

KIRKWOOD HOMEOWNERS ASSOCIATION  
BOARD MEETING  
August 19, 2019 6:00 PM Geneva Public Library

- 1) **Call to order:** 6:30 pm
- 2) **Establishment of a quorum:** Board members present - Diane Ball, Mary Boen, Brent Elwing, Jim Forni, Ralph Pazar, Jean Stone and Liz Studer. Quorum established.
- 3) **Approval of minutes** from the July 15, 2019 meeting. There were no corrections or additions, so they were approved as written. (Stone/Boen)
- 4) **Reports:**
  - a) **Financials:**
    - i) HOA assets were \$171,908.08 as of July 31, 2019 (includes \$92,408.99 in Operating account, \$82,027.09 in Reserve account, \$2528.00 outstanding in Accounts Receivable).
    - ii) The construction loan for the new building will automatically convert to a 20-year mortgage note as of November 2, 2019. The first P&I payment is due December 1, 2019. The goal is to pay at least \$4000 per month to pay off the loan in 5 years.
  - b) **Real Estate:** 1514 sale closed; 1521 for sale.
  - c) **Maintenance:**
    - i) **Siding/Painting** – 13 units (1560 thru 1582; and 1529) are scheduled to have siding repair/painting, as needed, starting the week of September 20. There are a few additional units in need of immediate siding repair.
    - ii) **Concrete and Railings** – 1508 & 1563/1565 work is scheduled for the beginning of October.
    - iii) **Stoop void fill** - Raise Rite scheduled to void fill stoops at 1501, 1549, 1550 & 1554 on August 20.
    - iv) **Roofs** – 1567/1569 front roofs scheduled to be replaced in the coming weeks.
    - v) **Trees** – dead trees behind 1522 & 1540 need to be removed this year.
    - vi) **Driveways** – Driveway replacements at 1522, 1565, 1580 & 1582 are on hold until concrete work at 1565 is completed, most likely in mid-October.
    - vii) **Gutters** – Apple Siders completed the work on the gutters/downspouts at 1517, 1567, 1569, 1530 & 1532.
    - viii) **Drainage** – repairs at 1538 & 1513 have been completed. Quote to repair drainage at 1522 is pending.
  - d) **Landscape:**
    - i) Damaged sod at 1582 has been replaced by Tecza.
    - ii) Walking path between 1517 & 1519 and edging along ground cover on path to bike path have been completed.
    - iii) Trimming of bushes and groundcover is behind schedule.
  - e) **Old Business**  
**Community Center/Pool:**
    - i) When closing the pool for the day on August 15, 2019 it was discovered that someone had plugged the men's washroom sink drain with toilet paper and left the faucet running, flooding the bathroom.
    - ii) Recently the women's washroom had been left soiled. The washrooms are checked daily and cleaned as needed. A sign will be posted in both washrooms stating "If bathroom needs immediate attention phone the Management line at 630-557-5200".
    - iii) An accident was reported involving a pool guest tripping over the steps to the women's washroom. Yellow tape will be applied to outline the steps to both washrooms to help prevent future similar accidents.
    - iv) The pool will close for the season on September 3, 2019.

KIRKWOOD HOMEOWNERS ASSOCIATION  
BOARD MEETING

August 19, 2019 6:00 PM Geneva Public Library

f) **Compliance Inspections:**

- i) The annual compliance inspection will be completed by August 24 and notices will be sent to homeowners found not to be in compliance with the rules and regulations relating to gutters, window well covers, decks/patios and front and side yard exterior decorations. The homeowner has 15 days to respond with notice of corrective action. Related to deck maintenance, the board is asking for a plan and not immediate action unless a safety hazard has been identified.

5) **New Business:**

- a) **Reserve Study** - When meeting with the HOA accountant recently to discuss the challenges of the current budget and planning for 2020, he recommended that the HOA consider hiring an outside firm to conduct a Reserve Study. A comprehensive reserve study lays out a schedule of major repairs or replacements to common property elements and applies cost estimates to them. To ensure property owners have adequate reserve funding to cover anticipated, as well as unanticipated costs, a reserve funding plan typically spans 20 - 30 years and is a blueprint for the future. After contacting 3 separate firms for information and bids and getting recommendations from other HOAs, the Board unanimously agrees that this is a wise course of action that is needed to help guide the Board in planning for the future.

b) **Motions made and carried:**

- i) Approve expenditure, not to exceed \$4500, to conduct a reserve study by Reserve Advisors. (Ball/Boen)
- ii) Approve \$2000 for additional siding/painting work by Preemo Painting. (Pazar/Stone)
- iii) Approve removal of dead trees behind 1522 & 1540. Cost not to exceed \$3500. (Forni/Stone)
- iv) Approve landscape request from 1535 to plant 2 trees to replace those lost in winter storm. (Ball/Stone)
- v) Approve Architectural Request from 1535 to replace back deck floor & stairs with Trex board. (Studer/Pazar)
- vi) Approve Architectural Request from 1540 to replace L.R. & kitchen sliding doors (Ball/Pazar)

c) **Maintenance requests received:**

- i) 1561 – roof vent needs to be reinstalled
- ii) 1590 – issues related to previous roof replacement and painting of unit
- iii) 1500 – wildlife burrowing under front stoop
- iv) 1535 – replace rotten fascia board on north side of chimney
- v) 1578 – dead tree behind unit needs to be removed
- vi) 1540 – dead tree behind unit needs to be removed
- vii) 1538 – dead apple tree in front of unit needs to be removed
- viii) 1540 – water backing up behind unit, sump pump running a lot
- ix) 1543 – deck repair (homeowner responsibility)
- x) 1565, 1567, 1570, 1549 – raccoon damage to soffit vents
- xi) 1548 – trees behind and on side of unit require trimming or removal

6) **Next meeting:** Monday, September 16, 6:00 p.m. in the Program Room at the Geneva Public Library.

7) **Adjourn to Executive Session** – 7:25 p.m.

8) **Return to regular session** – 8:07 p.m.  
No further business

9) **Adjourn** – 8:08 p.m.

Submitted by: Liz Studer, HOA Secretary