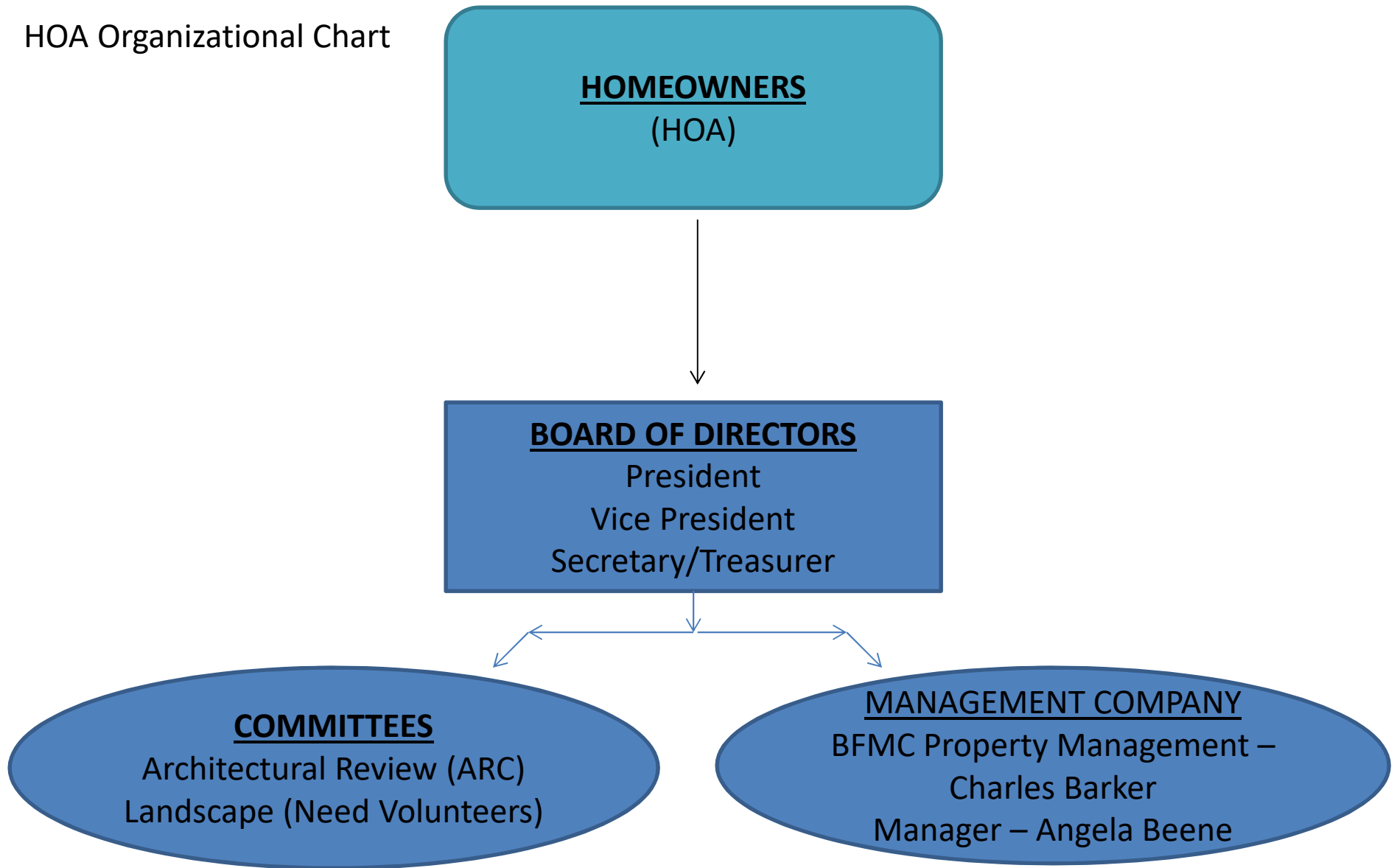


HOA Organizational Chart



HOA's-How They Work

ROLE	RESPONSIBILITIES
BOARD OF DIRECTORS: The Board of Directors are Kirby Creek Village Homeowners, they live in the Association and are voted on by other homeowners like yourself.	Ultimately the role of the Board is to protect and increase property value. This is accomplished by operating the association, maintaining the common property and enforcing the governing documents.
MANAGEMENT COMPANY	Contracted by the Board of Directors to manage the Association's daily operations and to implement policies set by the Board of Directors.
HOMEOWNER	Read and comply with the governing documents . Maintain their property. Treat members and the Board leaders with honesty and respect. Ensure those who reside on their property adhere to all rules and regulations.

