

KirbyWoods Property Owners Association Board of Directors Meeting

August 16, 2023

- I **Call to Order: 7:03p**
- II **Attendance: Is a quorum present?**

X	Geoff Folsie - President
	Kurt Karlman – Vice President
X	Mark Sheridan – Treasurer
X	Rob Adams – Secretary
X	Teresa Horton - Director
X	Rob Sladek - Director
X	Mickie Dion - Director
X	Kelly Farrell Associa Houston Community Management Services 832-864-1229 kfarrell@houcomm.com

III **Visitors**

NAME	Discussion Topic(s)

IV **Agenda**

Proposed Changes:	Accepted?
None	

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Topic	Motion to Approve:	Second	Aye	Nay	Result
Insurance	Geoff				
Closeout of poolhouse repairs					
Section 9g – explore business plan to estimate cost/benefits to sell common areas	Rob S.				

V Approval of Minutes for Monthly Meeting of July 19, 2023.

Proposed Changes:

Accepted?

Change “approval of May minutes” to “approval of June minutes”	Yes
Fence pricing should be \$29/ft not \$25	Yes

Motion to Approve	Second	Aye	Nay	Result
Rob S.	Mickie	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
- 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

- See report on website
- will need to pull some money out of reserve account to pay for repairs completed in 2023.
- Pool contract is increasing
- InFocus contract for entrance-way cameras was canceled (\$260/mo)

VIII.b Outstanding invoices

VIII.c Budget Presentation

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VIII.c.i 2023 Budget status

VIII.c.ii 2024 Budget

- We are \$50,000 short in the reserve account of expenses that we know of over the next 5 years.
- The 2022 budget seems to have not included contributions to the reserve account.
- To get us completely back on track, the annual budget would need to be \$92,535 with a \$22,500 annual reserve account contribution.
- The Board aligned on an \$82,000 budget – 25% increase over 2023 budget.

Motion to Increase assessments by 25%.

Motion to Approve	Second	Aye	Nay	Result
Mark	Geoff	5	(1 abstain)	pass

Note: Abstaining member wanted a larger increase but did not disapprove of 25% increase.

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

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

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Assigned	Action	Due Date	Status
Kelly Rob S.	<p>Pump room electrical outlet repair. Need contractor.</p> <p>Need bid to do work.</p> <p>Rob S and Geoff will look at it.</p> <p>Outlet repair almost complete. Still need eves lights to be re-wired and tied to outside light timer. Rob S. to complete.</p>	11/16/22	Open
Mark	<p>Figure out what it is worth to the KWPOA to have a sales tax exemption.</p> <p>Yes – Mark determined it was worth it and applied for a 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> <p>Per CPA, we can’t get 501c4 exemption because pool and tennis court are not open to public.</p>	6/21/23	Open Closed
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> <p>Will go w/Fidelity at 4.9% variable rate.</p>	1/18/23	Open

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Assigned	Action	Due Date	Status
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> <p>Wasting money if replace plants w/out replacing sprinkler system. Sprinkler replacement will be expensive. Recommend waiting until Aug/Sep to replace any plants.</p> <p>South main header repaired. Drip irrigation installed. More to do in the fall.</p>	5/17/23	Open
Kurt	<p>Look into sprinkler head protection.</p> <p>Will install soon. Pipes procured.</p>	6/21/23	open
Rob S/Kurt	<p>Inspect fence along Old Kirby.</p> <p>R&K walked from end to end. Rio Grande fence estimator walked with Rob.</p> <p>A few sections need replacing, pickets here and there, some rot boards.</p> <p>Alamo fence will replace for \$29/ft +\$5/ft for teardown and haul. Includes cap and crown.</p>	6/21/23	open
Kelly	<p>Provide new bids for pool contract.</p> <p>Need better scope of current contract.</p> <p>One bid at 150% increase.</p> <p>New contractor hired.</p>	7/19/23	Closed

Assigned	Action	Due Date	Status
Geoff Rob S.	Explore benches for tennis court with resurfacing Around \$1600 / bench. Hi density poly Will look at other options. Check 2x4basics store on amazon. Will table until next year.	4/19/23	Closed
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

IX.c Contracts

- IX.c.i Pool maintenance contract
 - Starts September 1st thru next year.
- IX.c.ii Landscaping contract
 -

IX.d Common Areas

- IX.d.i Clubhouse
 - No issues, no rentals
 - Deep cleaning? One time.
- IX.d.ii Tennis Courts
 - NTR
- IX.d.iii Sprinkler system status
 - IX.d.iii.1 Perimeter fence-line sprinkler system -
 - NTR
- 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 Pool Issues
 - Replace chlorinator, valve that is leaking and light.

IX.e Website

- NTR. Check that Rob S's card is no longer on the website.

- Start using KWPOA email addresses.

IX.f New Business

- Clubhouse insurance
 - Need quotes.
- Closeout payments for completed repairs.
- Tree trimming around pool and along Kirby
 - A few bids collected.

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status
Mickie	Get numbers for mailboxes.	9/20/23	open
Kelly	Get quotes for clubhouse insurance.	9/20/23	Open
Kelly/Mark	Closeout w/insurance company to get paid for repairs made.	9/20/23	Open
Rob S.	Put together action plan to get rid of common areas.	9/20/23	open
Mark	Tree Trimming. Will assess which is most urgent to see if TLV will contribute to trimming along Kirby.	9/20/23	open

XI **Business Meeting Record**

Motion to: trim overgrowing trees over Kirby not greater than \$600.

Motion to Approve	Second	Aye	Nay	Result
Mark	Geoff	All	0	pass

Adjourn Regular Meeting: 7:50p

Motion	Second	Aye	Nay	Result
Rob S.	Mark	All	0	pass

XI.a Proceed to Executive Session.

Adjournment Time: 9:03p

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Motion	Second	Aye	Nay	Result
Rob A.	Rob S.	All	0	pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Folsie

9/20/23

Geoff Folsie: 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 <i>o--Handcarry Proxies / Request for Nominations</i>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Eled new Directors. Elect Officers	<i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i>	
	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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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 o--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 franchise 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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	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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