

# Kempwood Villa Townhouses Association

## Board of Directors meeting, 11 Jan 2022

Location of Meeting: \_\_\_9541\_\_\_ Clanton Street, Houston, Texas

Meeting called to order by Megan Carpenter at 7:23PM

Name	Unit	BOD Position	Present/Comment
Meribeth Shea	9527	BOD President	Previous Engagement
Angela Stamps	9515	BOD Vice President	Previous Engagement
Megan Carpenter	9541	BOD Treasurer	Present
Lewis Balentine	9521	BOD Member	Present
<del>Jack Gott</del>	<del>9530</del>	<del>BOD Member</del>	<del>resigned</del>
Lyndsay Sweeney	9534	BOD Member	Present
Douglas Herrera	9505	BOD Member	
Jhonny Toralva	9506	BOD Member	Present
Julio C. Murillo, Jr.	9538	BOD Member	Present
A majority (5) of the (8) active members needed to form a quorum: __5__			

## MINUTES

**Minutes of the physical HOA BOD Meeting, 13 Nov 2021:** minor corrections. Accepted without objections

**Treasurer's Report:** \$76,358.93 (*current balance*) Accepted without objections

### Old Business:

KVTA 9530 HOA Fee Collection Letter: Certified Letter was lost by USPS. The letter needs to be updated, Reprinted, signed and mailed .... again. Lewis will try to track down and reprint the letter.

Soffit Repairs: One quote from Sean Sutherland for \$3,250.00 . Quote did not include 9539 in the list provided by Lewis Balentine. Lewis will corrected the list and uploaded the pictures to the web site. We will need new quotes from all three vendors.

Fence Parking: Status ? Signs posted ?

A formal rule has been drafted and posted to the KVTA web site. Approved w/o objections.  
<http://kempwoodvillata.org/downloads/rules/KVTA-Parking-Rule-1-January-2022.pdf>

### Parking Permit 9517:

There has been a request from the resident of KVTA unit 9517 for a parking permit. The permit was approved for one year. Need to produce permit and include letter and copy of the rule to the resident.

Grass Burs: Herbicide needs to be applied the last weeks of Feb, Mar, Apr and May

Also get quote from Primavera to replace sod in affected areas

Sprinkler Repair: done and paid for

It was also suggested the HOA obtain an insulation bag for the back-flow valve. Status ?

Done, Lewis Balentine, \$20.88 plus tax

Approved without objections.

### New Business:

HOA Budget 2022: Need a budget for the Kempwood Villa Townhouses Association Home Owners Association for the fiscal year 2022. A proposed draft budget Was submitted and approved with one change:  
Replace front doors (4 x \$**150** each to include matl. and labor)

Front Door Material: A query has been received from the owner of KVTa unit 9515 regarding the material used for front doors.  
**Tabled for next meeting**

**Adjourned:** \_\_8:34 PM

Soffit repairs ( *updated Nov 2021* ) :

- 9505 - hole at roofs on left side
- 9514 - hole at front right corner
- 9515 - possible small hole in the back on the right above the roof, metal flashing is pulling away from the wood in the front, separation north rear corner
- 9519 - "triangle" at the front left looks like it's separating, possible small hole in front on left at the adjoining roof
- 9523 - huge wasp nest in corner between siding and brick. Maybe whoever has the ladder can knock it down...??
- 9525 - possible small hole in front on left at the adjoining roof, huge hole on front right corner
- 9527 - trim coming away from edge above window on the left
- 9539 - hole on south front at roof intersection with unit 9537
- 9541 - small holes on both sides with the adjoining roofs. hardiplank of both sides at the bottom are coming off (separation)
- 9545 - board pulling away on the right at the front of the house

Description	Month Due	Estimate For Year
Insurance, General Liability and Directors and Officers Bond	February	1,750.00
Yearly Electrical compensation, Sprinkler and Lights	February	255.00
USPS Post Office Box, Yearly Rental	September	120.00
Web Site Yearly Registration and ISP Fee	December	120.00
Monthly Landscaping (\$450 per Month)	monthly	5,400.00
City of Houston Water (\$150 per month)	monthly	1,800.00
Additional Landscaping Expenses (Trimming)	as required	4,500.00
Miscellaneous Expenses (postage, office supplies, etc)	as required	500.00
Additional Soffit Repairs	as required	3,000.00
Replace front doors (4 x \$150 each to include matl. and labor)	as required	2,000.00
Sprinkler repair and or replacement.	contingency	2,500.00
Additional unplanned repairs	contingency	4,000.00
<b>TOTAL</b>		<b>25,945.00</b>
Total Yearly Income (33 x 12 x \$90.00 per month)		35,640.00
<b>Delta for Year 2022</b>		<b>9,695.00</b>
On Hand Balance	1 Jan 2022	72,081.32
Emergency Contingency Reserve (Hurricane, Ice Storm, etc.)		20,000.00
Available Cash Reserves (1 Jan 2022)		52,081.32
Predicted Cash Reserves (31 Dec 2022)		<b>61,776.32</b>
<b>Major Projects</b>		
Paving (actual cost in 2017)		35,000.00
Roofing (actual cost in 2020)		78,295.00
Painting (estimate \$2000 per unit)	2023-2024 ??	66,000.00

## KVTA Balance Sheet

	Date	1/11/22	
<b>Liquid Assets:</b>			
	Cash On Hand	65.91	
	For Deposit	4,315.70	
	Bank Account	71,977.32	
	Total	<b>76,358.93</b>	
<b>Reserves:</b>			
	Emergency Reserve	20,000.00	
	1/2 Yearly Budget	11,558.00	
	Discretionary Spending for Major Projects	34,443.00	
	Total	<b>66,001.00</b>	
	Available	<b>10,357.93</b>	
<b>Assets and Liabilities</b>			
	HOA Fees Ahead	7010.87	
	HOA Fees Arrears	-3320.40	
<b>Monthly Income:</b>			
	HOA fee from 33 units (\$90.00 each)	35,640.00	
<b>Monthly Liabilities:</b>			
	Primavera Landscaping	450.00	
	Houston Water Dept (estimated)	150.00	
<b>Annual Liabilities:</b>			
	Post Office Box (September)	120.00	
	Web Site (December)	120.00	
	Electricity for Common Area Lights (January)	255.00	
	Insurance (February)	1,750.00	
Additional Landscaping Expenses (Trimming )	4,500.00		as required
Miscellaneous Expenses (postage, office supplies, etc)	500.00		as required
Additional Soffit Repairs	3,000.00		as required
Replace front doors (4 x \$500 each to include matl. and labor)	2,000.00		as required
Sprinkler repair and or replacement.	2,500.00		Contingency
Additional unplanned repairs	4,000.00		Contingency