid received from Lawn&Sprinker USA • 2nd bid received est \$3400 • Bids will be taken to next TLV city council meeting as part of Kirby beautification and seeking TLV funding. 	8/17/22	Open Closed

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Assigned	Action	Due Date	Status
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</p>	8/17/22	Open Closed
Mark/Ross(?)	Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items	8/17/22	Open
Jennifer	Pump room electrical outlet repair	9/21/22	Open
Kelly	Reconcile Associa Collections policy with KWPOA BOD	9/21/22	Open

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

Deleted: 1

IX.d.ii.1 Night Lights timer repair and bulb replacement – Completed.
Associa was asked to expedite invoice payment to contractor.

IX.d.ii.2 Reservation calendar & method

- Pool reservation system on Town Square (for use during Covid only).
 - Pool reservation system was removed. Pool is not reservable per bylaws.
 - Need to change to tennis court. Kelly and Geoff will collaborate.

IX.d.iii Sprinkler system status

IX.d.iv Landscaping

- Repair entryway sprinkler system
- Planting 70 Wax Ligustrums shrubs along perimeter fence
 - TLV has promised a grant of \$3.4K to plant ligustrums along fence on Kirby
- Fix or modify irrigation system for new plants when installed.
- Modify landscaping where new sidewalk is going in
 - north side (exit drive) Fix cliff
 - south side (entrance side), erosion is a concern.
 - Consider locking bricks for both

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

- Jon jacked up north traffic gate, pulled into alignment using U-bolts. (Bulldog Fencing declined to perform the slat replacement on the big gate.)

IX.d.vi Camera Fees – nothing to report.

IX.d.vii Pool Issues

IX.e New Business

X New Actions:

Assigned	Action	Due Date	Status
Kelly	Provide the board with copy of Insurance Policy to determine if Named Storm damage is covered.	11/16/22	
Kelly	Provide the board with a copy of KWPOA BOD contract	11/16/22	Closed Emailed to BOD during meeting

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Assigned	Action	Due Date	Status
KWPOA BOD	Review collections policy as provided by Associa at Nov meeting	11/16/22	New
Mark	Figure out what it is worth to the KWPOA to have a sales tax exemption.	11/16/22	New

- X.a Website - **NTR**
- X.b Other Topics - **None**

XI Business Meeting Record

Motion to: **none**

Motion to Approve	Second	Aye	Nay	Result

XI.a

Adjourn Regular Meeting: **8:40p**

Motion	Second	Aye	Nay	Result
Jon	Teresa	All	-	pass

XI.b Proceed to Executive Session.

Adjournment Time: **9:09p**

Motion	Second	Aye	Nay	Result
Mark	Teresa	all	-	pass

These Minutes were reviewed and approved by KWPOA BOD.



11/16/22

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) (Notice includes request for nominations)		<i>Dues - Semiannual</i>
	2 o--Review Annual Minutes / Financial Statement	Monthly Meeting -- Preparation for Annual Meeting	
	3 o--Decision req'd: Continue w HCMS? 30day notice by 28th Jan		
	4		
FEB	1 o-- Handcarry Proxies / Request for Nominations		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Eled 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 o--Renew Flood Insurance		TLV Annual Picnic
	2 o--Renew Electricity contract?	Monthly Meeting	
	3		
	4		
MAY	1 o--Renew Landscaping contract??		
	2		
	3	Quarterly Meeting / HCMS support @ Meeting	Memorial Day
	4		
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 & 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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