

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING

August 17, 2020 6:00PM via Conference Call (due to the Covid-19 pandemic)

- 1) **Call to order:** 6:14 pm
- 2) **Establishment of a quorum:** All members present: Diane Ball, Mary Boen, Diann Dinkheller, Brent Elwing, Jim Forni, Ralph Pazar, Liz Studer. Quorum established.
- 3) **Approval of minutes** – Motion made and approved to accept minutes from the July 20, 2020 meeting. There were no corrections or additions so they were approved as written. (Boen/Forni)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$189,395.44 and loan balance was \$172,952.52 as of July 31, 2020.
 - ii) Board President Diane Ball reviewed Kirkwood's YTD and forecasted expenses through the end of the year, as well as the first draft of the 2021 budget. Due to several unexpected expenses including drainage, trees, roofs, and legal issues the HOA board will need to make difficult decisions regarding any additional unplanned expenses for the remainder of the year in order to avoid spending any additional reserve funds over and above what was approved for pool repairs. As noted in the letter dated July 1, 2020 that was mailed to all homeowners, a 5% increase (\$13.49) to the monthly assessment is recommended for 2021, which would bring the monthly assessment to \$283.34. This increase will help the HOA keep pace with the costs associated with routine maintenance as well as addressing the homeowner maintenance requests that are submitted throughout the year. The board unanimously agrees that a 5% increase is warranted.
 - b) **Real Estate:** 1531 under contract; 1500 & 1596 for sale.

Maintenance

- a) **Drainage:**
 - i) Drainage work behind 1547, 1549, 1551, 1553, 1555 & 1557 has been completed.
 - ii) Tecza quote for drainage work behind 1528 & 1536 is pending.
- b) **Trees:**
 - i) Com Ed has completed a property survey behind 1576 and the large dead oak is on Kirkwood property. We have a bid of \$6000 from Arbor Vision Tree Care (formerly Green Scene) to remove the tree.
 - ii) Arbor Vision Tree Care's proposal for tree work is still pending:
 - a) Spray and trim birch tree behind 1528
 - b) Remove dead tree behind 1502
 - c) Trim limbs from tree between 1552/1554 that are scraping on new roof.
 - d) Trim limbs from tree behind 1505 that has dead limbs which have fallen on deck.
 - e) Hanging branch on the large pine in front of 1556 needs to be trimmed.
 - f) Four trees between 1554/1556 with many dead limbs that need trimming.
 - iii) Removal of Spruce & Cedar trees between 1548/1550 will be postponed to 2021.
 - iv) Removal of dead oak behind 1521 may be postponed to 2021.
 - v) Considering the amount of tree work that has been recently identified, we will ask the arborist for a plan to prioritize the work.
- c) **Pool:**
 - i) At the March 16, 2020 meeting the board approved spending up to \$28,000 from the reserve fund for pool repairs. After contacting several pool repair companies, Clearwater Pools, responded promptly with the following cost proposal and has begun the repair work
 - a) \$12,500 to repair plaster and paint pool
 - b) \$6,700 for new pool cover
 - c) Leak detection cost - pending
 - ii) Jim Forni will repair two leaks that were found in the water lines, saving the HOA approximately \$5300
- d) **Roofs:**
 - i) Countryside Roofing submitted a proposal for the following:
 - a) 1594 – rear roof only - \$4272.
 - b) 1516/1518 – front roof only - \$8122.
 - c) 1520/1522 – front roof only - \$7178

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- d) 1543 – full roof replacement - \$7834
- e) 1509/1511 – full roof replacement - \$16,237
- f) 1594, 1516/1518, 1520/1522 & 1543 are in most need of replacement and recommended to be done this year.
- g) 1509/1511 will be a priority in 2021.
- ii) 1561 request to install roof vent denied as this is a homeowner responsibility

e) Siding/Painting:

- i) Preemo has a few small repairs to complete at the units along Kirk Road and is currently working on completing the miscellaneous repairs that have been previously approved.
- ii) Preemo has provided quotes for repair work at:
 - o 1508- Caulk cement line where stairs meet house - \$75
 - o 1515 – paint front door trim - \$250
 - o 1515 – board under patio door is in need of repair – this is outside the scope of Preemo’s services and will be addressed with Northwest Management’s construction division.
 - o 1561 – repair hole in chimney - \$575

f) Concrete/Railings: concrete work at 1567, 1550, 1522 & 1556 will most likely begin in September. Railing work at 1567 & 1530 will most likely begin in October.

g) Pest Spraying: All buildings completed.

h) Driveways: Sealcoating completed.

i) Gutters:

- i) Apple Siders will be on-site in the coming weeks to assess:
 - a) 1518 reported gutters on back of unit overflowing during heavy rains
 - b) 1555/1557 – reassess need for gutter guards (homeowner responsibility) or larger size gutter

j) Landscape:

- i) Tecza quote to spray trees between 1554/1556 is pending for the 2021 budget.
- ii) Dormant pruning will be postponed to 2021 due to budget concerns.

5) Old Business:

a) Property Management Company – Contract has been signed and we will officially transition over to Northwest Property Management on October 1, 2020. A welcome letter, along with new emergency information form and new ACH form, will be mailed soon to all homeowners.

6) New Business:

- a)** Motion made and carried to raise monthly assessments by 5% (\$13.49) effective January 1, 2021. New monthly assessment will be \$283.34 (Ball/Boen)
- b)** Motion made and carried to accept Preemo proposal in the amount of \$900 for miscellaneous repairs to 1508, 1515 & 1561. (Pazar/Forni).
- c)** Motion made and carried to accept Countryside Roofing bid of \$27,408.27 for roof work at 1516, 1518, 1520, 1522, 1543 & 1594. (Forni/Studer)
- d)** Motion made and carried to approve architectural request from 1556 to replace lower wood deck with concrete patio providing it is within the homeowners property line and the same footprint as the previous deck and has received the proper city permits. (Studer/Boen)

7) Next meeting: Monday, September 21 at 6:00 pm via conference call

8) Meeting Adjourned – 8:00 p.m. (Ball/Studer)

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- 9) **Executive Session called to order** – 8:10 p.m.
 - a) Update on delinquent payments/assessments. No legal action required at this time.
 - b) Violations
 - c) Executive session adjourned – 8:37 p.m.
- 10) **Return to regular session** – 8:38 p.m. No further business
- 11) **Meeting Adjourned** – 8:38 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary