

KirbyWoods Property Owners Association Board of Directors Meeting

March 22, 2023

I **Call to Order: __ 7:06 pm __**

Rescheduled Annual Meeting was called to order at 7:04 pm. Since 5/82 households were present, there was no quorum to hold an Annual Meeting. A special session was held to solicit nominations for the open board position. Kurt Karlman was nominated and accepted by all members present. The special session was ended at 7:06 pm, and the board proceeded with the proposed regular business agenda as posted.

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

Y	Geoff Folse -
Y	Rob Sladek -
Y	Mark Sheridan -
	Robert Adams -
Y	Mickie Dion -
	Teresa Horton - Director
Y	Kurt Karlman
Y	Kelly Farrell – Associa Property Manager (primary) 832-864-1229 kfarrell@houcomm.com

III **Visitors**

NAME	Discussion Topic(s)

IV **Agenda**

Proposed Changes:	Accepted?
Do not review Old business during this meeting in order to spend more time during the Executive session	Y

Topic	Motion to Approve:	Second	Aye	Nay	Result

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Suspend Old Business	Geoff	Rob S	4		passed

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

Proposed Changes:	Accepted?
None	Y

Motion to Approve	Second	Aye	Nay	Result
Mark	Mickie	4		passed

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	3rd
Feb*	15 22	Wed	3rd	Aug	16	Wed	3rd
Mar	22	Wed	3rd	Sep	20	Wed	3rd
Apr	19	Wed	3rd	Oct	18	Wed	3rd
May	17	Wed	3rd	Nov	15	Wed	3rd
Jun	21	Wed	3rd	Dec	20	Wed	3rd

* Annual meeting

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

The inaccurate certified letter and past due assessment charges have been removed from all homeowners' accounts. During the executive session, we will discuss the proper actions for those homeowners who received inaccurate letters as well as the 9 accounts that were truly overdue. As of the 3/22 meeting, 5 assessments have not been received.

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

We have transferred \$29,506.48 from the reserve account to pay for repairs to the clubhouse. This amount (minus the \$2500 deductible) is expected to be returned to the reserve account when reimbursed by the insurance company.

The previously voted poolhouse enhancements to repair the rotted wood and create a new attic storage area with access were completed by Mark and Jon for ~\$500. The pipe still needs to be re-run but is no longer a holdup for the contractor.

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).~~ This section was skipped per the motion at the beginning of the meeting.

Assigned	Action	Due Date	Status
Jennifer Kelly	Pump room electrical outlet repair Action to Jennifer: ask Eric to investigate – this may be a simple replacement of an outlet. Will ask contractor making repairs to poolhouse to look at this.	11/16/22	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

Assigned	Action	Due Date	Status
	Geoff and Theresa to get Wx proof box and labels to put schedule request form into.		
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
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 Need to get 501c4 exemption. Mark is working on this.	2/22/23	Open
Geoff	Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.	1/18/23	Open
Kelly	Send BOD example of past due notice.	2/22/23	?
Jon/Kelly	Jon will contact Lisa about KWPOA to remain customers and inquire about hardiness of ligustrums and if they will survive. Kelly to provide alternative landscapers	2/22/23	?

IX.c Contracts

IX.c.i Pool maintenance contract for 2023 established?

- Theresa to take over monitoring pool contractor from Jennifer.

IX.c.ii Landscaping contract for 2023 established?

IX.d Common Areas

IX.d.i Clubhouse

IX.d.i.1 Encouraging use of the club house, expecting repairs to be completed over the next month but not committing to time at this point.

IX.d.ii Tennis Courts – plan to resurface in spring of 2023. Expect to complete end of March / early April. Confirmed will keep pickle ball lines the same so that the tennis net can be used for pickle ball. Will consider benches.

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 Common grounds – L&S not maintaining the common ground area at the entrance to Pinewood Ln (2 trees) – will communicate to Lisa.

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? Pump cavitating – will discuss next meeting on opportunity to learn the system so that can take care of problems when seen.

IX.e New Business

IX.e.i

X New Actions: see next page

Assigned	Action	Due Date	Status
Mark	Determine if we will have XXL repair the outlet in the pump room.	4/19/23	
Geoff	Explore benches for tennis court with resurfacing	4/19/23	

X.a Website

X.b Other Topics

XI **Business Meeting Record**

Motion to: **motion to pay the \$1,175 to AOC for fixing the water line**

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Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	4	-	passed

Motion to: **motion to pay \$8,578.06 to XXL for their earlier remediation work after the freeze.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	4	-	passed

Motion to: **authorize the \$19,753.42 for the repair work XXL**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	4	-	passed

Motion to: **we authorize up to \$2000 to perform enhancements of the poolhouse during the repair & remediation.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	4	-	passed

XI.a

Adjourn Regular Meeting: 8:00 pm

Motion	Second	Aye	Nay	Result
Rob S	Mark	4	-	passed

XI.b Proceed to Executive Session.

Adjournment Time: 8:57 pm

Motion	Second	Aye	Nay	Result
Rob S	Mickie	4	-	passed

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Folsie

4/19/2023

xxxxx: President (2023)

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	o--Handcarry Proxies / Request for Nominations		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect 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			
	2	o--Renew Flood Insurance		TLV Annual Picnic
	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	o--Request Treasurer to draft budget for following year.	Monthly Meeting	
	4			
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & state 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

050

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