

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

January 18, 2023

**I Call to Order: \_\_\_\_\_**

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

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

**III Visitors**

NAME	Discussion Topic(s)

**IV Agenda**

**Proposed Changes:** **Accepted?**


Topic	Motion to Approve:	Second	Aye	Nay	Result

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

Proposed Changes:			Accepted?	
Motion to Approve	Second	Aye	Nay	Result

**VI Calendars**

VI.a Review BOD Annual Calendar (Annex A)

VI.b Review Meeting Calendar for CY2023

Month	Date	Day	Week	Month	Date	Day	Week
Jan	18	Wed	3rd	Jul	19	Wed	3 <sup>rd</sup>
Feb*	15	Wed	3rd	Aug	16	Wed	3 <sup>rd</sup>
Mar	15	Wed	2nd	Sep	20	Wed	3 <sup>rd</sup>
Apr	19	Wed	3rd	Oct	18	Wed	3 <sup>rd</sup>
May	17	Wed	3rd	Nov	15	Wed	3 <sup>rd</sup>
Jun	21	Wed	3rd	Dec	20	Wed	3 <sup>rd</sup>

**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

VIII.c.i 2022 Budget status - any unresolved financial issues?

VIII.c.ii 2023 Budget status

Motion to Approve	Second	Aye	Nay	Result

**IX Old Business/New Business**

IX.a ACC - Report (Non-Executive)

IX.b Action Items - Review/Update Old Actions (action items list).

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
Mark	Parking Lot - west side fence sagging: Action to Mark to investigate discrepancies between request and actual work and available credits.	11/16/22	Open
Jennifer	Action for Club House Air Conditioning / Heating:  Schedule an appointment for 11/22/22 after noon. Mark and Jon are planning to attend	11/16/22	Open
Mark	Capital reserve values were updated to current (2022) numbers.	11/16/22	Closed
Jennifer	Pump room electrical outlet repair Action to Jennifer: ask Eric to investigate - this may be a simple replacement of an outlet.	11/16/22	Open
Kelly	Reconcile Associa Collections policy with KWPOA BOD.	9/21/22	Open
Geoff /Kelly	Tennis Court reservation system. Action to Geoff: develop a weather-proof solution to install at tennis court to track court reservations.	11/16/22	Open
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	11/16/22	Closed

<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
	applied for a sales tax exemption with the State of TX		

- IX.c      Contracts
  - IX.c.i   Pool maintenance contract for 2023 established?
  - IX.c.ii  Landscaping contract for 2023 established?
  
- IX.d      Common Areas
  - IX.d.i   Clubhouse
    - IX.d.i.1  Toilet 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
  
  - IX.d.ii  Tennis Courts - plan to resurface in spring of 2023
  
  - IX.d.iii  Sprinkler system status
    - IX.d.iii.1  Perimeter fence-line sprinkler system - Mark to develop a plan for system repairs or upgrades.
  
  - IX.d.iv   Landscaping
    - IX.d.iv.1  New Sidewalk - Grand Opening Celebration -Fri 11/18, 4:00pm (Jon) - successful - TLV Mayor Jon Keeney attended
  
  - IX.d.v    Perimeter Fence (what should we do about the big gate near court?)
  
  - IX.d.vi   Camera Fees
  
  - IX.d.vii  Pool Issues - Chronic filter clogging - recommendation?
  
- IX.e      New Business
  - IX.e.i    Holiday Decorations - Storage Options after holidays (Hall)
  - IX.e.ii   Club House - Damage, remediation & repair status (Hall)
  - IX.e.iii  Preparation for Annual Meeting on 2/15/2023 (Hall)
  - IX.e.iv   Board vacancies upon 2/15/2023 (Hall)

X      New Actions: see next page

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

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<b>Assigned</b>	<b>Action</b>	<b>Due Date</b>	<b>Status</b>
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.aWebsite

X.b Other Topics

**XI Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

Motion to Approve	Second	Aye	Nay	Result

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.

Jon Hall: President (2022)

Date

**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 <del>o--Handcary Proxies / Request for Nominations</del>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Elect new Directors. Elect Officers	<b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</b>	
	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	<b>Quarterly Meeting / HCMS support @ Meeting</b>	
	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	<b>Quarterly Meeting / HCMS support @ Meeting</b>	
	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 & <del>provides</del> 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	<b>Quarterly Meeting / HCMS support @ Meeting</b>	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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