

# KirbyWoods Property Owners Association Board of Directors Meeting

June 19, 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 - Secretary
X	Rob Sladek - Director
X	Mickie Dion - Director
X	Brian Walchuk - Director
X	Nate Griffin Associa Houston Community Management Services 832-864-1200 <a href="mailto:NGriffin@houcomm.com">NGriffin@houcomm.com</a>

**III Visitors**

NAME	Discussion Topic(s)
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 5/15/24**

Proposed Changes:			Accepted?		
None			Yes		
Motion to Approve	Second	Aye	Nay	Result	
Theresa	Brian	7	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 –Nothing new to report**

VII.a Executive Session Checklist

- VII.a.i Delinquencies
- VII.a.ii Legal Issues
- VII.a.iii Violations need clarification on report
- VII.a.iv Performance Concerns

**VIII Financial Report from Treasurer**

VIII.a Report presentation

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
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
Mark/Mickie/ Pam	<p>Action plan to replace shrubs on Kirby Road.</p> <p>Asking for approval to replace sprinkler system on Kirby Road for a cost of \$9,000 and removal of dead shrubs and trees along Kirby for a cost of \$4,900. Total \$13,900</p> <p>Possibility of receiving reimbursement from Taylor Lake Village in the amount of \$7,500 towards replacement of sprinkler system</p>	6/19/24	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	Closed
Kurt	<p>Look into sprinkler head protection.</p> <p>Will install soon. Pipes procured.</p>	6/21/24	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 insurer's mid-policy. Wind &amp; hail will still be a problem.</p>	8/20/24	Hold
Rob S.	Put together action plan to get rid of common areas.	9/20/24	open
Geoff	<p>Fence replacement complete, awaiting payment</p> <p>Waiting on contractor to fix broken gate</p>	5/15/24	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 for \$1310.00</p>	4/17/24	Closed

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Assigned	Action	Due Date	Status
Rob	Replace pump & pool light circuit with GFCI (3 <sup>rd</sup> , 9 <sup>th</sup> , & 10 <sup>th</sup> breakers from top). Label breakers. Repair cable for pool pump.	5/15/24	Closed
Mark/Nate	Franchise Tax Filing – Accounting is working on this	5/15/24	Open
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	Closed
Mark	Approval of updating the Reserve Account Spreadsheet Delete the requirement for a Bad Debt reserve of \$3000 Delete the requirement for wind/hail damage deductible of \$25,000	6/19/24	Closed
Geoff	A/C Unit in Club House – call same company to check unit	6/19/24	Open
Geoff	Fence Repair	6/19/24	Closed

## IX.c Contracts –

IX.c.i Pool maintenance contract – need to follow up on pool lights not working and pool filters

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 –

IX.d.vi Pool Issues –

IX.e Website – still trying to gain access

IX.f New Business

IX.g Other Topics

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X New Actions:

Assigned	Action	Due Date	Status

XI **Business Meeting Record**

Motion to: Approve spending \$20,500 to install sprinkler system, to remove dead shrubs & trees in preparation for planting new trees

Motion to Approve	Second	Aye	Nay	Result
Mark	Mickie	5	2	Pass

Motion to: Remove \$3,000 bad debt from reserve account and reduce the insurance reserve to \$2,500 from reserve account to be more in line with our budget

Motion to Approve	Second	Aye	Nay	Result
Mark	Brian	7	2	Pass

Adjourn Regular Meeting at 9:10pm

Motion	Second	Aye	Nay	Result
Mark	Brian	7	0	Pass

XI.a Proceed to Executive Session. Call to Order at 9:11pm

Adjournment Time: at 9:15pm

Motion	Second	Aye	Nay	Result
Mark	Mickie	7	0	Pass

These Minutes were reviewed and approved by KWPOA BOD.

*Geoff Felae*

7/17/24

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)		<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 <b><i>o--Handcarry Proxies / Request for Nominations</i></b>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Eled new Directors. Elect Officers	<b><i>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</i></b>	
	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	<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	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	<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	
	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 & <del>tax</del> <del>franchise</del> 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	<b><i>Quarterly Meeting / HCMS support @ Meeting</i></b>	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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