

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

January 15, 2025

- I      **Call to Order: 7:00pm**
- II     **Attendance: Is a quorum present? yes**

X	Geoff Folse - President
X	Kurt Karlman – Vice President
X	Mark Sheridan – Treasurer
X	Theresa Horton - Secretary
X	Rob Sladek - Director
	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)
Joe & Pam Perry	
Mike Peirsol	

IV     **Agenda**

Proposed Changes:	Accepted?

Topic	Motion to Approve:	Second	Aye	Nay	Result

V      **Approval of Minutes for Meeting on December 18, 2024**

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Rob	Brian	6	0	approve

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 CY2025

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

VII **President's Report**

VII.a Executive Session Checklist

VII.a.i Delinquencies

VII.a.ii Legal Issues – still haven't received updated plans for garage renovation. Waiting to see if further action is necessary.

VII.a.iii Violations – Reviewed violation letters

VII.a.iv Performance Concerns

VIII **Financial Report from Treasurer**

VIII.a Report - Mark gave treasures report.

VIII.b Outstanding invoices – Force mow is finally showing up, this will be recurring charge until house is foreclosed and we can collect outstanding expenses.

VIII.c KWPOA will absorb the \$35.00 error that Associa made on posting of Club House Rental fees. Showed up as a credit on homeowners HOA Invoice.

VIII.d Budget Presentation

VIII.d.i 2025 Budget status

VIII.d.ii 2025 Budget

**IX Old Business/New Business**

IX.a ACC – Report (Non-Executive) ACC approved new homeowners requests

IX.b Action Items - Review/Update Old Actions (action items list).

# KirbyWoods Property Owners Association Board of Directors Meeting

January 15, 2025

Assigned	Action	Due Date	Status
Mark S / Mickie	<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>	3/19/25	Open

Sprinkler system is now complete. Awaiting

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

---

January 15, 2025

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 (after receiving \$7500 grant from TLV) and removal of dead shrubs and trees along Kirby for a cost of \$8,600. Total \$17,600. Approved spending \$20,500 in June for this project after a \$7500 reimbursement from TLV.</p> <p>Trees for Houston said project should be complete by End of Year. As of 12/18 had not seen any further work complete.</p> <p>Determined that 33 crepe mertels need to be trimmed. We have contacted Centerpoint to see about trimming trees that are impeding on power lines.</p> <p>Sprinkler system has been installed and is operating</p>	3/19/25	Open
Kurt	<p>Look into sprinkler head protection.</p> <p>Pipes procured; waiting for cooler weather.</p>	5/21/25	open
Rob S.	<p>Put together action plan to get rid of common areas. Consider posting a FB survey.</p>	3/20/25	open
Rob	<p>Fence replacement complete.</p> <p>Waiting on contractor to fix broken gate- Contractor is out. Rob to fix.</p>	2/15/25	open
Geoff	<p>Light Fixture is no longer under warranty</p> <p>Recommend replacing light fixture in pool for \$1310.00</p>	3/20/25	Open

# KirbyWoods Property Owners Association Board of Directors Meeting

January 15, 2025

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. Need to change the key for the breakers.	1/15/25	Open
Rob	Develop checklist for hurricane and winterization for common areas. Possibly close pool/clubhouse for winterization. Hurricane checklist still pending	1/15/25	Closed
Rob	Replace tennis court light timer and junction box. It is temporarily put back together from Beryl.	1/31/25	Closed
	One Tennis Court Light is out. Light is covered by warranty, however labor quote is \$1,500. This is on hold until we can further investigate, as light came on after sitting for a few minutes...maybe electrical not bulb.  Will order bulb and replace on own.	2/20/25	
Rob	Revisit Landscaping contract for 2025 with removed plants and new trees,  They are not edging and fulfilling some of the items covered in contract. Contract expires in February	2/28/25	Open
Mark	501c-4: Tax-exempt status will cost \$5500 with a potential adder of \$5000 charge from the IRS, but CPA has been historically successful at getting waived. Estimate savings of \$3,000/yr + fence tax. Consider in 2025 after TLV grant is received.	3/1/25	Hold
Theresa	Review pool rental contract for possible updates and propose rental fee increase	1/18/25	Closed
Rob	Winterize clubhouse and pool and to close for the months of Jan, Feb, March. Will post sign indicating they are closed for Winter Season.	1/31/25	Closed

# KirbyWoods Property Owners Association Board of Directors Meeting

January 15, 2025

IX.c.i Pool maintenance contract – None

IX.c.ii Landscaping contract – None, just reviewing renewal.

IX.d Common Areas

IX.d.i Clubhouse – Decorations need to be put back up in the attic

IX.d.ii Tennis Courts – Need a few tie wraps on the wind screens. Re-evaluate replacing screens after Hurricane season.

IX.d.iii Sprinkler system status –None

IX.d.iv Landscaping - None

IX.d.v Perimeter Fence – Need to start getting bids so we can start Phase 2

IX.d.vi Pool Issues None

IX.e Website – Rob finally has access to website. We will continue with same host. Domain payment is \$27.00 per year, we pay 3 years in advance. Host Gator is complimentary.

IX.f New Business -

IX.g Other Topics

X New Actions:

Assigned	Action	Due Date	Status

XI **Business Meeting Record**

Motion to: Motioned to raise rental fee to \$50.00 per rental and to update the language to include that rental is for private use for residents of KWPOA and is not intended to be used to conduct business or for commercial use.

Motion to Approve	Second	Aye	Nay	Result
Theresa	Rob	6	0	approve

Motion to:

Motion to Approve	Second	Aye	Nay	Result



Motion to:

Motion to Approve	Second	Aye	Nay	Result

Adjourn Regular Meeting at 7:50pm

Motion	Second	Aye	Nay	Result
Theresa	Rob	6	0	approve

XI.a Proceed to Executive Session at 7:51pm

Adjournment Time: 8:13pm

Motion	Second	Aye	Nay	Result
Rob	Brian	6	0	approve

These Minutes were reviewed and approved by KWPOA BOD.

\_\_\_\_\_

Date

# KirbyWoods Property Owners Association Board of Directors Meeting

January 15, 2025

## 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-- <i>Handcarry Proxies / Request for Nominations</i>		
	2 o--Insurance quotes expected for Property & BoD Liability		
	3 o--Elect 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	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 & <del>state</del> <del>income</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	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



# KirbyWoods Property Owners Association Board of Directors Meeting

January 15, 2025

