

KIRKWOOD HOMEOWNERS ASSOCIATION
BOARD MEETING

September 21, 2020 6:00PM via Conference Call (due to the Covid-19 pandemic)

- 1) **Call to order:** 6:11 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 August 2020 meeting with the following correction under Landscape: Tecza quote to spray trees between 1554/1556 is pending, **for the 2021 budget.** (Boen/Forni)
- 4) **Reports:**
 - a) **Financials:**
 - i) HOA assets were \$163,668.48 as of August 31, 2020 and the loan balance was \$170,825.26 as of September 21, 2020.
 - ii) Board President Diane Ball reviewed the second draft of the 2021 budget. As recommended by the reserve study, the 2021 budget includes using reserve funding (approximately \$40,000) to allow for more roof replacements than usual. The complete line item budget, with full detail, will be mailed to homeowners in October and voted on at the November 16th annual meeting
 - b) **Real Estate:** 1500 sale closed; 1531 scheduled to close 9/25; 1596 for sale.
 - c) **Drainage:**
 - i) Tecza quote for drainage work behind:
 - a) 1528 - \$995 (for work to be completed in 2020)
 - b) 1536 - \$1025 (for work to be completed in 2021)
 - c) 1518/1520 - \$2525 (for work to be completed in 2021)
 - d) **Trees:**
 - i) Top priorities for the remainder of 2020
 - a) Remove dead oak behind 1576
 - b) Remove dead cherry tree behind 1514
 - ii) Top priorities for 2021
 - a) Remove dead oak in front of 1500/1502
 - b) Remove dead tree behind 1502
 - c) Remove birch tree behind 1528
 - e) **Pool:**
 - i) The following pool work has been completed: leak detection, wall repair, two coats of epoxy paint, copping stone repair, main drain cover replaced, winterization completed, new pool cover installed.
 - ii) Jim Forni will repair two leaks that were found in the water lines
 - f) **Roofs:**
 - i) Countryside Roofing scheduled to complete roofs work on September 25, 2020.
 - a) 1594 – rear roof; 1516/1518/1520/1522 – front roofs; 1543 – complete replacement
 - b) Countryside will examine the following roofs and provide a work proposal with estimate:
 - o 1518 – rear roof; 1500 & 1531
 - g) **Siding/Painting:**
 - a) All approved outstanding siding/painting work will be completed by Preemo in the coming weeks
 - h) **Concrete/Railings:** concrete work at 1567, 1550, 1522 & 1556 will begin in October, followed by railing work at 1567. Railing work at 1530 has been cancelled for this year.
 - i) **Gutters:**
 - i) Apple Siders will provide quote for downspout seam repair at 1518.

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j) Landscape:

- i) 3rd application of fertilizer completed, drainage basin between 1580/1582 cleaned out, leaves are not to be blown into wooded areas.
- ii) Landscape contract with Tecza is up for renewal at the end of November. In addition to Tecza, the board has contacted two other companies for comparative bids for landscape work in 2021/2022.

5) Old Business:

- a) **Property Management Company** – Transition to Northwest Property Management is underway.

6) New Business:

- a) Motion made and carried to approve architectural request from 1598 to replace windows and sliding door. (Studer/Boen)
- b) Motion made and carried to approve architectural request from 1530 to replace four windows. (Studer/Boen)
- c) Motion made and carried to spend up to \$100 to repair downspout at 1518. (Elwing/Studer)
- d) Motion made and carried to remove dead cherry tree behind 1514 at a cost of \$550. (Forni/Boen)
- e) Motion made and carried to accept Tecza's proposal of \$995 to install catch basin for better drainage behind 1528. (Ball/Studer)

7) **Next meeting:** Monday, October 19 at 6:00 pm via conference call

8) **Meeting Adjourned** – 7:27 p.m. (Ball/Studer)

9) **Executive Session called to order** – 7:35 p.m.

- a) Update on delinquent payments/assessments. Homeowner requested payment plan to resolve overdue account
- b) Violations
- c) Executive session adjourned – 8:15 p.m.

10) **Return to regular session** – 8:16 p.m.

- a) Motion made and carried to arrange payment plan, not to exceed over a 12 month period, for homeowner with overdue assessment in excess of \$1200. (Boen/Ball)

Meeting Adjourned – 8:20 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary