

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

I **Call to Order:**

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

X	Geoff Folsie - President
	Kurt Karlman – Vice President
X	Mark Sheridan – Treasurer
X	Theresa Horton - Secretary
	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	

IV **Agenda**

Proposed Changes:	Accepted?
None	

**KirbyWoods Property Owners Association
Board of Directors Meeting**

May 15, 2024

Topic	Motion to Approve:	Second	Aye	Nay	Result

V **Approval of Minutes for Meeting on 4/17/24**

Proposed Changes:		Accepted?		
Update to include cost of replacing pool light to \$1310.00		Yes		
Motion to Approve	Second	Aye	Nay	Result
Brian	Mark	6	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

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

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 – question about delinquencies & how they are determined
- VII.a.ii Legal Issues - none
- VII.a.iii Violations -
- VII.a.iv Performance Concerns

VIII Financial Report from Treasurer

VIII.a Report presentation - nothing out of the ordinary

VIII.b Outstanding invoices - none

VIII.c Budget Presentation – Mark proposed to set up a meeting to discuss Reserve Account

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).

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

Assigned	Action	Due Date	Status
Mark	Electrical Contract Renewal – should we renew for 1 year or 5 years Voted to renew at 5 yr for 8.15c/kWh vs 1 yr at 8.7c/kWh. Mark to send email to Nate confirming.	4/30/24	Closed

**KirbyWoods Property Owners Association
Board of Directors Meeting**

May 15, 2024

Assigned	Action	Due Date	Status
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> <p>Further discussions needed to discuss additional options</p>	5/17/23	Open

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

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	Schedule removal of shrubs and replace fence along Old Kirby from Gate eastward.	3/20/24	Closed
Geoff	Fence replacement complete, awaiting payment. Waiting on contractor to fix broken gate	5/17/24	Open
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	Closed

**KirbyWoods Property Owners Association
Board of Directors Meeting**

May 15, 2024

Assigned	Action	Due Date	Status
Rob	Find receipt for South pool light fixture Light Fixture is no longer under warranty Recommend replacing light fixture in pool	4/17/24	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.	5/15/24	Open
Mark	Electric Contract This has been renewed	4/17/24	Closed
Mark	Federal Tax Filing – Extension has been filed	5/15/24	Closed
Mark	Franchise Tax Filing – Accounting is working on this	5/15/24	Closed
Mark	Financial Audit We have received 2 quotes for audits and awaiting the 3 rd quote. No action necessary	5/15/24	Closed
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 - nothing

IX.c.ii Landscaping contract – nothing

IX.d Common Areas

IX.d.i Clubhouse – Rentals on 5/19 & 5/26

IX.d.ii Tennis Courts – Trees need to be trimmed by Tennis Courts as they are falling onto Court

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

IX.d.iii Sprinkler system status - None

IX.d.iv Landscaping - None

IX.d.v Perimeter Fence –

IX.d.vi Pool Issues –

IX.e Website

IX.f New Business - None

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status

XI **Business Meeting Record**

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting; 8:15pm

Motion	Second	Aye	Nay	Result
Mickie	Brian	6	0	Yes

XI.a Proceed to Executive Session at 8:19 pm

Adjournment Time: 8:33 pm

Motion	Second	Aye	Nay	Result

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

Mickie	Brian	6	0	Yes
--------	-------	---	---	-----

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felse

6/19/24

Date

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

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

KirbyWoods Property Owners Association Board of Directors Meeting

May 15, 2024

