

September / October 2020



As of October 1, **Northwest Property Management** is officially Kirkwood's property management company handling the day-to-day operations of our HOA.

The Kirkwood Board will retain responsibility for all final decisions relating to the HOA, i.e. annual budget, maintenance priorities, architectural and landscape change request approvals, hiring vendors, adopting policies, as well as providing oversight of the property management company.

The role of the property management company is to:

- Guide and consult with the board of directors to fulfill their duties
- Execute the decisions, directives, and policies approved by the board of directors
- Provide full administrative and accounting services
- Serve as the primary point of contact for homeowners.
- Provide site management, including:
 - responding to maintenance requests
 - ensuring that all vendor work is completed based on the contracted specifications
 - conducting monthly inspections for rule violations

Northwest Property Management also will provide a dedicated website where homeowners will be able to:

- View account balance information
- Request maintenance services and view status of service requests and work orders
- View status of architectural change requests
- Communicate with property manager and/or assistant
- Check board meeting schedules and locations
- Access and download documents such as HOA By-laws, Rules & Regulations
- Access approved meeting minutes, newsletters, emergency information forms, ACH forms, and all other forms pertaining to the HOA.

As an added benefit EMT Construction, Northwest's construction and maintenance division, can provide repairs from routine work orders to large capital improvement projects.

Kirkwood's property manager is Chris Groppi and his assistant is Lisa Bambalas. You can reach Chris by email at ChrisG@nwprop.com or phone at 815-459-9187. You can reach Lisa by email at LisaB@nwprop.com or phone at 815-526-4049.

Until our website is active, maintenance requests may be phoned in to Lisa at 815-526-4049, or Northwest's main website at www.nwpropertymanagement.com may also be used to submit a maintenance request. Click on the "Have a Request?" tab to complete the form.

In the event of an after-hours emergency (not a routine maintenance issue) please phone Northwest Property Management and their answering service will contact the on-call Property Manager. The after-hours emergency number (815-477-6887) handles maintenance emergencies only.

Kirkwood's management line (630-557-5200) is no longer in service.

Next Kirkwood Meeting

Monday, Oct. 19, 2020
6:00 PM

**Consider running for the Board!
Candidate Come Forward Forms**

due
Monday, Oct. 12

Kirkwood Annual Meeting

Monday, November 16, 2020
6:00 PM

Kirkwood September 2020 Board Meeting Highlights**Financials**

- HOA assets were \$163,668.48 as of August 31, 2020, balance due on loan is \$170,825.
- 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

Drainage

- Motion made and carried to accept Tecza's proposal of \$995 to install catch basin for better drainage behind 1528.

Trees

- Top priorities for the remainder of 2020
 - Remove dead oak behind 1576
 - Motion made and carried to remove dead cherry tree behind 1514 at a cost of \$550
- Top priorities for 2021
 - Remove dead oak in front of 1500/1502
 - Remove dead tree behind 1502
 - Remove birch tree behind 1528

Pool

- 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.

Roofs

- Countryside Roofing completed roof work at 1594, 1516/1518/1520/1522 and 1543.

Siding/Painting

- All approved outstanding siding/painting work will be completed by Preemo in the coming weeks.

Concrete/Railings

- Concrete work at 1567, 1550, 1522 & 1556 will begin in October, followed by railing work at 1567

Gutters

- Motion made and carried to spend up to \$100 to repair downspout at 1518.

Landscape

- 3rd application of fertilizer completed, drainage basin between 1580/1582 cleaned out
- 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.



This big fella has been seen around Kirkwood over the past few months, and we hope he is keeping the chipmunk population under control. He is a sight to behold, but please keep an eye on your smaller pets as we've had a report that he snatched a pet bird off the shoulder of one of our Kirkwood residents.
(Photos by Bill Tomlin)

