

Paulina Court Condo Board Meeting

October 12, 2004

Called to Order at 7:10pm

Present: Mark, Judy, Kathryn, Terry, Liz, David, Sam, Alycia

(gentle readers, your new secretary cannot resist injecting some humor into the minutes – please read them with this in mind)

Previous minutes reviewed

Old Business

1) Clean up weekend review

Review of Clean-Up day – those who don't participate will be billed \$200. Judy has asked Alan to update billing. Only two people didn't participate.

Renters do not need to participate, but the owner will still be held responsible for a contribution, physical or monetary.

Went really well – had good comments from those who were participating. Do we want to continue doing this next year (since we did it as an experiment this year)?

Kathryn: we had almost more people than we had tasks – can we identify in advance what the tasks will be and how many people need to be on each task so that we can not waste anyone's time?

Terry: there will always be more to do in the Spring, and last Spring was also our first time, but we definitely had less to do this time.

David: We should put sign-up sheets in every stack, people more likely to sign up if it's right there, they see it every day.

(Kathryn: Condo notices posted should be in the larger font that's easier to read – thank you to Judy for doing it that way.)

David: We didn't get to sealing the back parking lot b/c of the weather, so that freed up a bunch of people that otherwise would have been busy.

Sam: Generate a list of tasks rather than a sign up sheet so that people can show up and know what the areas are that need help and then go to it on the day. I never manage to sign up on lists beforehand, even when I mean to!

Mark: General consensus is do it again, and keep to twice a year. Also helps in that people are starting to keep the grounds clean on an ongoing basis, feeling more of a sense of ownership with the place as a whole – thank you all for that!

2) Roof

Alan suggested a walk-on of the roof to be proactive and find anything that needs fixing, which he and Mark did. There are a few areas where the bricks are rotting and need new tuckpointing. Also, there are 36 skylights that have never been sealed. Alan's **rough** estimate is under \$1000. We are having him go forward to get a hard estimate, and if it's under \$1000, we'll go ahead with it. He'll let us know in the next two weeks.

Pigeon stripping – 2 sections need to be re-glued, but can be done in the Spring. All in all the pigeon solution of the stripping has worked wonders. David says we still have one pigeon family

with a learning disabled chick that is living under the a/c units. Hoping that once the a/c units are removed they will also move on.

The roof/gutter heating tape has been plugged in on the north side this year (last year it wasn't) so we will see if that is enough to keep the north side porches from becoming a toboggan run this winter. We have also heard that the gutters themselves are actually too small which contributes to the ice problem, but never had a problem with ice on the south side (although it may be an issue that the south side gets sun all winter to help with the ice). We shall see what happens this winter with the heating tape on. If ice is still a problem, it will be moved up the priority to-do list, and we will next ascertain if the size of the gutter is the problem.

3) Heating

Reminder that the radiators inside the units are property of the individual unit owners. If, as we turn the heat on, the radiators don't function or are leaking, it is the responsibility of the individual unit owners to fix them. Please remember to open the valve ALL THE WAY – it messes with the system if it is only partially open. It must be either all the way on or all the way off.

If there are heat distribution problems, one solution that was used in the past was that the basement door was taken off the hinges to allow the heat in the basement to move up the hallways and warm the upper units. This also it keeps the heat from building up under the lower units and cooking them. Mark asked if this was a solution that other stacks were interested in pursuing this idea?

David: Worried about there being a gas smell that comes from the boiler room.

(Sam will put a sign on the boiler room door asking that the door be left open – we need to do that for the purposes of ventilation.)

David: There is also a window into the furnace room that needs to be kept clean for ventilation. Alysa wants to wait a bit to see how warm it is down in her lower level before making a recommendation on door removal.

Mark: The consensus is that we will wait to see how warm/cold it is in the units, and we will keep the door removal available as a solution for the problem.

4) Revised Rules and Regs

These were passed out over the past month, so everyone should now have a copy – thanks Terry! Please review them, possibly with a mug of hot cocoa just before bed – mmmm, good reading. David & Terry suggested that maybe the changes should be notarized – Judy is a notary public, and she can take her copy in to work and get it notarized, then copy the notarized version. Notarized original will be kept on file with Alan, but Judy wants to send a copy to everyone in the condo of the notarized version, and include a copy of the minutes to the meeting during which the change in pet weight was agreed.

Misc

Liz – possibility of insulating the porch/back rooms so that they are habitable in the winter? Judy also suggested a rug on the floor and insulating curtains make a huge difference in the temperature in those rooms.

Replacement of bricks on the outside walls – Mark wanted to confirm that this item has been put in the queue for long-term project planning.

New Business

1) Standing Committee Proposal Draft

Mark read the proposal document aloud in his dulcimer tones:

Budget committee – now that we have a reserve, we want a plan for long-term usage of that reserve – also, do we have the right amount? Should we have a different target? Research these items and advise the Board.

Maintenance committee – Mark had one of these in his last condo and it worked really well. We have several long-term projects that we have talked about, we need a plan to list those in order of priority. We have a list from Jill Metz about what things should be looked at 2 years out, 4 years out, etc.

Community Committee – would be nice to have a representative to the CAPs group, the Edgewater Neighborhood group, summer barbecues, a group yard sale, etc, etc.

Mark is proposing that we set up these committees and get volunteers to run them, since we are now in the position to proactively plan for problems, rather than having to reactively put out fires.

Kathryn: This is a great idea for long term attention to the building, to make sure that there is an ongoing stewardship of the building as a whole.

Judy: This way we have a plan to show both present and future owners that there is a idea in place of what to do with the money we have collected in assessment fees.

David: A report from these committees quarterly is enough – would get better participation if there is less of a burden. Also maybe start with one committee that will incorporate the ideas in all of the three proposed – three committees are a bit overwhelming to start with. Hopefully can then get participation to rise and increase the committees when that happens.

Mark: Is sold on a monthly reporting, even if the report is “there is nothing to report” – he likes the regularity and commitment aspects of it.

Judy: Too many responsibilities to put all in one committee.

Sam: Run it up the flag pole and see who salutes, but might get a better response (practically), if we start with only one committee and see what the response is to that, then increase later if we have enough respondents.

Mark: For the maintenance committee, just need a group to get together and put down a preliminary list of long term stuff, even if it’s just sitting down over beers and brainstorming.

Kathryn: there might also be some sort of guidelines on the internet of what things buildings need. Also might be good to put in an estimate of what the time investment would be for volunteers.

Mark: Will rework the proposal into two committees and define a little bit more what the roles needed are and then bring it back to the next meeting.

Announcements

Please remember the a/c units must be removed from your windows by 10/31. David & Mark & Terry volunteered to help anyone who needs aid or guidance in removing these units out of people’s windows. Please offer cookies to the kind, strong men.

Dryer vent cleaning:

David: We have 10 people signed up, which will put it at \$70/vent. David will call and see if we can get an even better group rate. Right now is scheduled for 10/23 – will take only about 10-15 minutes per unit. Probably in the morning. David will also put up a list of people who are signed up – please have a check ready so that we can pay them while they are there. Don't need to prep our areas at all, they'll just pull it out and do their thing. David will also help out people who want it done but won't be home – talk to him about getting him your keys, or talk to your neighbors.

If you need to dry a full load of clothes for longer than 45-60 minutes, then you need to have it done!

Kathryn: suggestion that we keep track of how often we have to do things like this for regular maintenance of our units, just as a type of Owner's Manual for the unit owners.

Website:

Khiem has agreed to oversee the website – he is a WebMaster by trade. Just needs to know who to contact to get the passwords for the webpages, where to get the information that needs to be posted, etc. Items that we need to put on there – do we want to put up a contact sheet? Also, he will look into other web providers that may be less expensive than our current one. Judy has the password, will get it to Terry tonight. Khiem also asked for anything we'd like on the page – suggestions included neighborhood information, suggested cleaning services, names of people to contact if you need a handyman, suggestion page for tenants to put comments, place to put ads for unloading your odds and ends on other unit owners, etc.

Judy will also get the updated contact sheet to Terry for the webpage.

Thanks to Sam for typing the minutes (aw, shucks)

David put all the monthly statements with receipts into binders, and wanted to give props to Alan Gold for the way he has kept the books – it's a comprehensive history of where we've spent our money from the very beginning. So if you were wondering what Alan does, he really has done a lot for the Association!

We had also talked about a Welcome Wagon packet to new owners with things like how to let yourself into the front gate, which number to punch on the phone to let people in the gate, etc. We are still talking about it. (*ed. note – is this something that can be put on the webpage? And have residents write in with their contributions?*)

Front gate light:

David still working on fixing it. Need to get a new lamp at Ace Hardware – want to get one that has the same bulb as all the rest of the common area units.

Meeting adjourned at 8:23pm.