

KIRKWOOD HOMEOWNERS ASSOCIATION  
BOARD MEETING

May 18, 2020 6:00PM via Conference Call (due to the Covid-19 pandemic)

- 1) **Call to order:** 6:13 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 April 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 \$212,628,74 as of April 30, 2020.
    - ii) Balance due on loan is \$183,414.18
  - b) **Real Estate:** 1533 for sale by owner, 1576 for sale
  - Maintenance:**
  - c) **Roofs:**
    - i) Countryside Roofing bid for roof replacements at 1556/1558 is \$15,120 which is considerably less than the \$22,000 Showalter bid. Countryside came highly recommended and uses the same material as Showalter. Jim Forni recommends that we use Countryside for this project.
    - ii) 1532 reported a roof leak near the fireplace; Showalter Roofing has repaired.
    - iii) 1518 reported 2 holes in the attic plywood, but it is not leaking. There is leaking in the garage after a heavy rain. 1518 is included in work that is currently out for bid for roof replacements in 2020 or 2021.
  - d) **Gutters:** Apple Siders Gutters provided a bid in the amount of \$2,044 for gutter work at 1537, 1553, 1513, 1526, 1543, 1564, 1568, 1545. Brent Elwing will call Apple Siders to re-evaluate the gutter issues at 1561.
  - e) **Trees:**
    - i) Green Scene provided bid of \$3800 for tree trimming/removal at 1548, 1521, 1520.
    - ii) ComEd has notified the HOA that they will not remove the large dead oak behind 1576. Green Scene reduced their price from \$7000 to \$6000 to remove this tree. Jim Forni will get at least one more estimate.
  - f) **Siding/Painting:**
    - i) Preemo anticipates beginning work in June on 1584, 1586, 1588, 1590, 1592, 1594, 1596 & 1598.
    - ii) 1542 reported a large animal hole in rotted fascia board above garage back door. Preemo estimate to repair is \$350.
    - iii) Preemo estimate to paint front door trim at 1561 is \$150.
    - iv) 1548 reported woodpecker holes in siding at 1546 & 1548; 1517 reported rotted fascia board. Ralph Pazar will get cost estimate from Preemo to repair these issues.
  - g) **Concrete/Railings:**
    - i) Glen Galis anticipates beginning concrete work in June at 1567, 1550, 1522, and 1556.
    - ii) Peerless Fence will install railings at 1567 & 1530 after concrete work is complete.
  - 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 is actively working on a master plan to address drainage issues in Kirkwood and will seek guidance and cost estimates from Tecza and other contractors.
  - i) **Landscape:**
    - i) Mulching around tree rings in front of units is scheduled for May 25.
    - ii) Tecza will repair lawn damage due to over fertilization.
  - Driveways:** Damico anticipates beginning work in mid-late June.
  - j) **Pool:**
    - i) Aquarius Pools will provide an estimate to repair plaster and paint the pool.
    - ii) The Board discussed the challenges of opening and operating the pool while Covid-19 restrictions are in place. Items that need to be considered if the pool were to open under the current "Restore Illinois" guidelines set out by the Governor are:
      - Disinfecting all surfaces (bathrooms/ladders/gate/furniture, etc.) throughout the course of a day
      - Monitoring the-number of people in the pool area (limit 10 )

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- Enforcing social distancing

These considerations present challenges:

- Limiting pool use to residents only to help control numbers (no grandchildren, friends or non-resident family members)
- Monitoring pool attendance
- Disinfecting crew
- Rule enforcement
- Obtaining necessary cleaning supplies

Currently, the HOA does not have the manpower to monitor and sanitize the pool area 7 days a week, 10 hours a day. Nor can we ask volunteer homeowners to take on the responsibility to monitor attendance, enforce the regulations, and disinfect pool surfaces. We are also uncertain if we can obtain an adequate supply of disinfectants that would be required to protect pool users. We have also learned that our insurance coverage does not protect the HOA in the event that someone would acquire the virus after using the pool facilities.

**5) Old Business:**

- a) **Property Management Companies** - The Board has selected two Property Management companies for final interviews: Northwest Property Management (Geneva) and Property Management Techniques (St. Charles). After those final interviews, the Board will hold an open meeting in June to discuss the pros/cons of each company and vote on the final selection.

**6) New Business:**

- a) Motion made and carried to approve Countryside Roofing bid of \$15,120.86 to replace roofs at 1556 & 1558. (Forni/Boen)
- b) Motion made and carried to approve Preemo bid of \$350 to replace fascia board at 1542 and \$150 to paint front door trim at 1561. (Pazar/Studer)
- c) Motion made and carried to approve additional \$375 cost for railing work at 1530.(Ball/Forni)
- d) Motion made and carried to approve Apple Siders bid of \$2,044 for gutter work at 1537, 1553, 1513, 1526, 1543, 1564, 1568 & 1545. (Elwing/Studer)
- e) Motion made and carried to approve Green Scene bid of \$3800 for tree trimming/removal at 1520, 1521 & 1548. (Forni/Boen)
- f) Motion made and carried to approve Architectural Application Form from 1517 (Elwing) to replace storm door. (Ball/Boen)
- g) Motion made and carried to keep the pool closed for the 2020 season unless all Covid-19 "Restore Illinois" restrictions are lifted by July 1. (Studer/Forni)
- h) Motion made and carried to approve Architectural Application Form from 1517(Elwing) to replace storm door. (Ball/Boen)
- i) Motion made and carried to approve Landscape Request from 1517 (Elwing) to lay flagstone on walking path between 1517/1519. (Ball/Boen)
- j) Motion made and carried to approve Architectural Application Form from 1535 (Swenson) to extend rear deck by 3 feet (will not extend into the common property), replace flooring with Trex boards, and add two stairs to staircase. (Studer/Forni)
- k) Motion made and carried to approve Architectural Application Form from 1574 (Gallucci) to replace deck floor with Trex composite boards. (Studer/Elwing)

7) **Next meeting:** Monday, June 15 at 6:00 p.m. at the Kirkwood Community Center or via conference call.

8) **Meeting Adjourned** -7:59 p.m. (Studer/Elwing)

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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) Discussion of third party contracts
  - c) Legal issue
  - d) Executive session adjourned – 8:40 p.m.
  
- 10) **Return to regular session** – 8:41 p.m.  
No further business
  
- 11) **Meeting Adjourned** – 8:42 p.m. (Ball/Studer)

Submitted by: Liz Studer, HOA Secretary