

**KIRKWOOD HOMEOWNERS ASSOCIATION  
BOARD MEETING**

April 21, 2014 6:30 PM Kirkwood Clubhouse

**AGENDA**

- 1. Call to order** In Chuck P.'s absence, Secretary Kirk called the meeting to order at 6:33 PM
- 2. It was suggested to move Item 7.e. up to this point on the Agenda so to provide for the full contingent of Board Members for this meeting. The members agreed. (See Item 7.e.)**
- 3. Establishment of quorum/Board Members present/absent** A quorum was established with 6 Members present. Chuck P. was absent.
- 4. Approval of March 17, 2014 Minutes** The members voted to approve the March 17, 2014 minutes as presented.
- 5. Homeowners open forum – A homeowner suggested to post board meeting agendas (prior to meeting) and minutes (after the meeting) to the Kirkwood website so they are available to all homeowners. Other option is to post them on the mailbox. The Members agreed.**
- 6. Regular Reports**
  - a. Financial Chuck Marks **\$1,870 raised for the mulch program. Budget on track so far, \$142,572.86 in assets, \$38,653.67 in net income.**
  - b. Pool Chuck Pedersen **Cover coming off the pool on 4/23 to check for damage from winter weather.**
  - c. Maintenance (includes Board vote for various work) Chuck Marks **Tree removal approved for \$3,100 (9 trees). A homeowner has an issue with ground bees. Member Jim Forni volunteered to be in charge of pest control going forward.**
  - d. Landscape (includes Board vote for various HO requests, mulch program, grub control) Kirk Kruse, Denise Marks **Mulch program approved for \$4,800. 2 homeowner landscape proposals need follow-up before approval can be given by the board. Denise Marks conducted an initial landscape meeting on 4/16 to discuss 2014 plans and elect committee heads. It was attended by about 15 homeowners. 2014 Landscape Guidelines to be sent out to homeowners. Landscape damages from driveways, sidewalks, and drainage projects from Fall 2013 will be repaired in Spring 2014. Kirk has asked for a proposal from Accurate Edge on grub control as well.**
  - e. Real estate news **1502 sold on 4/18. 1561 only unit currently on market.**
  - f. Compliance issues To be conducted in the Executive Session
  - g. Clubhouse rentals- Cindi K **No recent applications for clubhouse rentals**
  - h. Website status- Denise Marks Website **up-to-date. Denise volunteered to put the future Agendas and approved Board meeting minutes on the website.**
- 7. Old Business**

- a. Status of repair of pool fence, gate and concrete by Peerless. **Peerless did some repairs recently which were not done to our expectations. The company owner is being contacted to review the repairs.**
- b. Status and reports re: railings for replaced stairs. **3 suppliers contacted to replace 1505, 1541, and 1574 railings. Kirk K to contact the city to ensure railing replacement is required by code.**
- c. Revised By-Laws and status of recording. **Done- Revised By-Laws recorded on 4/18/14.**
- d. Status of security system for clubhouse/pool/tennis courts/mailbox area **To be installed in May.**
- e. Vote for 3 Board appointed members to fill open positions **All 3 board members officially voted in: Brad Thomas, Bob Jelinek, and Jim Forni.**
- f. Vote for the printing of the new rules and regulations and method to distribute. **To allow the new board members to review rules and regs, the Members agreed to allow approval via email communication. The Members agreed to submit their input or approval by May 1.**
- g. Update on key control system **The members felt it would be more efficient for the Clubhouse, pool pump room and pool maintenance access doors be re-keyed and new keys issued. The members approved if costs do not exceed \$500.**
- h. Status of Compliance Management firm **Once rules and regs are approved, the board will look into hiring a third party firm to enforce homeowner compliance.**

#### 8. New Business

- a. Review/approval of fine levels by category **Board to finalize general fine schedule. The goal would be to vote on this at the May meeting.**
- b. Review/approval of method to secure up-to-date homeowners insurance certificates including fine amount **The board is reviewing all homeowners' insurance policies to ensure proper coverage is in place to cover structure value (\$250,000 minimum) and includes the Kirkwood Homeowners' Association as "additional insured." Fine needs to be determined. \$100 per month fine proposed. Cite the authority to fine uncompliant homeowners in the notice. Kirk will draft an initial letter for Members review to be distributed to all homeowners explaining the importance of this, fine for non-compliance, etc.**
- c. Spring get together?- Homeowner volunteer? **Homeowner get together to be planned. Volunteers are sought to arrange.**
- d. Trees- Procedure, budget for handling dead tree removal **Tree removal approved (see 6.c.)**
- e. Children's play area/play set- Liability, maintenance **Board to review safety of play set. This topic deferred to the next meeting.**
- f. Outdoor lights- Maintenance plan, timing, etc. **To be discussed in May meeting.**
- g. Sealcoating of driveways **Already quoted last Fall, Scott to contact Damico to schedule a date.**
- h. Other items

#### 9. Next Meeting **May19 , 2014, 6:30 PM – Kirkwood Clubhouse**

#### 10. Adjournment **The general open meeting was adjourned at 8:15 PM**