

KirbyWoods Property Owners Association Board of Directors Meeting

April 17, 2024

I Call to Order: 7:00pm

II Attendance: Is a quorum present? Yes

x	Geoff Folsie - President
x	Kurt Karlman – Vice President
x	Mark Sheridan – Treasurer
x	Theresa Horton - Director
	Rob Sladek - Director
x	Mickie Dion - Director
	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	

IV Agenda

Proposed Changes:	Accepted?
None	

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Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Meeting on 3/20/24

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Mark	Theresa	5	0	Yes

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result

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 – None

VII.a.ii Legal Issues

VII.a.iii Violations – Went over Drive Report and determined who to send violations

VII.a.iv Performance Concerns -

VIII Financial Report from Treasurer

VIII.a Report presentation – Discussed Annual Audit and agree that Associa is doing a Good job. Nothing new to report.

VIII.b Outstanding invoices

VIII.c Budget Presentation

VIII.c.i 2024 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	Closed
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> <p>Mickie presented the action plan to the board after her and Mark met with Barry Ward, Trees for Houston.</p> <p>The action plan is a multiple step process to remove old ligustrum from fence line and replace with 100 trees on Kirby and 40 trees on Old Kirby. Trees are donated, however, we would be required to upgrade our current sprinkler system.</p> <p>We need to decide if we are willing to incur this expense to upgrade the sprinkler system. They are going to come up with a spreadsheet to show the comparison costs of a Plan A keeping things the same and just replanting ligustrum and a Plan B removing existing plants, upgrading sprinkler system and planting new trees.</p>	5/17/23	Open

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Assigned	Action	Due Date	Status
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
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	Closed
Geoff	<p>Circulate starter list of ideas for Neighborhood Support Day.</p> <p>Volunteers have signed up and discussed action plan for Saturday morning, starting at 8:00am</p>	3/27/27	Open
Rob	<p>Find receipt for South pool light fixture</p> <p>Light Fixture is no longer under warranty</p> <p>Recommend replacing light fixture in pool</p>	4/17/24	Open

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Assigned	Action	Due Date	Status
Rob	Replace pump & pool light circuit with GFCI (3 rd , 9 th , & 10 th breakers from top). Label breakers. Repair cable for pool pump.	5/15/24	Open
Mark	Gas Contract This has been renewed	4/17/24	Done
Mark	Federal Tax Filing – Extension has been filed	5/15/24	Open
Mark	Franchise Tax Filing – Accounting is working on this	5/15/24	Open
Mark	Financial Audit We have received 2 quotes for audits and awaiting the 3 rd quote. Prices so far are very high.	5/15/24	Open
Mark	Printouts of Associa monthly financial reports Determined that our monthly printing costs had gone up as our Associa Rep has been printing out the reports and bringing them to the meeting. Our previous rep only emailed us copies for viewing. No need to print reports	5/15/24	Closed
Mark	Long Term Financial Planning Mark discussed the need to have a separate meeting to over our Operating Budget compared to our Capital Reserve Budget. We need to review our end goals and determine if are even accomplishing our goals.	5/15/24	Open

IX.c Contracts –

IX.c.i Pool maintenance contract

IX.c.ii Landscaping contract –

IX.d Common Areas

IX.d.i Clubhouse -

IX.d.ii Tennis Courts

IX.d.iii Sprinkler system status

IX.d.iv Landscaping -

IX.d.v Perimeter Fence – Issue with new gate at the end of Live Oak by Tennis Courts.

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IX.d.vi Pool Issues – Discussed replacing the South Light in the pool. No longer under warranty. We can replace with an LED version or existing model. Substantial cost for LED model.

IX.e Website

IX.f New Business

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status
Mickie/Mark	Come up with Comparison Cost as a Plan A vs Plan B regarding the landscaping around perimeter	5/17/27	Ongoing
Mark	Long Term Financial Planning Mark to set up meeting to discuss further	5/17/24	Open

XI Business Meeting Record

Motion to: Purchase new South Light for pool with existing model for \$1310.00

Motion to Approve	Second	Aye	Nay	Result
Geoff	Mark	5	0	Pass

Motion to: Spend a maximum of \$300.00 for the reinforcement of the gate

Motion to Approve	Second	Aye	Nay	Result
Geoff	Mark	5	0	Pass

Motion to: Add steps to the Tennis Courts not to exceed \$100.00

Motion to Approve	Second	Aye	Nay	Result
Geoff	Mickie	5	0	Pass

Adjourn Regular Meeting: 8:49pm

Motion	Second	Aye	Nay	Result
Theresa	Mickie	5	0	Pass

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XI.a Proceed to Executive Session.
Adjournment Time: 8:50pm

Motion	Second	Aye	Nay	Result
Mark	Mickie	5	0	Pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felse

5/15/24

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)		<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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