

KirbyWoods Property Owners Association Board of Directors Meeting

October 15, 2025

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

X	Geoff Folse - President
X	Brian Walchuk – Vice President
X	Rob Sladek – Treasurer
X	Rob Adams – Secretary
X	Theresa Horton– Director
	Pamela Perry – Director
	Mike Peirsol– Director
X	Cathalin Leija Associa Houston Community Management Services 832-864-1200

III **Visitors**

NAME	Discussion Topic(s)

IV **Agenda**

Proposed Changes:	Accepted?
No changes	

Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Meeting on Sept 17, 2025

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Rob S.	Brian	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 -

VII.a.ii Legal Issues –

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

current expenditures are within the budget.

VIII.c.i 2025 Budget status

VIII.c.ii 2025 Budget

IX Old Business/New Business

IX.a ACC – Report (Non-Executive)

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 closed
Brian	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 closed

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

October 15, 2025

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	<p>Open</p> <p>closed</p> <p>(see motion)</p>
Pam	<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.	<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
Pam	<p>Modify letter sent with billing to be more descriptive.</p> <p>Rob A. to add link on website to Assessment delinquency Agreement regarding payments. Posted.</p>	9/17/25	<p>Open</p> <p>closed</p>
Mike / Geoff	<p>Get quotes for remainder of park fence. Geoff to send spec and contractor info</p> <p>BOD members to look at perimeter fence and provide suggestions.</p>	4/23/25	Open

Assigned	Action	Due Date	Status
Cathalin	Run bylaws through Associa to determine if bylaws need updating	8/20/25	Open
Rob S.	Replace lightbulbs in pool room, eves and 2 flood lights on pool	11/19/25	Open

IX.c Contracts –

IX.c.i Pool maintenance contract – NTR

IX.c.ii Landscaping contract – NTR

IX.d Common Areas

IX.d.i Clubhouse – NTR

IX.d.ii Tennis Courts –NTR

IX.d.iii Sprinkler system status –

IX.d.iv Landscaping - NTR

IX.d.v Perimeter Fence – NTR

IX.d.vi Pool Issues -NTR

IX.d.vii Website – NTR

X New Business –

X.a

-

XI New Actions:

Assigned	Action	Due Date	Status
Geoff	Draft letter to go out with annual letter	11/19/25	Open

XII **Business Meeting Record**

Motion to: **approved delinquency schedule as discussed for 2026**

Motion to Approve	Second	Aye	Nay	Result

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

October 15, 2025

Rob S	Rob A	All	None	Passed
-------	-------	-----	------	--------

Motion to: **to spend \$1500** to replace tennis court light

Motion to Approve	Second	Aye	Nay	Result
Geoff	Theresa	All	None	Passed

Adjourn Regular Meeting: **8:22pm**

Motion	Second	Aye	Nay	Result
Rob S	Brian	All	None	Pass

XII.a Proceed to Executive Session at
Adjournment Time: **8:48p**

Motion	Second	Aye	Nay	Result
Theresa	Brian	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felse

11/19/2025

Date

Kirby Woods Property Owners Association Board of Directors Meeting

October 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 <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 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

October 15, 2025

