

KirbyWoods Property Owners Association Board of Directors Meeting

March 20, 2024

I **Call to Order:**

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

x	Geoff Folse - President
x	Kurt Karlman – Vice President
x	Mark Sheridan – Treasurer
	Theresa Horton - Director
x	Rob Sladek - Director
x	Mickie Dion - Director
x	Brian Walchuk - Director
x	Nate Griffin Associa Houston Community Management Services 832-864-1200 NGriffin@houcomm.com

III **Visitors**

NAME	Discussion Topic(s)
Joe & Pam Perry	N/A - Participating

IV **Agenda**

Proposed Changes:	Accepted?
Neighborhood Support Day	Yes
Pool Contractor Inspection Report	Yes
Cleaning up area by new fence	Yes
Vegetation on perimeter fence in wires	Yes
Mailboxes left open	Yes

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Topic	Motion to Approve:	Second	Aye	Nay	Result
Above Topics	Rob S.	Mickie	6	0	Pass

V Approval of Minutes for Annual Meeting on 2/21/24

Proposed Changes:

Accepted?

Add date of Annual Meeting at the top of the minutes	yes

Motion to Approve	Second	Aye	Nay	Result
Rob	Mark	6	0	Pass

Approval of Minutes for January Meeting on 1/19/24

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Rob	Mickie	6	0	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

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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

VII President's Report

VII.a Executive Session Checklist

- VII.a.i Delinquencies – **No one officially delinquent; overdue fees being adjusted**
- VII.a.ii Legal Issues
- VII.a.iii Violations
- VII.a.iv Performance Concerns - **Received Feb & Violation report timely**

VIII Financial Report from Treasurer

VIII.a Report presentation

**May have a high water bill from valving in water and noticing another leak.
Coupon charge from Associa was billed in Jan for the entire year.
Do not understand the lien charge in Feb – Nate to follow up.**

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
Mark	<p>Electrical Contract Renewal – should we renew for 1 year or 5 years</p> <p>Voted to renew at 5 yr for 8.15c/kWh vs 1 yr at 8.7c/kWh. Mark to send email to Nate confirming.</p>	4/30/24	Open
Mickie / Mark	<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>Need to remove dead foliage along Kirby. Look into using funds from TLV.</p> <p>13 dead holly trees to replace. We have offer to install trees for free. Need to develop plan for where we want to clear landscape, work soil, and plant trees</p>	5/17/23	Open
Rob S	<p>Front water system issues:</p> <p>South main header repaired. Drip irrigation installed. More to do in the fall.</p> <p>Repairs completed along Kirby.</p> <p>Most fixed but new leak at entrance water meter.</p>	4/30/24	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
Kelly/Mickie	<p>Get quotes for clubhouse insurance. Still looking at quotes.</p> <p>Will get quotes from Hinrich Ins Group early next year. (12/20/23)</p> <p>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.</p> <p>Recommended not to switch insurers mid-policy. Wind & hail will still be a problem.</p>	8/20/24	Hold
Rob S.	Put together action plan to get rid of common areas.	9/20/23	open
Nate/Rob S./Geoff	<p>Schedule removal of shrubs and replace fence along Old Kirby from Gate eastward.</p> <p>Fence replacement complete, awaiting payment</p>	3/20/24	open

IX.c Contracts –

IX.c.i Pool maintenance contract

IX.c.ii Landscaping contract – **Mowing into street and blowing onto homeowner's yard. Rob to let them know.**

IX.d Common Areas

IX.d.i Clubhouse – **Have a rental scheduled on May 26**

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status

IX.d.iv Landscaping - **Trees need to be trimmed away from power lines; split on whether to wait for power company to clear. Discussion tabled until have fence plan.**

IX.d.v Perimeter Fence

IX.d.vi Pool Issues – **Pool Inspection report vs Texas public pool requirements. It is unclear if we are required to adhere to public pool requirements. Most items are ones we want to complete – Rob to take lead on electrical items. Signs appear to be grandfathered. Voted to replace fan and perform filter rinse to prevent more costly repairs. The south pool light may be under warranty – Rob to find documentation on purchase. Gulf Coast replaced the drains covers in pool – Rob to see if they have certification.**

IX.e Website

IX.f New Business

- IX.f.i Neighborhood support day, proposed for 4/20. Will plan sign at entrance & post on FB and Web Site. Geoff to start a list to send to Board for ideas before posting
- IX.f.ii May post signs at mailbox informing homeowners the last package received is responsible for damage to the mailbox and encouraging to keep them closed
- IX.f.iii Area along new fence area will be part of larger exterior development plan

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status
Geoff	Circulate starter list of ideas for Neighborhood Support Day.	3/27	open
Rob	Find receipt for South pool light fixture	4/17	open
Rob	Replace pump & pool light circuit with GFCI (3 rd , 9 th , & 10 th breakers from top). Label breakers. Repair cable for pool pump.	5/15	open

XI **Business Meeting Record**

Motion to: Secure Constellation Energy 5-yr fixed plan, currently at 8.15c/kwH

Motion to Approve	Second	Aye	Nay	Result
Mark	Brian	5	1	Pass

Motion to: Spend \$655.75 on pool filter rinse and ventilation fan replacement

Motion to Approve	Second	Aye	Nay	Result
Geoff	Mickie	6	0	Pass

Adjourn Regular Meeting: 8:52 pm

Motion	Second	Aye	Nay	Result
Rob	Mickie	6	0	Pass

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XI.a Proceed to Executive Session.

Adjournment Time:

Motion	Second	Aye	Nay	Result

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felse

4/17/24

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)		Dues - Semiannual
	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		Dues - Semiannual
	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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