

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING

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

- 1) **Call to order:** 6:08 pm
- 2) **Establishment of a quorum:** Five Board members present: Diane Ball, Mary Boen, Jim Forni, Ralph Pazar, Liz Studer. Quorum established.
- 3) **Approval of minutes** – Motion made and approved to accept minutes from the June 15, 2020 meeting. There were no corrections or additions so they were approved as written. (Forni/Boen)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$218, 263.20 as of June 30, 2020.
 - ii) As noted in the letter dated July 1, 2020 that was mailed to all homeowners, a 5% increase to the monthly assessment is recommended for 2021. This issue will be discussed and voted on at the August board meeting.
 - b) **Real Estate:** 1576 & 1533 sales closed; 1500 & 1531 for sale

Maintenance – To date 64% of the 91 reported maintenance issues/projects have been completed. Last year only 50% were completed.

- c) **Roofs:**
 - i) Countryside Roofing replaced roofs at 1556/1558 on June 17.
 - ii) Countryside Roofing will submit a proposal for roof repairs/replacements at 1516, 1518, 1520, 1522, 1543 & 1594.
- d) **Gutters:**
 - i) Apple Siders has submitted a proposal for the following:
 - a) 1536 – remove existing downspouts and install 3x4 inch aluminum downspouts on both gutters next to chimney with minimum 6ft downspout extensions - \$265
 - b) 1536 – suggest Rain Drop gutter guards on existing gutters - \$184 (this would be a homeowner expense)
 - c) 1521 – tune up sagging gutter above garage - \$125
 - d) 1528 – add new 3x4 elbow in rear with long 3x4 inch downspout extension to fence - \$85
 - o Further clarification needed on this work
 - e) 1555 – suggest Rain Drop gutter guards for the entire rear gutter that is shared with unit 1557 - approximately 65ft - \$455 (this would be a homeowner expense)
 - ii) 1518 reported gutters on back of unit overflowing during heavy rains
- e) **Trees:**
 - i) Com Ed has indicated that they will notify us by the end of the month if they will take responsibility to remove the dead oak behind 1576. We have also contacted the 3rd Ward Alderman to seek their assistance to resolve this issue.
 - ii) Tree removal/trimming approved for 1520, 1521, 1548 & 1550 is scheduled to be completed in the coming weeks.
 - iii) Green Scene's proposal for tree work is still pending:
 - a) Trim dead branches from locust tree in front of 1547/1549
 - b) Spray and trim birch tree behind 1528
 - c) Remove dead tree behind 1502
 - d) Trim limbs from tree between 1552/1554 that are scraping on new roof.
 - e) Trim limbs from tree behind 1505 that has dead limbs which have fallen on deck.
 - f) Hanging branch on the large pine in front of 1556 needs to be trimmed.
 - iv) 1554 reported that two trees on east side of unit look bad, do they need to be sprayed?
- f) **Siding/Painting:**
 - i) Preemo has begun work at 1584, 1586, 1588, 1590, 1592, 1594, 1596, 1598.
 - ii) Preemo has provided quotes for repair work at:
 - o Unit 1546- Repair woodpecker damage, prime and paint- \$225
 - o Unit 1548- Prep & apply two coats of paint to front door and sidelite - \$250

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- Unit 1544- Refasten cedar on 2nd level & repair/replace cracked board-\$325
- Unit 1537- Sand, caulk, prime and Paint Sidelite and trim- \$120
- Unit 1517- Neutralize Mildew whole exterior- \$400, Repair Soffit and apply two coats of stain to the repairs, Refasten Flashing- \$375
- Unit 1515- Repair and or refasten weather guard, soffit and flashing- \$200
- Unit 1513- Prep and apply two coats of paint to sidelites- \$240
- Unit 1521- Repair garage door trim, prime and paint- \$175
- Unit 1510- Repair woodpecker damage, prime and paint- \$90
- Unit 1500- clean garage weather stripping, prep and paint back door trim only- \$145
- Unit 1501- Prep, repair and paint sidelite & trim around front door- \$175
- Unit 1561- Repair wood damaged by moisture- \$365
- Unit 1570- Prep and apply two coats of paint to the front door- \$100
- Unit 1518- Repair woodpecker damage, prime and paint-\$90
- Unit 1556 – Repair front soffit and corner fascia on chimney - \$365

g) Concrete/Railings: no further update since last meeting.

h) Drainage:

- i) Completed 1594. Landscaping will be replaced the week of July 20
- ii) Completed 1512 through 1520
- iii) To be scheduled: Work behind 1547 through 1557

i) Landscape:

- i) Mulching in the front of units was completed in late June
- ii) A second round of fertilization along with grub control completed July 8.
- iii) The landscape crew is short one person resulting in a delay of ground cover trimming and weeding. Tecza hopes to add an additional person to the crew soon.

j) Driveways:

- i) Sealcoating has been delayed due to rainy weather.

k) Pool:

- i) Clearwater Pools is scheduled to come out on July 24 to assess needed maintenance work and provide a cost estimate.

l) Pest Spraying: second application completed July 16 & 17 on all buildings except those along Kirk Road. Those will be completed after the siding maintenance/painting project is completed.

5) Old Business:

- a) Property Management Company –** Contract negotiation is in process with Northwest Property Management. Our HOA attorney suggested some edits to the contract which have been submitted to Northwest and is currently under review with their attorney.

6) New Business:

- a)** Motion made and carried to approve architectural request from 1521 to replace front storm door (Studer/Pazar).
- b)** Motion made and carried to accept Preemo proposal in the amount of \$3275 for miscellaneous repairs to 1546, 1548, 1544, 1517, 1515, 1513, 1521, 1510, 1500, 1501, 1561, 1570, 1518, 1537 (Ball/Studer).
- c)** Motion made and carried to accept Preemo proposal in the amount of \$365 for miscellaneous repairs to 1556 & 1518 (Pazar/Ball).
- d)** Motion made and carried to approve Tecza bid of \$150 to repair lawn at 1543 (Ball/Boen)
- e)** Motion made and carried to approve Apple Siders proposal of \$475 for gutter work at 1536, 1521, & 1528 pending clarification of work at 1528. (Ball/Boen).

7) Next meeting: Monday, August 17 at 6:00 p.m. at the Kirkwood Community Center or via conference call.

8) Meeting Adjourned – 6:55 p.m. (Ball/Forni)

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- 9) **Executive Session called to order** – 7:10 p.m.
 - a) Update on delinquent payments/assessments. No legal action required at this time.
 - b) Violations
 - c) Executive session adjourned – 7:30 p.m.
- 10) **Return to regular session** – 7:30 p.m. No further business
- 11) **Meeting Adjourned** – 7:31 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary