

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING
November 18, 2019 6:00 PM Geneva Public Library

- 1) **Call to order:** 6:07 pm
- 2) **Establishment of a quorum:** Board members present – Mary Boen, Brent Elwing, Jim Forni, Ralph Pazar, Jean Stone and Liz Studer. Quorum established.
- 3) **Approval of minutes** from the October 21, 2019 meeting. There were no corrections or additions, so they were approved as written. (Forni/Stone)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$149,001.17 as of October 31, 2019.
 - ii) The HOA has \$2600 in past due accounts. Statements were mailed to homeowners who are past due or missed an assessment payment.
 - b) **Real Estate:** 1521 & 1500 for sale.
 - c) **Maintenance:**
 - i) **Roofs** – 1567/1569 front roofs scheduled to be replaced on November 20 & 21, weather permitting. Roofers will also examine roof issues reported at 1522 & 1526.
 - ii) **Gutters** – maintenance request received from 1564 to repair front gutter and replace garage downspout. Apple Siders will be contacted to provide a quote.
 - iii) **Siding/Painting** – Preemo Painting anticipates completing all work by end of this week, weather permitting. Siding repair at 1522 is completed.
 - iv) **Concrete and Railings** – The railings at 1508 & 1563/1565 should be installed by the end of the month.
 - v) **Drainage** – repair work at 1522 delayed due to weather.
 - vi) **Trees** – tree behind 1520 and stumps at 1535/1535 on schedule to be removed.
 - d) **Landscape:**
 - i) Fall clean-up delayed due to weather. Our landscape contract with Tecza is through November.
 - e) **Old Business**
 - i) **Compliance Inspections** - Deck inspections are completed and 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.
 - ii) **Reserve Study** – is scheduled to begin the week of December 2.
 - iii) **2020 Monthly Assessment Increase** – letters to homeowners mailed on November 6 indicating that no action is necessary if an ACH form for auto debit is on file with our accountant. Those who pay by check will find the updated coupons on the website in December. New payment amount is \$269.85
 - f) **New Business:**
 - i) **Snow Removal for 2019/2020** – Green Turf/Green Scene has provided a contract and will charge based on amount of snowfall.
 - a. 2" – 3.9" = \$2520
 - b. 4" – 5.9" = \$3780
 - c. 6" – 7.9" = \$5040
 - ii) **Proposed 2020 Budget** – will be sent to homeowners in December and voted on at the January 2020 meeting.

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- iii) **Motions made and carried:**
 - a. Approve motion to accept Green Turf/Green Scene contract for snow removal. (Studer/Stone)
 - b. Approve motion to purchase 3 trees from the City of Geneva in the amount of \$150 per tree to replace trees at 1507, 1523/1525 & 1524. (Studer/Boen)

- 5) **Next meeting:** Annual HOA Meeting – Sunday, December 8 at 1:00 pm at the Comfort Inn & Suites, 1555 East Fabyan Parkway, Geneva, IL
 - a) The only business to be conducted at this meeting is the election of two individuals to the 2020 Kirkwood HOA board.
 - b) Notices mailed to homeowners on November 9.
 - c) Deadline for candidate forms is Wednesday, November 27.
 - d) Proxy letter and copies of candidate forms will be mailed on November 29.
 - e) Proxy deadline is Saturday, December 7.
 - f) There will NOT be a board meeting in December, next board meeting will be in January, 2020.

- 6) **Adjourn to Executive Session** – 7:01 p.m.

- 7) **Return to regular session** – 7:05 p.m.
No further business

- 8) **Adjourn** – 7:06 p.m.

Submitted by: Liz Studer, HOA Secretary