

Kirby Woods Property Owners Association Board of Directors Meeting

May 23, 2023

I **Call to Order: 7:05 pm**

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

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

III **Visitors**

NAME	Discussion Topic(s)
None	

IV **Agenda**

Proposed Changes:	Accepted?
none	

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

May 23, 2023

Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Monthly Meeting of Apr 19, 2023

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Rob	Mark	All	None	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	23	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

No violations list this month

- 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

Nothing out of the ordinary

VIII.b Outstanding invoices

VIII.c Budget Presentation

XXL needs to submit expenses to insurance company. (for repairs to poolhouse prior to POA paying them

VIII.c.i 2022 Budget status

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).

Assigned	Action	Due Date	Status
Kelly	Pump room electrical outlet repair. Need contractor.	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.	6/21/23	Open

Assigned	Action	Due Date	Status
	Mark looked at application for Federal Tax exemption. It's a 17 page application. Mark will contact legal or CPA advice. Potential to save \$3K/yr.		
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	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	2/22/23	Closed
Mark	Determine if we will have XXL repair the outlet in the pump room.	4/19/23	Closed
Geoff	Explore benches for tennis court with resurfacing Around \$1600 / bench. Hi density poly Will look at other options.	4/19/23	
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. \$45 / plant for ligustrum rob will get with Theo to count plants that need to be replaced.	5/17/24	Open

IX.c Contracts

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

- Will sign and send back.

IX.c.ii Landscaping contract

Tree trimming will get done.

Oak tree near Dion's was trimmed.

Will re-light the crepe myrtles on the median.

IX.d Common Areas

IX.d.i Clubhouse

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status

IX.d.iii.1 Perimeter fence-line sprinkler system -

Options

- 1) Fix leaks as they occur
- 2) Replace system
- 3) Mother nature

IX.d.iv Landscaping

IX.d.iv.1 Common grounds –

IX.d.v Perimeter Fence (what should we do about the big gate near court?)

IX.d.vi Camera Fees – is it really worth the money?

IX.d.vii Pool Issues

filter leaking since December. Replaced.

IX.e New Business

IX.e.i

X New Actions:

Assigned	Action	Due Date	Status
Kurt	Look into sprinkler head protection	6/21/23	open
Rob S/Kurt	Investigate perimeter sprinkler system repair or replace.	6/21/23	open
Rob S/Kurt	Inspect fence along Old Kirby	6/21/23	open
Rob A.	Investigate using Teams and KirbyWoods emails	6/21/23	open

X.a Website

X.b Other Topics

XI Business Meeting Record

Motion to: **Mark explore tax exemption application advice not to exceed \$500.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	All	none	pass

Motion to: **fund lights in median not to exceed \$1100**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	All	None	pass

Motion to: **deep clean poolhouse not to exceed \$200**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S	All	None	pass

Motion to:

Motion to Approve	Second	Aye	Nay	Result

XI.a

Adjourn Regular Meeting: **8:51 pm**

Motion	Second	Aye	Nay	Result
Mark	Rob A	All	None	pass

XI.b Proceed to Executive Session.

Adjournment Time: **8:53 pm**

Motion	Second	Aye	Nay	Result
Geoff	Mark	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.

KirbyWoods Property Owners Association Board of Directors Meeting

May 23, 2023

Geoff Felse

6/21/2023

Geoff Felse: 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--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		
	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 & 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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