

KirbyWoods Property Owners Association Board of Directors Meeting

November 19, 2025

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

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

III Visitors

NAME	Discussion Topic(s)
Mickie Dion	<ul style="list-style-type: none"> • Finish tree trimming? • Start replacing fence?

IV Agenda

Proposed Changes:	Accepted?
none	

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Board of Directors Meeting**

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Topic	Motion to Approve:	Second	Aye	Nay	Result

V Approval of Minutes for Meeting on Oct 15, 2025

Proposed Changes:

Accepted?

Motion to Approve	Second	Aye	Nay	Result
Theresa	Brian	All		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
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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

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
Pam	Develop checklist for hurricane and winterizing for common areas. Possibly close pool/clubhouse for winterizing. Hurricane checklist still pending Drafted	1/15/25	Open

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Assigned	Action	Due Date	Status
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> <p>To be installed Friday (11/21)</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
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
Cathalin	Run bylaws through Associa to determine if bylaws need updating	8/20/25	Open
Rob S.	Replace light bulbs in pool room, eves and 2 flood lights on pool.	11/19/25	Open

IX.c Contracts –

IX.c.i Pool maintenance contract – good, no changes

IX.c.ii Landscaping contract – good, no changes

IX.d Common Areas

IX.d.i Clubhouse –

IX.d.ii Tennis Courts – fixing light on Fri 11/21

IX.d.iii Sprinkler system status –

IX.d.iv Landscaping -

IX.d.v Perimeter Fence –

IX.d.vi Pool Issues -

IX.d.vii Website –

- Need to remove R. Sladek from website admin because he will be leaving the BOD

X New Business –

X.a

- Tree trimming
 - Trim tree just south of the pecan because it’s leaning
 - Take out crepe myrtles on pool house property
 - They drop a lot of debris into the pool.
 - Looking at March 2025 to start.

XI New Actions:

Assigned	Action	Due Date	Status

XII Business Meeting Record

Motion to: spend up to \$4500 to trim trees in pool house area and remove crepe myrtles

Motion to Approve	Second	Aye	Nay	Result
Geoff	Rob S.	All	None	pass

Motion to:

Motion to Approve	Second	Aye	Nay	Result

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Adjourn Regular Meeting: 7:58p

Motion	Second	Aye	Nay	Result
Brian	Rob S.	All	None	pass

XII.a Proceed to Executive Session at
Adjournment Time: 8:14p

Motion	Second	Aye	Nay	Result
Brian	Rob S.	All	None	pass

These Minutes were reviewed and approved by KWPOA BOD.

Geoff Felae

12/17/2025

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 <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

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