

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING

June 15, 2020 6:00PM via Conference Call (due to the Covid-19 pandemic)

- 1) **Call to order:** 6:18 pm
- 2) **Establishment of a quorum:** All Board members present. Quorum established.
- 3) **Approval of minutes** – Motion made and approved to accept minutes from the May 18, 2020 meeting, correcting the amount for the oak tree removal behind 1576 which is \$6000. (Boen/Forni)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$201,242.91 as of May 31, 2020.
 - b) **Real Estate:** 1576 under contract/closing July 7; 1533 for sale
- Maintenance:**
 - c) **Roofs:** Countryside Roofing scheduled to replace roofs at 1556/1558 on June 17.
 - d) **Gutters:**
 - i) Apple Siders has completed gutter work at 1553, 1513, 1543, 1564, 1568, 1545 (Clubhouse).
 - ii) 1526 & 1537 work will be completed in the coming weeks.
 - iii) 1561 - Applesiders quote to replace front gutter over garage and install new downspout is \$217.
 - iv) In conjunction with the drainage project, we have asked Applesiders to examine gutters at 1513, 1514, 1528, 1536, 1555, 1594 and 1547/1549.
 - (1) 1513-needs new downspout extension in rear - \$65
 - (2) 1534-rear downspout is split and needs to be replaced-\$115
 - (3) 1594 – suggested gutter on front upper roof - \$217.00 There are currently no gutters on any of the upper roofs on any of the buildings. The HOA will seek more information on the pros/cons to installing these gutters.
 - (4) 1514 & 1555 – needs cleaning before assessment can be made
 - (5) 1528, 1536, 1547/1549 – not yet examined
- e) **Trees:**
 - i) Diane Ball reached out to ComEd again regarding the dead oak behind 1576 and is waiting for their response. They may take responsibility to cut the top limbs, leaving Kirkwood the responsibility to remove the remainder of the tree.
 - ii) Recent tree issues reported that will be put out for bid are:
 - (1) Trim dead branches from locust tree in front of 1547/1549
 - (2) Spray and trim birch tree behind 1528
 - (3) Remove dead tree behind 1502
 - (4) Trim limbs from tree between 1552/1554 that are scraping on new roof.
 - (5) Trim limbs from tree behind 1505 that has dead limbs which have fallen on deck.
 - (6) Hanging branch on the large pine in front of 1556 needs to be trimmed.
- f) **Siding/Painting:**
 - i) Preemo will most likely begin work at 1584, 1586, 1588, 1590, 1592, 1594, 1596, 1598, 1542,1561 in July.
 - ii) 1561 reported a hole in the siding on the back of unit; 1537 reported rotted window trim on lower level window and some rotted siding – Preemo will provide a quote on repair work.
- g) **Concrete/Railings:**
 - i) Date for concrete work at 1567, 1550, 1522, and 1556 is yet to be determined
 - ii) Peerless Fence will install railings at 1567 & 1530 after concrete work is complete.
 - iii) Animals burrowing under front stoops have been reported at 1561, 1568 & 1549. Discussion regarding whether to void-fill or not has been tabled until the budgetary impacts of higher priority issues such as drainage and trees is fully determined.
- h) **Drainage:**
 - i) Tecza completed drainage work at 1507, 1540, 1590, 1564.
 - ii) After the heavy rains May 16 & 17, several homeowners reported water leakage in their basements ranging from seepage to flooding. The affected units were 1513, 1514, 1528, 1536, 1547, 1555, 1557, 1594. The Board met with Tecza and Ware Landscaping for estimates on drainage improvements.
 - (1) Ware's bid came in at \$46,000
 - (2) Tecza's bid actually came down from \$32,000 to \$25,555 after a second meeting with them and included the following recommendations:
 - (a) 1594 –remove bushes near home, create natural swale running from front to side yard - \$3495
 - (b) 1513, 1528, 1536 appear to be gutter or downspout related.

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- (c) 1516 – install draintile to run underground the length of the driveway to prevent leakage of water in 1514 garage-\$450
 - (d) 1512 through 1520 – regrade pitch, install 2 separate 12x12 catch basins, and install 130 feet of draintile to better direct water flow to city drains - \$6,875
 - (e) 1555/1557 – install French drain, create natural swale above French drain - \$10,795
 - (f) 1547 – regrade low spots, lower berms in open area near maple tree , create natural swale along forest line - \$3,940
- i) **Landscape:**
 - i) Mulching in the front of units will be completed after the edging & trimming is completed. Tentatively scheduled for the week of June 22.
 - ii) A second round of fertilization along with grub control will be applied June- July, dependent on the weather.
 - j) **Driveways:**
 - i) Driveway replacements at 1543 & 1547 completed on June 15
 - ii) 1552, 1559 & 1576 to be completed on June 16.
 - iii) Even address driveways scheduled to be sealcoated on June 22.
 - iv) Odd address driveways scheduled to be sealcoated on June 29.
 - k) **Pool:**
 - i) The Illinois Department of Public Health has not issued guidelines for opening pools, however the expectation is that most of the Covid-19 restrictions such as sanitization, limit on number of people in a gathering and social distancing will remain. In light of the continuing restrictions, the pool will remain closed.
 - ii) Aquarius Pools still has not been out to provide estimate to repair plaster and paint the pool.
 - iii) Pool cover – pool dimensions have been sent to two companies for bids.
- 5) **Old Business:**
- a) **Property Management Companies** – After two rounds of interviews with both Northwest Property Management and Property Management Techniques all board members are in agreement to move forward with contract negotiations with Northwest Property Management.
- 6) **New Business:**
- a) Motion made and carried to move forward to negotiate a one-year contract with Northwest Property Management to start in 2020. (Ball/Pazar)
 - b) Motion made and carried to spend no more than \$6000 for Green Scene to remove large oak tree behind 1576. (Forni/Pazar)
 - c) Motion made and approved to accept Tecza quote of \$25,555 for drainage improvements to front lawn at 1594, behind 1512/1514/1516/1518/1520, in woods behind 1557/1555/1553 and area behind 1547.
- 7) **Next meeting:** Monday, July 20 at 6:00 p.m. at the Kirkwood Community Center or via conference call.
- 8) **Meeting Adjourned** –8:05 p.m. (Ball/Studer)
- 9) **Executive Session called to order** – 8:10 p.m.
- a) Update on delinquent payments/assessments. No legal action required at this time.
 - b) Executive session adjourned – 8:30 p.m.
- 10) **Return to regular session** – 8:30 p.m. No further business
- 11) **Meeting Adjourned** – 8:31 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary