

KirbyWoods Property Owners Association Board of Directors Meeting

April 19, 2023

I **Call to Order: _7:01 pm_**

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

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

III **Visitors**

NAME	Discussion Topic(s)

IV **Agenda**

Proposed Changes:	Accepted?
Discuss Perimeter Fence payment practice	Y
Approval of Tax Return	Y

Topic	Motion to Approve:	Second	Aye	Nay	Result
Above	Rob S	Theresa	5	--	Pass

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V Approval of Minutes for Monthly Meeting of March 2023

Proposed Changes:			Accepted?	
None				
Motion to Approve	Second	Aye	Nay	Result
Mark	Theresa	5	--	Pass

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

Geoff to Confirm Rob A. and Mickie availability for May to determine date

VII President's Report

VII.a Executive Session Checklist

1. Delinquencies
2. Legal Issues
3. Violations
4. Performance Concerns
5. Other

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VIII Financial Report from Treasurer

- VIII.a Report presentation
- VIII.b Outstanding invoices – Question of \$425 charge, action item to f/up
- VIII.c Budget Presentation
 - 1. 2022 Budget status – any unresolved financial issues?
 - 2. 2023 Budget status

Mark proposed signing the Tax Return provided by Associa’s accounting; no concerns from Board.

Motion to Approve	Second	Aye	Nay	Result

IX Old Business/New Business

- IX.a ACC – Report (Non-Executive)
 - Associa following requested practices. Need to start flagging excessive debris in gutters and on roof.

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

Assigned	Action	Due Date	Status
Jennifer Kelly / Mark	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. May have to treat this separately.	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. Geoff and Theresa to get Wx proof box and labels to put schedule request form into.	11/16/22	Closed
Kelly	Provide the board with copy of Ins Policy to determine if Named Storm damage is covered.	11/16/22	Closed

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Assigned	Action	Due Date	Status
	KWPOA has concerns about adequacy of coverage for fire, vandalism, etc.		
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
T. Platz / Mark / Geoff	Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account. Options identified and move supported by Board. Theresa Platz to set up meeting between Mark and Accountant Jeri.	1/18/23	Open
Kelly	Send BOD example of past due notice.	2/22/23	Closed
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 Closing this item and opening a new one for Rob S	2/22/23	Closed
Mark	Determine if we will have XXL repair the outlet in the pump room. Duplicate from above.	4/19/23	Closed
Geoff	Explore benches for tennis court with resurfacing Not recommended to anchor into the concrete, so does need to be installed with resurfacing.	4/19/23	Open

IX.c Contracts

1.Pool maintenance contract for 2023 established?

- Theresa H. to send new contract to the board for review, request response within 1 week.

2. Landscaping contract for 2023 established?

- 2023 contract is in place with L&S; Jon resent to Board.

IX.d Common Areas

1. Clubhouse

- Rental requested for end of May; need to confirm clubhouse will be finished.

2. Tennis Courts

- Spots left unpatched on the outside of the court. Geoff to follow-up before payment issued.

3. Sprinkler system status

- Lawn care may be damaging sprinkler heads. Creating a task evaluate protecting them.

4. Landscaping

- Common grounds –

5. Perimeter Fence (what should we do about the big gate near court?) -

6. Camera Fees

7. Pool Issues – Chronic filter clogging – recommendation?

- The breaker for the pump room is tripping and pool is at low level. This is not the first time the pool has been identified at low level. We should understand the contract and have a maintenance log that we can monitor.

IX.e New Business

1.

X New Actions: see next page

Assigned	Action	Due Date	Status
Rob S	Evaluate the existing ligustrums and places for new ligustrums, as well as the sprinkler system needs to support. Have \$3500 quote from Bay Area to buy and plant 70 ligustrums.	5/17/24	Open
Rob A	Update poolhouse rental request to Theresa Horton and ACC distribution to include Kurt Karlman.	5/17/24	Open

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Assigned	Action	Due Date	Status
Theresa P. / Mark	Send electrical provide info to Board to verify rate and determine if need to change.	5/17/24	Open
Mark	Follow up on \$425 charge with Associa – may have kept some of the charges that ended up being overdue.	5/17/24	Open
Theresa P.	Contact Advanced Aquatics with concerns. Review pool contract and	4/24/24	Open
Geoff	Review pool contract with consideration of what we have seen of perceived performance issues.	5/17/24	Open

X.a Website

X.b Other Topics

1. Perimeter Fence practice for payments – If the homeowner requests funds to replace the perimeter fence, the request must be submitted to the Board for approval before the fence is replaced. The board will need to verify the condition and ensure the new fence is being replaced in accordance with the standards in the DCCRs.
2. Electrical to median appears to be out since the sidewalk installation. Rob S. to check it out.
3. Board to consider if position emails would be helpful. Additionally, Board to consider moving to Microsoft Teams for actions / approvals.

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

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Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI.a

Adjourn Regular Meeting: 8:36 pm

Motion	Second	Aye	Nay	Result
Rob S	Theresa	5	--	Pass

XI.b Proceed to Executive Session.

Adjournment Time: 8:36 pm

Motion	Second	Aye	Nay	Result
Rob S	Theresa	5	--	Pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felse

5/23/2023

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 & 1041 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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