

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING
September 16, 2019 6:00 PM Geneva Public Library

- 1) **Call to order:** 6:08 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 August 19, 2019 meeting. There were no corrections or additions, so they were approved as written. (Stone/Boen)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$158,298.76 as of August 31, 2019 (includes \$77,985.19 in Operating account, \$82,030.57 in Reserve account, \$1717.00 outstanding in Accounts Receivable).
 - b) **Real Estate:** 1521& 1500 for sale.
 - c) **Maintenance:**
 - i) **Siding/Painting** – work will begin September 18.
 - ii) **Concrete and Railings** – 1508 & 1563/1565 work is scheduled for the beginning of October.
 - iii) **Stoop void fill** - Raise Rite completed void fill work on stoops at 1501, 1549, 1550 & 1554 on August 20.
 - iv) **Roofs** – 1567/1569 front roofs scheduled to be replaced in November.
 - v) **Trees** – dead trees behind 1522 & 1540, and tree stump between 1524/1526 have been removed. Additional tree trimming/removal is needed at 1520, 1521 and 1548.
 - 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 will provide quotes for gutter work that is proposed for 2020.
 - viii) **Drainage** – Tecza quote to repair drainage at 1522 is pending. Tecza will provide a quote to improve the drainage basin at the NE corner between 1580 & 1582. The board will then meet with the city and utilities that have easements in that area to determine who has responsibility for maintenance of drainage system.
 - d) **Landscape:**
 - i) Trimming of bushes and groundcover is still ongoing for the season.
 - e) **Old Business**
Compliance Inspections:
 - i) The annual compliance inspections, except for decks, have been completed and 45 Maintenance/Compliance Alert letters were mailed the first week of September. To date, 17 homeowners have responded. When the deck inspections are completed, notices will be sent to those homeowners whose decks are in need of repair. The board will ask for a repair/replacement plan, and not necessarily immediate action, unless a safety hazard has been identified. During our rounds the Board noticed many violations in the back of units related to items hung on the siding. Nothing should be on the siding not only in the front of the unit but also the back. The Board will address this next year.
 - ii) **Reserve Study** – The board has signed a contract with Reserve Advisors to conduct a comprehensive reserve study to identify and prioritize Kirkwood’s short-term, as well as long-term maintenance and funding needs.
 - f) **New Business:**
 - i) **Monthly assessment increase for 2020** – the board is proposing a 5% increase to monthly assessments to begin January 1, 2020 in order to keep pace with Kirkwood’s ongoing maintenance needs and the rising costs to service those needs. The new monthly payment would be \$269.85. The Board will vote on this at the October board meeting.

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- ii) **Motions made and carried:**
 - (1) Approve landscape request from 1514 to install solar pathway lights to aid visibility & safety in front entrance area. (Studer/Pazar)
 - (2) Approve Architectural Application request from 1501 to replace storm/screen door. (Studer/Stone)
 - (3) Approve Landscape request from 1568 to modify front landscape as outlined in the request form. (Studer/Stone)

- g) Maintenance requests received:
 - i) 1544 – two siding boards on front of unit are cracked and need maintenance
 - ii) 1556 – sidewalk in need of replacement
 - iii) 1513 – front door trim needs repair/paint
 - iv) 1501 – front door trim needs paint
 - v) 1520 – trees behind unit need trimming or removal, large bush between 1520/1522 is dead and needs to be removed.

- 5) **Next meeting:** Monday, October 21, 6:00 p.m. in the Program Room at the Geneva Public Library.

- 6) **Adjourn to Executive Session** – 7:15 p.m.

- 7) **Return to regular session** – 8:02p.m.
No further business

- 8) **Adjourn** – 8:02 p.m.

Submitted by: Liz Studer, HOA Secretary