

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

Nov 16, 2022

I Call to Order: 7:05pm

II Attendance: Is a quorum present? Yes

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

III Visitors

NAME	Discussion Topic(s)
Eric Nelson	Pool Maintenance and Sun Dodgers

IV Agenda

Proposed Changes:	Accepted?
Capital Reserve Q&A (Sheridan)	Yes
Budget Questions & Adoption of Budget (Sheridan)	Yes
Holiday Decorations – Installation & Storage Options after holidays (Hall)	Yes
Club House – Encouraging Use & Simplifying Rental Agreement (Hall)	Yes
Letter Accompanying Annual Bill (Hall)	Yes

Topic	Motion to Approve:	Second	Aye	Nay	Result
See list above	Acclamation		4		Passed

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

Proposed Changes:	Accepted?
None	

Motion to Approve	Second	Aye	Nay	Result
Mark Sheridan	Geoff Folse	4	0	Passed

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
				Cancelled	Unless	Needed	

*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
 - Mark raised concerns about 5 Title Searches implemented by Associa. (Action to Mark to investigate with Associa for rationale and reasonableness.)
 - Mark raised concern about balance in Capital Reserve Account being less than recommended in the Reserve Study. He

recommended KWPOA omit refunding from the Capital Reserve Account the amount of ~\$13,400 of capital expenses incurred in the Operating Account during 2022 for the fence repair, tennis court light fixture replacement, the toilet repairs, and miscellaneous expenses incurred by the Nelsons on deck furniture and club house repairs.

Motion to Approve: KWPOA will omit refunding from the Capital Reserve Account the amount of ~\$13,400 of capital expenses incurred in the Operating Account during 2022.

Motion to Approve	Second	Aye	Nay	Result
Mark Sheridan	Geoff Folse	4	0	Passed

- 2023 Budget approval
 - 2023 Budget was informally approved through email vote in Oct.
 - Mark provided the line-item details for the \$800.00 annual assessment per household for 2023.
 - See motion below for formal approval of 2023 Budget

IX Old 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 Bulldog fence to install new posts along west side of poolhouse parking lot. Bulldog declined to do this work.	8/17/22	Open
Mark	Fencing: Emergency project to replace section near tennis court (Mark). Contractor? Actual installation versus requested specification? Credit due? Action to Mark to investigate discrepancies between request and actual work and available credits.		Closed fence has been repaired

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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 Action to Jennifer: schedule an appointment for 11/22/22 after noon. Mark and Jon are planning to attend to discuss problems and options.</p>	8/17/22	open
Mark/Ross(?)	<p>Capital reserve values need to be updated to current (2022) numbers. Need a claims adjuster to look at these items. The professional fees for a claims adjuster were deemed too expensive, so Mark made updates based on inputs from several contractors.</p>	8/17/22	Open Closed
Jennifer	<p>Pump room electrical outlet repair Action to Jennifer: ask Eric to investigate – this may be a simple replacement of an outlet.</p>	9/21/22	Open
Kelly	<p>Reconcile Associa Collections policy with KWPOA BOD.</p>	9/21/22	Open
Geoff /Kelly	<p>Tennis Court reservation system on Town Square. Geoff reported that Town Square did not support a daily/hourly reservation system for the court. Geoff recommended installing a weather-proof clip board. Action to Geoff: develop a weather-proof solution to install at tennis court to track court reservations.</p>	11/16/22	OPEN

Assigned	Action	Due Date	Status
Kelly	Provide the board with copy of Ins Policy to determine if Named Storm damage is covered. KWPOA has concerns about adequacy of coverage for fire, vandalism, etc.	11/16/22	open
KWPOA BOD	Review collections policy as provided by Associa at Nov meeting	11/16/22	Open
Mark	Figure out what it is worth to the KWPOA to have a sales tax exemption. Yes – Mark determined it was worth it and applied for a sales tax exemption with the State of TX	11/16/22	Open Closed

IX.c Contracts

- Landscaping contract established

IX.c.i Pool maintenance contract established

IX.d Common Areas

IX.d.i Clubhouse

IX.d.i.1 Toilet repairs – open due to leaks at tank to stool interface. Action to Mark to request return visit by AOC to complete the toilet leak repairs.

IX.d.i.2 A/C checkup – pending visit on 11/22/22 at 2pm

IX.d.i.3 Encouraging use of the club house was discussed briefly. The Nelsons stated there was no apparent need to simplify the rental agreement or reduce the cost of rental. Scheduling KW events might improve awareness and utilization. Hot dog / hamburger events. Bicycle parades. Etc.