The Management Company Assists the Board of Directors with the following:

- Living in a community with a homeowners association means you have common areas that are maintained/provided, Board leadership, financial accounting, deed restriction enforcement, monitoring of homeowner architectural changes, etc., all in an effort to maintain your association and protect home values.

How the Board Budgets

They pull the budget from last year to review. The Board then determines what items will need to be reoccurring expenses. The Board checks to see if those expenses cost more or less than expected. Then they adjust the budget accordingly.

The Board inspects your amenities to see what your current needs are. Items they might look at, does the pool fence need painting, new signage, or does the clubhouse or tennis courts need updating? The Board will talk to current vendors to anticipate upcoming costs for the above mentioned items.

The Board enlists the management company to talk to the current service providers to see if you should anticipate a rate increase. This also includes your utility and insurance providers. For example since the Texas market continues to harden and it's quite difficult to predict where rates and terms will be at renewal time next year so budgeting for a 15-20% increase would not be unrealistic (though it could be less than that).

The Board makes sure the association is contributing to the **reserve account** and saving for those items whose useful life are about to expire. Examples: Pool Pump, AC Units, and tennis court.

Reserve accounts (also referred to as "reserve funds" or simply "reserves") are funds set aside by the homeowner association to pay for the replacement or repair of community property. **Reserves are intended to prevent the need for special assessments.**

CAPITAL IMPROVEMENT

- A capital improvement is a planned discretionary permanent replacement, improvement, or alteration to the property that serves to (1) increase the value, (2) makes it more useful, or (3) prolong its life.
- Throughout the year the Management Company at the advisement of the Board seeks ideas from owners like yourself, it is the goal of the Board to have owners contact the management company to express items they want to see changed or updated in the association. You as the owner should participate so that your Board knows what you as a member want.

BOARD MEETING

- There are four common types of HOA meetings. The first is what is generally referred to as the “Board meeting” – this is the most common type of HOA meeting. This is a meeting of the Board of Directors, and IS open to all members meaning YOU the homeowner! Kirby Creek Village holds these quarterly.
- An agenda is set prior to the meeting, as a rule, no other business is addressed during these meetings unless the governing documents provide for an open forum during which members may raise new business. It is recommended you notify the management company if you would like to attend a quarterly Board meeting so that you can have your requests of topics added to the agenda for open forum.
- OTHERWISE if no owners attend the meeting, the Board then by passes open forum and they will discuss the routine management of the community. Topics might include reviewing the property manager’s work, resolving disputes between members, or tracking the progress of maintenance projects.

EXECUTIVE SESSION

- The Board of Directors during a quarterly Board meeting will go into Executive Session. This session is not open to the HOA membership (the owners). Only the Board of Directors is permitted to attend this portion of a Board Meeting. The Board of Directors will hold an executive session when it needs to discuss confidential, private, or privileged information.
- For example, a conversation with the HOA lawyer about ongoing litigation may be held during an executive session. Other topics of an executive session could include personnel issues or delinquent assessments.
- The Board may vote on actions during an executive session, and those votes are binding. Often, these meetings are held at the conclusion of the open Board meeting rather than on a separate date, but an executive session can be called, pursuant to the governing documents, whenever an appropriate topic needs to be discussed by the Board. Detailed minutes of these sessions are not made available to the members, but a note that such discussions took place usually is included in minutes of the open Board meetings. For example, the minutes for an open Board meeting may include a comment such as: “An executive session was held at the conclusion of the meeting. The Board discussed legal advice received with regard to an employment issue.”

ANNUAL MEETING

- The annual meeting, which is required of all HOAs. As its name suggests, this meeting is held annually, and usually is open to all members. The Board of Directors will present the annual budget, new Board members will be elected, and upcoming capital projects will be announced if items are needed. If the Board has committees they will present their reports at the annual meeting. Minutes will be taken, and they will be made available to members.

COMMITTEE MEETING

- Another type of meeting you might encounter is a committee meeting. Some HOAs, especially the larger ones, form committees, each of which focus on a particular area. For example, there may be a landscaping committee, or a safety committee. These committees will be made up of some subset of the Board of Directors, and may include one or more non-director members as well.
- Whether a Board has committees and who can serve on them will be controlled by the governing documents. Each committee is required to hold periodic meetings, and to present its work to the Board and membership at large at the annual meeting, and possibly at the regular Board meetings. The committee meetings generally are subject to the same requirements as is the open Board meeting, such as providing notice and keeping minutes.
- At this time Kirby Creek Village only has an ACC Committee, we would like a Landscape Committee. We have asked for volunteers in the past and would encourage owners to volunteer. Committees present ideas to the Board for review and approvals.

IMPORTANCE FOR INVOLVEMENT

- When purchasing property in a community that has a Homeowners' Association remember that they exist to maintain the community on behalf of its residents based on what they want in their community association.
- Its in your best interest to take an active role by voicing your concerns through the proper channels provided. You can email or call your association manager who can then relay your concerns to the Board who will then review those items at a Board Meeting.
- Annual meetings are **NOT** the best place for this to happen as outlined in the prior meeting information notes.
- Go to your regularly scheduled Board meetings (held quarterly) so that you can participate in Open Session. You have a voice and it should be heard through the proper channels. If you cannot attend you can ask that your manager share your specific list items with the Board Members. The next scheduled Quarterly Board Meeting is Tuesday January 28, 2020 at 6:30pm.

HOA Common Misconceptions

- **All HOAs are the same**
 - There tends to be the thought that if you've experienced living in one HOA community, then it's the same for any HOA community. This is not so. Each association is run by its own Board, association manager, and volunteers. They make their own decisions and create their own environment.
- **All meetings and records are public**
 - As a homeowner, you do have access to many HOA documents and the right to review them, and most Board meetings are open to everyone. However, not everything is fair game. There are instances where the Board may have a closed session to discuss sensitive or legal issues. And there are certain documents that are private. Check your governing documents or contact the Board if you have concerns and they will share as much as they can.
- **Homeowners have no say in decisions; it's all up to the Board**
 - While the Board does oversee HOA operations, homeowners do have a say. Board members are elected by the community, and residents have the opportunity to express their opinions and insight at Board meetings. Getting involved and attending meetings is a great way to have a stronger impact on decisions made within the community. **However, when homeowners do not attend meetings or have their concerns presented via the manager at Board meetings, it limits their ability to make their voice heard.**

HOA Common Misconceptions cont.

- **Rules are rules and can't be changed**
 - Just because a rule has been part of the governing documents for decades does not mean that it is set in stone. If there is something you disagree with, do some research and express your concern to the Board. It is possible to add and remove rules that govern the HOA community.
 - It doesn't happen overnight, but if you go through the proper channels, you can make a difference. Periodically reviewing the governing documents is a good idea to identify rules that may be irrelevant or outdated and keep up with the changing times.
- **Association managers work for the homeowners**
 - Association managers are there to support the association and provide assistance with daily operations, complying with rules and regulations, and ensuring that the community is an enjoyable place to live. They do not answer to individual homeowners, nor do they overrule the Board. Consider them a **liaison**.
 - **The Board is still in charge.** Association managers, Board members, and homeowners should be working together to make the most of the community. So if you want change you as an owner **MUST** voice it through the proper channels. Email or call your association manager so they can get these concerns to the Board of Directors.

Have Your Voice Heard

- Contact your association manager with topics to present to the Board of Directors. If you want to attend, let us know, we will put you on the agenda!
 - Angela (972) 644-3801 x-110 or by email kirbycreekvillage@yahoo.com
- Next Board Meeting:
 - Tuesday January 28, 2020 (6:30pm)