

KirbyWoods Property Owners Association Board of Directors Meeting

September 20, 2023

- I **Call to Order: 7:01 pm**
- II **Attendance: Is a quorum present? yes**

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

III **Visitors**

NAME	Discussion Topic(s)
None	

IV **Agenda**

Proposed Changes:	Accepted?
Approve update to collection policy to comply with HB 886 - filing of liens regarding noticing and timing.	

Topic	Motion to Approve:	Second	Aye	Nay	Result
HB886 compliance	Rob S.	Teresa	All	None	pass

V Approval of Minutes for Monthly Meeting of Aug 23, 2023.

Proposed Changes:

Accepted?

none					
Motion to Approve	Second	Aye	Nay	Result	
Rob S	Teresa	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
 - Legislature updates
 - HB614 – fine policy
 - Define categories
 - schedule of fines
 - information on hearing to discuss fines w/homeowner
 - publish annually
 - HB886 – Lien filing
 - Provide at least 2 notices
 - 1st – first class or email
 - 2nd – CMRRR (Certified Mail, Return Receipt Required)
 - Must wait 90 days after 2nd notice before record notice of assessment lien
 - More available on website
- VII.a.iii Violations
- VII.a.iv Performance Concerns –
- VII.a.v Other

VIII Financial Report from Treasurer

- VIII.a Report presentation
 - Reports are available from HCMS
 - Spent normal amount of money in Aug
- VIII.b Outstanding invoices
- VIII.c Budget Presentation
 - Move money from Reserve Account to the Operating Account. Amount of transfer will be determined during discussion. Agreed to \$9300.
- VIII.c.i 2023 Budget status
- VIII.c.ii 2024 Budget
 - Motion to approve 2024 budget
 - Motion to use Fidelity for reserve account

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	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	<p>Open</p> <p>Will close when money is actually moved.</p>
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

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Assigned	Action	Due Date	Status
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 S.</p> <p>A few sections need replacing, pickets here and there, some rot boards.</p> <p>Rio Grande Fence will replace for \$29/ft +\$5/ft for teardown and haul. Includes cap and crown.</p>	6/21/23	open
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	<p>Tree Trimming. Will assess which is most urgent to see if TLV will contribute to trimming along Kirby.</p> <p>Get bid to remove hackberry trees that are overhanging on Kirby.</p>	9/20/23	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/Kurt	<p>Investigate perimeter sprinkler system repair or replace.</p> <p>Talked to Irrigation Concepts. They want to dig up old one... table this.</p> <p>Cost prohibitive, will not persue fixing this year.</p>	6/21/23	open

IX.c Contracts

IX.c.i Pool maintenance contract

- Advance Aquatics will re-imburse for Aug

IX.c.ii Landscaping contract

- Nothing to report

IX.d Common Areas

IX.d.i Clubhouse

- Nothing to report

IX.d.ii Tennis Courts

- Will need to replace north side windscreen soon. It's getting pretty beat up.

IX.d.iii Sprinkler system status

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

- Rob S., Terri Stoops and Geoff replaced some lines

IX.d.iv Landscaping

IX.d.iv.1 Common grounds –

IX.d.v Perimeter Fence

IX.d.vi Pool Issues

-

IX.e Website

IX.f New Business

- Will discuss new collection policy to comply with HB886 at next meeting.
- Will approve capital reserve account at next meeting.

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status

XI Business Meeting Record

**KirbyWoods Property Owners Association
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Motion to: **Transfer \$9300 from Reserve to Operating per discussion above.**

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

Motion to: **Approve the detailed 2024 budget and homeowner assessment.**

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

Motion to: **Approve option 1 of the umbrella insurance up to up to \$7750 premium costs. \$1M in coverage**

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

Motion to: **Approve using Fidelity for the reserve account**

Motion to Approve	Second	Aye	Nay	Result
Mark	Rob A.	All	None	pass

Adjourn Regular Meeting: **8:45pm**

Motion	Second	Aye	Nay	Result
Rob A.	Rob S.	All	None	pass

XI.a Proceed to Executive Session.

Adjournment Time: **9:06pm**

Motion	Second	Aye	Nay	Result
Rob S.	Geoff	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Folse

10/18/2023

Geoff Folse: 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	<i>Quarterly Meeting / HCMS support @ Meeting</i>	
	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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