IX.d.ii Tennis Courts – plan to resurface in spring of 2023

IX.d.iii Sprinkler system status

IX.d.iii.1 Modifications to entryway sprinklers – completed before sidewalk concrete was poured.

IX.d.iii.2 Perimeter fence-line sprinkler system - Jon relayed a summary of the proposal from L&S Sprinklers for a wirelessly controlled zoned sprinkler system that would tap into the existing feed line. L&S estimated a cost of \$1,000/zone with each zone spanning ~ 200 feet. Mark to investigate and

develop a plan for perimeter fence-line sprinkler system repairs or upgrades.

IX.d.iv Landscaping

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

IX.d.vi Camera Fees

IX.d.vii Pool Issues

IX.e New Business

IX.e.i Soil Erosion prevention at the new sidewalk – Jon explained 3 options suggested by L&S: slope and sod, stack pavers, or treated wood bulkheads. The simplest and least expensive was slope and sod. Action to Jon: seek opinions at the Sidewalk Grand Opening event and make a recommendation to board.

IX.e.ii Umbrella Insurance coverage – Mark is concerned about what is covered and we are seeking explanations from Associa. See previous action to Kelly.

IX.e.iii Renting out homes in KW – Deed restrictions (Jon) – Jon explained the Deed Restrictions allow for “total property rentals without subdividing to accommodate multiple families, etc.”

IX.e.iv Letter accompanying the bill from Associa (Mark) – Mark explained in his letter that KWPOA decided no increase for 2023 due to credits and an unexpectedly low insurance premium. His letter included a forecast of an increase for 2024 due to inflation and other factors.

IX.e.v Pool pump noises / clogged filters discovered 10/20/22. (Geoff & Theresa) Eric verified the noises were nominal on 11/16/22.

IX.e.vi New Sidewalk – Grand Opening Celebration -Fri 11/18, 3:30pm (Jon) – Jon explained that the event was slipping to 4pm per recommendation of the committee (M. Norris, A. True). TLV Mayor Jon Keeney committed to attending the event. Action to Jon: engage KW families with school-aged children to create posters to display for the event and set up a ribbon-cutting station on the sidewalk for the event.

X New Actions:

Assigned	Action	Due Date	Status
Mark	Investigate 5 title searches with Associa for rationale and reasonableness.	1/18/23	

Assigned	Action	Due Date	Status
Mark	Request return visit by AOC to complete the toilet leak repairs.	11/17/22	
Mark	Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.	1/18/23	
Mark	Investigate and develop a plan for perimeter fence-line sprinkler system repairs or upgrades.	1/18/23	
Mark	Investigate discrepancies on fence replacement (specs vs built) with Associa and AOC and available credits	1/18/23	
Jennifer	Schedule an appointment with HVAC contractor for 11/22/22 after noon. Mark and Jon are planning to attend to discuss problems and options	1/17/22	
Jennifer	Ask Eric to investigate – this may be a simple replacement of an outlet.)	1/18/23	
Geoff	Develop a weather-proof solution to install at tennis court to track court reservations.	1/18/23	
Jon	Contact R. Sladek on holiday decorations installation & storage options after holidays	11/22/22	
Jon	Seek opinions from owners on soil erosion prevention options during the Sidewalk Grand Opening event.	11/18/22	
Jon	Engage subdivision families with school-aged children to create posters to display for the Sidewalk Grand Opening event and set up a ribbon-cutting station on the sidewalk for the event.	11/18/22	

X.a Website
X.b Other Topics

XI Business Meeting Record

Motion to: Approve the detailed 2023 Budget requiring an annual assessment of \$800.00 per household

Motion to Approve	Second	Aye	Nay	Result
Geoff	Jennifer	4	0	Passed

Motion to: Approve the letter to homeowners from the Treasurer explaining the rationale for holding the annual assessment to \$800.00 per household for 2023. This letter will accompany the bill mailed out by Associa

Motion to Approve	Second	Aye	Nay	Result
Mark	Geoff	4	0	Passed

Motion to: Approve fence section emergency replacement due to collapse after a wind storm at a cost not to exceed \$4,000.00. (This is the fence on the west boundary of the tennis court parking lot.)

Motion to Approve	Second	Aye	Nay	Result
Mark	Geoff	4	0	Passed

XI.a

Adjourn Regular Meeting:

Motion	Second	Aye	Nay	Result

XI.b Proceed to Executive Session.

Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.



01/18/23

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		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 handcarried 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	<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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