

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING
January 21, 2020 6:30 PM Geneva Public Library

- 1) **Call to order:** 6:29 pm
- 2) **Establishment of a quorum:** Board members present - Diane Ball, Mary Boen, Diann Dinkheller, Jim Forni, Ralph Pazar, and Liz Studer. Quorum established.
- 3) **Motion** made and approved to install two appointed board members to a one-year term: Diann Dinkheller & Ralph Pazar. (Studer/Forni)
- 4) **Motion** made and approved that the following board members will remain as officers effective January 21, 2020 providing them the authority to sign documents from the State Bank of Geneva, on behalf of the Kirkwood Homeowners Association, related to the Operating account, Reserve account and the construction loan. (Forni/Pazar)
 - a) President – Diane Ball
 - b) Secretary – Liz Studer
 - c) Treasurer – Mary Boen
- 5) **Motion** made and approved to approve Board member job assignments as follows: (Boen/Forni)
 - a) Diane Ball – Landscaping, Drainage
 - b) Mary Boen – Pest Control, Closing Statements, Meeting Room Logistics
 - c) Diann Dinkheller – Architectural Change Forms, Maintenance Request Forms
 - d) Jim Forni – Community Center, Pool, Roofs, Trees, Snow Removal
 - e) Brent Elwing – Deck Maintenance, Gutters, Garage Doors
 - f) Ralph Pazar – Concrete, Siding, Painting
 - g) Liz Studer – Insurance Tracking, Driveways
- 6) **Approval of minutes** – Motion made and approved to accept minutes from the December 8, 2019 annual meeting. There were no corrections or additions, so they were approved as written (Forni/Boen).
- 7) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$154,328.55 as of December 31, 2019.
 - ii) Motion made and approved to transfer \$45,365.24 from the operating account to the reserve account and earmarked for future capital improvements. Remaining money in operations will be used for ongoing expense and outstanding 2019 capital expenses. (Boen/Forni)
 - b) **Real Estate:** 1521 sale closed on 1/3/2020; 1500 off the market
 - c) **Maintenance:**
 - i) Roof repair at 1526 completed in December by Showalter Roofing.
 - ii) Jim Forni inspected roof at 1518 and found a hole (no water leak). Jim Forni will repair.
 - iii) Thunderbolt Roofing followed up on reported water leak from 1580. Location of leak not yet determined.
 - d) **Trees:** Some oaks and elms need trimming in the next couple of months. Jim Forni will secure bids for the work.
 - e) **Snow removal:** The board expressed some dissatisfaction with the most recent snow removal. Jim Forni will address the issues with the vendor.
- 8) **Old Business:**
 - a) **Compliance Inspections** – Deck inspections were completed in October and Maintenance/Compliance Alert letters were mailed to 27 homeowners. To date, 10 homeowners have responded with the majority indicating that repairs will be made in 2020.
 - b) **Reserve Study** – Reserve Advisors expects to deliver the report by the end of January.

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9) New Business:

- a) Motion made and approved to approve the 2020 operating budget (see page 3) to be used as a guideline for operating expenses. (Forni/Studer)
- b) Motion made and approved to approve Architectural Application Request from 1562 to install new storm door and two new windows in master bedroom. (Studer/Boen)
- c) Motion made and approved to approve Architectural Application Request from 1596 to install new windows. (Studer/Boen)
- d) Motion made and approved to accept Preemo Painting & Repairs proposal to repair concrete issue, as a result of stoop void fill work completed in August 2019, at a cost of \$295.
- e) Motion made and approved to spend \$245 for the Board's membership to the Community Associations Institute (CAI).
- f) Discussed Architectural Application from 1552 to install a new outside front door ceiling that mirrors the knotty pine ceiling at the community center mailboxes. Request denied as this architectural change would alter the look of one unit and would not be in compliance with the required uniform look of the Kirkwood buildings.

10) **Next meeting:** Tuesday, February 18, 6:30 p.m. in the Program Room at the Geneva Public Library. (Meeting date may be changed to Monday, February 17 if a meeting room can be secured. Advance notice of final meeting date and location will be sent to homeowners at least one week in advance of the meeting.)

11) **Meeting Adjourned** – 7:15 p.m. (Forni/Boen)

12) **Executive Session called to order** – 7:22 p.m.

- a) The board discussed taking legal action against a homeowner whose monthly assessment account in arrears.
- b) The board discussed researching management companies.
- c) Executive session adjourned – 7:51 p.m.

13) **Return to regular session** – 7:52 p.m.

- a) Motion made and approved to begin legal proceedings against a homeowner whose monthly assessment account is in arrears in order to collect past due amount plus any additional late payments and fees. (Ball/Boen)

14) **Meeting Adjourned** – 7:54 p.m. (Studer/Ball)

Submitted by: Liz Studer, HOA Secretary

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2020 Operating Budget

Income		
	Assessments	272,009
Total Income		272,009
Expense		
	Accounting	7,200
	Hot Line	900
	Bank Fees	360
	Loan Payment	45,600
	General Administrative	3,079
	Insurance Expense	3,100
	Legal Fees	2,000
	Reserve Funding	17,655
	General Maintenance - Drainage	3800
	General Maintenance - Driveways	20,000
	General Maintenance - Concrete	13,000
	General Maintenance - Railings	1,000
	General Maintenance - Paint/Siding	40,000
	General Maintenance - Gutters	2,000
	General Maintenance - Repairs	3,000
	General Maintenance - Roofs	40,000
	Landscaping - Contract	18,400
	Landscaping - Improvements	9,515
	Landscaping - Pest Control	3,500
	Landscaping - Retaining Wall	0
	Landscaping - Trees	5,000
	Clubhouse Expenses	5,000
	Pool Expenses	5,000
	Snow Removal - Contract	15,000
	Phone	1,000
	Utility - Electric-Water	5,400
	Utility - Gas	1500
Total Expense		272,009