

**KIRKWOOD HOMEOWNERS ASSOCIATION  
BOARD MEETING**

January 23, 2017 6:00 PM St. Charles Public Library

**MINUTES**

**1. Call to order**

**2. Establishment of quorum-Board members Rand Briggs, Sandy Smith, Lucy Tomlin, Mary Boen, Diane Ball, and Jim Forni present. Quorum established.**

**3. Approval of November 20, 2016 Board meeting minutes. Minutes approved as is.**

**4. Regular Reports-**

**Financial- Total cash reserves as of Dec. 31 2016 stood at \$164,455.52. Still to be paid from that amount is \$35,000 for clubhouse demolition which is nearing completion. It was again stated that costs related to the clubhouse removal and the replacement structure will be afforded with no special assessment, bank loans, or fee increases. All necessary repair and maintenance in Kirkwood will continue as before.**

**Real Estate-Recent home sales include 1549, 1570, and 1598.**

**5. Old Business -**

**Clubhouse- The replacement structure is still in the design phase. A survey of the clubhouse lot will be done as the county has none on file. Rand Briggs displayed the initial drawings from the architect and fielded questions and concerns. It has been proposed that the pool entrance be moved to the East side of the pool. In this location, and under current state law, Kirkwood will not be required to build expensive separate shower and washroom facilities. The intent is to build a modest structure to contain an office for Kirkwood business and records keeping, a storage area for Kirkwood belongings, and one washroom able to be accessed through the office or pool area. In this way building and operational costs will be kept to a minimum. It is further intended that the structure be built and placed in such a way as to enable future Kirkwood Boards to add to the structure if so desired. When a final design is approved, construction drawings will be completed, followed by permits. Because of its' relation to the pool, the State Board of Health will also need to approve any design submitted. Plantings and options for mailbox placement were discussed, as was a possible fire pit and shelter area.**

**6. New Business**

**Elections-Motion was made to install elected and appointed Board members as follows: Rand Briggs, President. Jim Forni, Secretary. Sandy Smith, Treasurer. Additional Board members, Diane Ball, Mary Boen, Lucy Tomlin, and Jean Stone. Motion carried with no dissenting votes. A motion was then made to approve Board member job assignments as follows: Jean Stone will handle Architectural Change and Maintenance request forms and garage door issues. Mary Boen will handle gutters and pest control. Rand Briggs will continue to handle clubhouse related items. Sandy Smith will handle siding, staining and painting, and block walls. Diane Ball will handle landscaping. Lucy Tomlin will handle deck maintenance. Jim Forni will handle trees, snow removal, and the swimming pool. Additionally, Jim Van Spankeren will continue to handle roofing, concrete, and driveway maintenance, and Catherine Edwards will handle insurance tracking and office matters. Motion carried with no dissenting votes. The poor condition of some mailboxes was discussed. It was decided that homeowners needing to replace their boxes would be notified. The creation of a resident e-mail list was discussed, as was the need to get Emergency Contact forms from all residents.**

**7. Next meeting will be Wednesday, February 15, 2017, 6:00 p.m., at the Geneva Library.**

**8. Adjournment was at 8:03 p.m.**