

KirbyWoods Property Owners Association Board of Directors Meeting

July 19, 2023

I **Call to Order: 7:03pm**

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

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

III **Visitors**

NAME	Discussion Topic(s)
Brian Walchuk	New neighbor on Pinewood. Welcome!

IV **Agenda**

Proposed Changes:	Accepted?
None.	

Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Monthly Meeting of June 21, 2023.

Proposed Changes:	Accepted?

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob s	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

VII.a.i Delinquencies - **none**

VII.a.ii Legal Issues - **none**

VII.a.iii Violations

VII.a.iv Performance Concerns – **pool contractor, see discussion**

VII.a.v Other

VIII Financial Report from Treasurer

VIII.a Report presentation

see report on [website](#)

- **Expenses for sprinkler**

- **Canceled security cam**

VIII.b Outstanding invoices

VIII.c Budget Presentation

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. Need bid to do work. Robs and Geoff will look at it.	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	6/21/23	Open

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Assigned	Action	Due Date	Status
	<p>sales tax exemption with the State of TX</p> <p>Need to get 501c4 exemption. Mark is working on this.</p> <p>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.</p> <p>Mark meeting w/CPA on 7/20/23.</p>		
Geoff	<p>Explore options for high-yield commercial savings accounts for the balance in our Capital Expense Reserve Account.</p> <p>Mark talked to 3 banks. Nothing above 1% except for long term CDs.</p> <p>Will go with Fidelity if CMS' bank can't meet percentage offered in email.</p>	1/18/23	Open
Geoff Rob S.	<p>Explore benches for tennis court with resurfacing</p> <p>Around \$1600 / bench. Hi density poly</p> <p>Will look at other options. Check 2x4basics store on amazon.</p> <p>Will table until next year.</p>	4/19/23	Closed
Rob S	<p>Evaluate the existing ligustrums and places for new ligustrums, as well as the sprinkler system needs to support.</p> <p>Have \$3500 quote from Bay Area to buy and plant 70 ligustrums.</p> <p>\$45 / plant for ligustrum</p> <p>Rob S. will get with Theo to count plants that need to be replaced.</p>	5/17/23	Open

Assigned	Action	Due Date	Status
	Wasting money if replace plants w/out replacing sprinkler system. Sprinkler replacement will be expensive. Recommend waiting until Aug/Sep to replace any plants.		
Kurt	Look into sprinkler head protection. Will install soon. Pipes procured.	6/21/23	open
Rob S/Kurt	Investigate perimeter sprinkler system repair or replace. Talked to Irrigation Concepts. They want to dig up old one... table this. Cost prohibitive, will not peruse fixing this year.	6/21/23	open
Rob S/Kurt	Inspect fence along Old Kirby. R&K walked from end to end. Rio Grande fence estimator walked with Rob. A few sections need replacing, pickets here and there, some rot boards. Rio Grande Fence will replace for \$25-29/ft includes cap and crown.	6/21/23	open
Kelly	Provide new bids for pool contract. Need better scope of current contract. One bid at 150% increase.	7/19/23	open

IX.c Contracts

IX.c.i Pool maintenance contract

-

IX.c.ii Landscaping contract

- Consider taking out crepe myrtles in pool area.

IX.d Common Areas

IX.d.i Clubhouse

- Consider hiring cleaning people for a deep clean of poolhouse.

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status

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

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

- **Canceled**

IX.d.vii Pool Issues

-

IX.e Website

-

IX.f New Business

-

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status

XI **Business Meeting Record**

Motion to: **Hiring cleaning person to deep clean poolhouse not to exceed \$250.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Mickie	All	None	pass

Adjourn Regular Meeting: **8:13p**

Motion	Second	Aye	Nay	Result
Rob	Mark	All	None	pass

XI.a Proceed to Executive Session.

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Adjournment Time: **no topics.**

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

8/16/2023

Geoff Folse

Geoff Folse: President (2023)

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	<i>o--Handcarry Proxies / Request for Nominations</i>	<i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i>	
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers		
	4	o--Notify HCMS of updated Roster of Directors and Officers		
MAR	1	o--U/D Web site BoD list / signature authorities (HCMS & Bank)	Monthly Meeting	
	2	o-- Insurance quote expected for Flood		
	3	o--Renew Insurance -- Property & BoD Liability		
	4	o--Complete Fraud Risk Inquiry / Legal issues letter for Auditors		
APR	1		Monthly Meeting	
	2	o--Renew Flood Insurance		
	3	o--Renew Electricity contract?		
	4			
MAY	1	o--Renew Landscaping contract??	Quarterly Meeting / HCMS support @ Meeting	
	2			
	3			
	4			
JUN	1		Monthly Meeting	
	2			
	3			
	4			
JUL	1		Monthly Meeting	
	2			
	3			
	4			
AUG	1		Quarterly Meeting / HCMS support @ Meeting	
	2			
	3			
	4			
SEP	1		Monthly Meeting	
	2			
	3	o--Request Treasurer to draft budget for following year.		
	4			
OCT	1	o-- Auditor contract	Monthly Meeting - Review proposed budget for next year	
	2	o--HCMS completes IRS tax & all franchise tax filings		
	3	o--Verify tax filings completed by HCMS		
	4	o--Submit Annual Budget to HCMS/Letter to Prop Owners on change		
NOV	1	o--HCMS submits Mailout request to their contractor	Quarterly Meeting / HCMS support @ Meeting	
	2			
	3			
	4	o--Poll previous Directors on interest in running for election		
DEC	1		Monthly Meeting	
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3			
	4			

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