

KirbyWoods Property Owners Association Board of Directors Meeting

August 20, 2025

- I **Call to Order: 7:03pm**
- II **Attendance: Is a quorum present?**

X	Geoff Folse - President
	Brian Walchuk – Vice President
	Rob Sladek – Treasurer
X	Rob Adams – Secretary
	Theresa Horton– Director
X	Pamela Perry – Director
X	Mike Peirsol– Director
X	Nate Griffin Associa Houston Community Management Services 832-864-1200 NGriffin@houcomm.com

III Visitors

NAME	Discussion Topic(s)
Alicia Wong	HCMS payment issue
Patty & April Sinex	HCMS payment issue
Jim Muras	HCMS payment issue
Brian Evans	ACC
Bobby Gardner	Background and ACC issue.
Tracy Downs	HCMS payment issue

IV Agenda

Proposed Changes:	Accepted?

Topic	Motion to Approve:	Second	Aye	Nay	Result

V **Approval of Minutes for Meeting on July 16, 2025**

Proposed Changes:	Accepted?

Motion to Approve	Second	Aye	Nay	Result
Geoff	Pam	All	none	pass

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	23	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 -

Lots of issues this time with payments

HCMS found

- 2024 went to new mailing distribution center. Hoping for improved efficiency.
- Learned with this batch of semi-annual statements had been delayed in being sent (i.e., late).
 - Homeowners statements arrived later than usual.
- Receipt of payments
 - Checks go our bank
 - Noticed several homeowners that had no history of being late were late this time around.
 - Bank claimed they received checks late
 - Bank will scan postmarks going forward
- HCMS will waive the fees
- Post resolution to website and Facebook post

VII.a.ii Legal Issues –

- Lien has been filed against abandoned house.

VII.a.iii Violations –

VII.a.iv Performance Concerns

VIII Financial Report from Treasurer

VIII.a Report

VIII.b Outstanding invoices

VIII.c Budget Presentation

VIII.c.i 2025 Budget status

VIII.c.ii 2025 Budget

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

- Request to put solar panels on roof
 - 10% reduction in efficiency cannot be prevented from implementation.
 - Taylor Lake Village has restrictions as well.
 - Would like to put panels on east and west side.
 - Violates bylaw
 - Petition alternate location if generates 10% in power
 - Analysis was completed and provided to board.
- Background
 - ACC board does their very best to accommodate requests.
 - Obligation to abide by bylaws.

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

Assigned	Action	Due Date	Status
Rob S.	Put together action plan to get rid of common areas. Consider posting a FB survey.	3/20/25	open
Rob S. / Mike	Fence replacement complete. Waiting on contractor to fix broken gate- Contractor is out. Rob to fix during neighborhood improvement day. Gate was repaired early June. Top hinge is broken and gate will not swing.	2/15/25	Open
Geoff	Light Fixture is no longer under warranty Recommend replacing light fixture in pool for \$1310.00. There is a wiring issue for the south light that needs to be repaired.	3/20/25	Open

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Assigned	Action	Due Date	Status
Rob S.	<p>Replace pump & pool light circuit with GFCI (3rd, 9th, & 10th breakers from top). Label breakers. Repair cable for pool pump. Need to change the key for the breakers.</p> <p>Will work on Sat, Neighborhood Improvement day.</p>	1/15/25	Open
Rob S.	<p>Develop checklist for hurricane and winterizing for common areas. Possibly close pool/clubhouse for winterizing. Hurricane checklist still pending</p>	1/15/25	Open
Rob S / Mike	<p>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.</p> <p>Will order bulb and replace on own. Requires replacement of fixture instead of just changing the bulb. Fixture is no longer made but can get something similar for \$260.</p> <p>Fixture in Rob S's garage – scheduled for July 12 (\$175 with 8hr/day allowance)</p>	2/20/25	Open
Rob S. Pam will take this over.	<p>Revisit Landscaping contract for 2025 with removed plants and new trees,</p> <p>They are not edging and fulfilling some of the items covered in contract. Contract expires in February.</p>	2/28/25	Open
Rob S.	<p>Winterize clubhouse and pool and to close for the months of Jan, Feb, March. Will post sign indicating they are closed for Winter Season.</p> <p>Pool company turned water back on – need to adjust checklist to not have any faucets open.</p>	1/31/25	Open

Assigned	Action	Due Date	Status
Pam	Modify letter sent with billing to be more descriptive. Rob A. to add link on website to Assessment delinquency Agreement regarding payments.	9/17/25	Open
Mike / Geoff	Get quotes for remainder of park fence. Geoff to send spec and contractor info BOD members to look at perimeter fence and provide suggestions.	4/23/25	Open
Geoff	Set up meeting with lawyer. Rest of BOD to develop list.	7/25/25	Open
Nate	For Associa's invoice, need clarity on 5 title searches vs the 3 provided as well as \$100 Management fee and list of certified letters. <i>Investigated and refunded if necessary.</i>	7/16/25	Open Closed
Nate	Run bylaws through Associa to determine if bylaws need updating	8/20/25	Open
Pam to contact Theo	GFCI issue on front entrance lighting	8/20/25	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 –

- *In good working condition,*
- *landscaping will be checking it quarterly starting this month.*

IX.d.iv Landscaping - *New plantings are completed. Looks good.*

IX.d.v Perimeter Fence – *Nothing to report*

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- IX.d.vi Pool Issues - **Nothing to report**
- IX.d.vii Website – **Nothing to report**

X New Business –

- X.a
-

XI New Actions:

Assigned	Action	Due Date	Status

XII Business Meeting Record

Motion to: **spend \$732 to replace pool light and replace the wire from the GFCI to new wire.**

Motion to Approve	Second	Aye	Nay	Result
Geoff	Pam	All	None	pass

Adjourn Regular Meeting: **8:40pm**

Motion	Second	Aye	Nay	Result
Pam	Mike	All	None	pass

XII.a Proceed to Executive Session at

Adjournment Time: **9:22pm**

Motion	Second	Aye	Nay	Result
Geoff	Pam	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felber

9/17/2025

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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 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		<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 & 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

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