

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING

April 20, 2020 6:00PM via Conference Call (due to the Covid-19 pandemic)

- 1) **Call to order:** 6:17 pm
- 2) **Establishment of a quorum:** Board members present – Diane Ball, Mary Boen, Diann Dinkheller, Brent Elwing, Jim Forni, Ralph Pazar, and Liz Studer. Quorum established.
- 3) **Approval of minutes** – Motion made and approved to accept minutes from the March 16, 2020 meeting. There were no corrections or additions, so they were approved as written. (Boen/Studer)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$194,700.03 as of March 31, 2020.
 - b) **Real Estate:** no homes listed for sale
 - Maintenance:**
 - c) **Roofs:**
 - i) Thunderbolt repaired leak at 1559.
 - ii) Waiting on bids from Showalter and Countryside for roof replacements at 1556/1558. Also requested cost estimate for roof replacements at 1512, 1514, 1516, 1518, 1520 & 1522 to be considered for this year or 2021.
 - d) **Gutters:** Apple Siders Gutters will provide a cost estimate on the homeowner reported gutter issues, as well as a cost estimate to install gutter guards on the Community Center. The Community Center gutters need to be cleaned of leaves and debris.
 - e) **Trees:**
 - i) Waiting for cost estimate from arborist to 1) trim dead limbs from oak behind 1521, 2) remove leaning tree behind 1520, remove cedar pines between 1548/1550.
 - ii) Jim Forni removed fallen tree behind 1553.
 - iii) Although we believe that the large oak behind 1576 is dead and on Com Ed property we may have to arrange for removal (at least \$7000) if Com Ed does not take responsibility.
 - iv) Homeowner at 1544 requested that magnolia tree be removed this year or next year.
 - f) **Siding/Painting:** Preemo estimate of \$33,500 for the work to be done on the buildings along Kirk Road (1584, 1586, 1588, 1590, 1592, 1594, 1596 & 1598) was approved at the March meeting. Upon receipt of the contract and deposit, the work will be scheduled.
 - g) **Concrete/Railings:**
 - i) Glen Galis estimate of \$10,715 for concrete work at 1567, 1550, 1522, and 1556 was approved at the March meeting. Upon receipt of the contract, the work will be scheduled.
 - ii) Peerless Fence estimate of \$4570 for new railings at 1567 & an additional railing at 1530 was approved at the March meeting. Upon receipt of the contract and deposit, the work will be scheduled.
 - h) **Drainage:** Tecza's revised cost estimate to repair and bury drain pipe at 1505 is \$350. Tecza also quoted \$90, per occurrence, to clean the drain basin at the northeast corner of Kirkwood.
 - i) **Landscape:**
 - i) Spring clean-up began the first week in April.
 - ii) Mulching around tree rings in front of units is scheduled for late April/early May.
 - iii) Tecza provided more information on Community Center landscaping-hostas on east side of building, dwarf lilacs, hydrangea, and yew on the west side. Cost: \$1585
 - iv) Dormant pruning estimate revised to \$1650. The board will re-evaluate this expenditure in the fall.
 - v) Homeowners are reminded that a Landscape Request Form must be submitted to the Board for approval of any landscape alterations to the front of units.
 - j) **Driveways:** Received estimates from Damico and A&A Paving for seal coating and 5 driveway replacements. Damico =\$19,700; A&A Paving=\$26,227.
 - k) **Pool:**
 - i) We have not yet received our pool license so Jim Forni contacted the Illinois Department of Health to inquire if pool licenses will be granted in light of the Covid-19 pandemic. At this time, there is no definitive information.
 - ii) In reaching out to Barrington Pools, and other companies, to get estimates for pool repairs we have found the pool companies are hesitant to schedule appointments due to a labor shortage. Jim Forni will continue to follow-up with Barrington Pools.

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5) Old Business:

- a) **Reserve Study** – Due to the Covid-19 pandemic, we will not schedule more informational meetings. The board will mail a written summary of the Reserve Study to all homeowners.
- b) **Security Camera/Internet** – on hold until State of Illinois provides direction on pool openings (due to the Covid-19 pandemic)
- c) **Community Events** - Pool party scheduled for June 6 is on hold due to the Covid-19 pandemic. Kirkwood Volunteer Day at Northern Illinois Food Bank is cancelled.
- d) **Property Management Companies** - The Board is continuing to research and interview Property Management Companies to assist Kirkwood's Board in managing our community

6) New Business:

- a) Motion made and carried to accept Tecza bid of \$90, per occurrence, to clean out, remove and dispose the debris that accumulates in the catch basin at the N.E. corner of the Kirkwood property. (Ball/Dinkheller)
- b) Motion made and carried to accept Tecza bid of \$350 to repair and bury drainage pipe at 1505.(Ball/Pazar)
- c) Motion made and carried to accept Tecza bid of \$1585 for Community Center landscaping. (Ball/Pazar)
- d) Motion made and carried to approve landscape request from 1564 to replace 3 dead rose bushes with like material selected from the Kirkwood approved plants.(Ball/Elwing)
- e) Motion made and carried to accept Damico bid of \$19,700 to crack fill and sealcoat Community Center driveway, 70 homeowner driveways and replace driveways at 1543,1552, 1547, 1576, 1559. (Studer/Elwing)
- f) Fox Valley Environmental Pest Control has been called to investigate and remove a potential yellow jacket bee nest in the ground at 1580 and 1564.
- g) On March 31, 2020 a semi-truck knocked down the light pole near 1532 Kirkwood and drove through the yards at 1528, 1530& 1532 causing approximately \$175 in lawn damage. We have received the police report and contacted the trucking company requesting reimbursement for the lawn damage.

7) **Next meeting:** Monday, May 18 at 6:00 p.m. at the Kirkwood Community Center or via conference call.

8) **Meeting Adjourned** –7:52 p.m. (Studer/Elwing)

9) **Executive Session called to order** – 8:00 p.m.

- a) Update on delinquent payments/assessments. No legal action required at this time.
- b) Discussion of third party contracts
- c) Executive session adjourned – 8:38 p.m.

10) **Return to regular session** – 8:40 p.m.
No further business

11) **Meeting Adjourned** – 8:41 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary