

KirbyWoods Property Owners Association Board of Directors Meeting

January 17, 2023

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

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
X	Mickie Dion - Director
X	Nate Griffin Associa Houston Community Management Services 832-864-1200 NGriffin@houcomm.com

III **Visitors**

NAME	Discussion Topic(s)
None	

IV **Agenda**

Proposed Changes:	Accepted?
Add new Texas house bills passed recently	

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Topic	Motion to Approve:	Second	Aye	Nay	Result
New Tx house bills	Mickie	Teresa	All	None	pass

V Approval of Minutes for Monthly Meeting of Dec 20, 2023.

Proposed Changes:

Accepted?

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

VI Calendars

VI.a Review BOD Annual Calendar (Annex A)

VI.b Review Meeting Calendar for CY2024

Month	Date	Day	Week		Month	Date	Day	Week
Jan	17	Wed	3rd		Jul	17	Wed	3rd
Feb*	21	Wed	3rd		Aug	21	Wed	3rd
Mar	20	Wed	3rd		Sep	18	Wed	3rd
Apr	17	Wed	3rd		Oct	16	Wed	3rd
May	15	Wed	3rd		Nov	15	Wed	3rd
Jun	19	Wed	3rd		Dec	18	Wed	3rd

* Annual meeting

KWPOA BOD will continue to meet on 3rd Wed of each month

Annual meeting will be 2/21/24.

- Annual Meeting discussion
 - Make sure proxy time is explicitly stated as 6:30p (prior to meeting start at 7p)

- Will have a Treasurer's reoprt

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

- Did not get a ride-report this month
- Financial report was late. Due 10th of the month.

VIII Financial Report from Treasurer

VIII.a Report presentation

- The water bill for December was almost \$400 vs. a typical bill of about \$50, a continuation of the October and November problem, but limited to one meter instead of two. BOD memebers are troubleshooting.
- Associa transferred \$88,612 of the Reserve Account to Fidelity but left \$38 in Pacific Premier. Need to transfer the remainder. The account earned \$72 in interest in a week at Fidelity vs. \$25 for a month at Pacific Premier.
- The homeowner assessment bills went out in late December. Need to work with Associa on how to get them sent out in November.

VIII.b Outstanding invoices

VIII.c Budget Presentation

VIII.c.i 2023 Budget status

VIII.c.ii 2024 Budget

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
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> <p>Account is set up but no money in it yet.</p> <p>Money has been moved.</p>	1/18/23	<p>Closed</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> <p>Repairs completed along Kirby.</p> <p>Need to remove dead foliage along Kirby. Look into using funds from TLV.</p>	5/17/23	Open
Kurt/Rob S.	<p>Look into sprinkler head protection.</p> <p>Will install soon. Pipes procured.</p> <p>Most fixed but new leak at entrance water meter.</p>	6/21/23	open

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Assigned	Action	Due Date	Status
Kelly/Mickie	Get quotes for clubhouse insurance. Still looking at quotes. Will get quotes from Hinrich Ins Group early next year. (12/20/23) 1/17/24 - Mickie has quote from Hinrichs. Does not include wind and hail. Need to compare to current policy. Will send to BOD for review.	9/20/23	Open
Rob S.	Put together action plan to get rid of common areas.	9/20/23	open
Nate/Rob S./Geoff	Schedule removal of shrubs and replace fence along Old Kirby from Gate eastward.	3/20/24	open

IX.c Contracts –

IX.c.i Pool maintenance contract – nothing to report

IX.c.ii Landscaping contract – coming due end of this month.

IX.d Common Areas

IX.d.i Clubhouse – Have a rental in January 20th

IX.d.ii Tennis Courts – nothing to report

IX.d.iii Sprinkler system status – nothing to report

IX.d.iv Landscaping -

IX.d.v Perimeter Fence

IX.d.vi Pool Issues – \$200 credit for light bulb that failed (It was recently replaced). South fixture will require \$1300 fixture.

IX.e Website – Will talk new roles and resetting passwords when new BOD members are elected.

IX.f New Business

- Tx Bill regarding leins – this was discussed at previous meetings

IX.g Other Topics

X New Actions:

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Assigned	Action	Due Date	Status

XI Business Meeting Record

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting: 8:23p

Motion	Second	Aye	Nay	Result
Geoff	Teresa	All	None	pass

XI.a Proceed to Executive Session.

Adjournment Time: 8:35pm

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

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Folsie

3/20/2024

Geoff Folsie: President (2024)

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 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	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

things to work next year (2024)

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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 persue fixing this year.	6/21/23	open

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