

Paulina Court Condominium Association
November 16, 2004 Board Meeting Minutes

Board Members Present: Terry Brackney, Judi Brown, Mark Hoeve, and David Miller
Unit Owners Present: Khiem Tran

Mark Hoeve called the meeting to order at 7:00 PM.

■ **October 2004 Minutes**

The October 2004 minutes were reviewed and approved.

■ **Treasurer's Report**

Expenses Update

Judi reported that she is working to provide a detailed year-end summary of expenses for 2004. She is also in the process of updating and reconfiguring budget categories and line items so that future budget/expense reports will be more readable and easier to interpret; and she is continuing to work with Alan Gold to tie up any loose ends that may exist with our budget line items. In spite of increased expenditures for roof and gate repairs, we are on budget so far for 2004. Our current checking account balance is \$9,165.00.

Paulina Court Improvement Fund

It was proposed that a new budget fund category be created to hold a percentage of surplus funds at year-end. This fund would be used to provide money for incidental community expenses (such as a new snow blower, carpet steam cleaner, association social activities, etc.), which are not covered by current budget categories. After initial discussion, it was decided that this proposal be tabled for further discussion.

Insurance Coverage, Miscellaneous

Judi suggested that we should check into our current association insurance coverage and premium rates to confirm that we are adequately covered and that our premium rates are competitive. She has volunteered to study this issue and report back to the board. Judi is also in the process of organizing and reviewing all of the current association contracts.

A motion was made to approve the treasurer's report. The motion was seconded and approved.

■ **Old Business**

Roof Repair

Alan Gold informed Mark that the roof repair has been completed. Mark will do a visual check during the weekend.

Gas Odor Issue - 5920

Mark reported that a gas company representative visited the building basement, determined that the gas odor levels are within normal limits, and advised that the ventilation screen be cleaned regularly to provide better airflow. Mark will clean the screen after the meeting

Balcony Painting/Repair

Discussion continued concerning the repair and painting of the balconies: how it should be funded, paint prepping issues, and setting a reasonable target completion date. David has volunteered to study this issue and put together a proposal for a future meeting.

Standing Committee Proposal

Mark presented the revised standing committee proposal from the October meeting. Two committees will be established:

- 1) A **Budget and Maintenance Committee** that will develop yearly budget proposals, develop short and long term maintenance lists, prioritize maintenance items, and plan and oversee the two work weekends.
- 2) A **Paulina Court Committee** that will work to develop a sense of community, encourage more owner participation, and help to develop material to utilize our under used website.

It was agreed that each committee “leader” be a non-board member, however at least one board member should be a committee member; and that the treasurer should be a standing member of the budget/maintenance committee. These items will be added to the proposal and a copy of the final draft will be included with the November minutes.

A motion was made to approve the proposal. The motion was seconded and approved.

■ New Business

Parking Gates

The continuing issue of parking gate repairs was discussed. It was suggested that perhaps some type of protective device could be installed at the corner of the fence and alley to protect the gate from being hit. It was also suggested that we should have the gates professionally checked to determine their structural soundness and reliability. This issue will be carried over to the December meeting.

Board Meeting Minutes Distribution

It was proposed that the board meeting minutes no longer be mailed to each owner through the management office. Instead, the minutes will be posted on the website and a hard copy will be hand delivered to each unit in a timely manner, ideally 7-10 days after the meeting. This will help to cut down our mailing costs and to draw more attention to the website.

A motion was made to approve this proposal. The motion was seconded and approved.

Garbage Pickup and Recycling

Our new garbage/recycling service with Groot Recycling & Waste Services will begin December 1st and pick-up days will be Tuesdays and Fridays. The new service will handle recyclable items under the City of Chicago Blue Bag Recycling program. To learn more about Blue Bag Recycling, an information sheet is included with these minutes and a link to the Blue Bag Recycling website will be posted on the Paulina Court website.

Dryer Vent Cleaning

David reported that the group dryer vent cleaning was successful. This on-going maintenance item will be included in the “to-do” list for future Spring and Fall work weekends.

Paulina Court Website

Khiem Tran [5912-2E] has agreed to take over the responsibility of maintaining and updating our website. Khiem explained that he would like to make the site newsier, current, and perhaps include neighborhood issues as well. If you have any suggestions for improving the PC site, please contact Khiem. The website address is www.paulinacourt.org.

The meeting was adjourned at 8:30 PM.

■ Paulina Court Announcements

If anyone is interested in participating in either the new **Budget and Maintenance Committee** and/or the **Paulina Court Committee**, please contact a friendly, neighborhood board member for more information. Better yet, attend the next board meeting. We need you!

We want to strongly emphasize that **leaving garbage in common areas will not be tolerated** and will be dealt with according to association rules and regulations enforcement policies. Please refer to page 5 of your Rules & Regs booklet under Garbage Disposal for more info.

Also concerning garbage, we have learned that paint cans should not be disposed of in the dumpsters. We will post on the website a full listing of acceptable and non-acceptable waste items and more information about Blue Bagging it.

One more trash related item, please be aware that raccoons have been found lurking in our dumpsters, especially at night. If you happen to make a night deposit, be careful while opening the dumpster lids.

If you haven't removed your window air conditioning units for the season, please do so as soon as possible. This does help to reduce our heating costs.

Thank you, David Miller, for hosting the October and November board meetings! The December 14 meeting location will be posted prior to the meeting.

Signed,

Terry Brackney (subbing for Sam Alden) – 11/23/04

Standing Committee Proposal

Overview

With the use of email and improved communications committee membership and participation is easier today than ever before. Many board functions are conducted now via e-mail. The same can be done for two standing committees. If each committee had a chair that would “quarterback” email traffic, 75% of the meetings/communication could be done via email. Proposals, pricing, quotes, etc can be received and reviewed by committee members now via email. With that in mind, I would like to propose the following:

Proposal

The establishment of two standing committees who will research, organize and report as part of a standing monthly agenda item to the board. Each committee will have a chair that will “quarterback” the committee and encourage participation via email.

1 - Budget and Maintenance Committee

- Develop Yearly Budget Proposal
- Develop long term and short term maintenance lists
- Prioritize maintenance items
- Oversee the planning/implementation of work weekends.

This committee will assist the board by developing long range budget plans and developing long range building improvement/replacement plans. The overall objective is to estimate long term costs and advise the board as to long term budget and reserve planning, provide proposals with estimated costs, priority objectives, investment suggestions and report progress to the board. This committee will also assist the board with upcoming budget drafts and suggestions to keep budget in line with projected goals.

2 - Paulina Court Committee

- Develop “sense” of community
- Encourage participation
- Work to keep website populated with up to date material

This committee will assist the board by establishing good neighbor projects. The goal of this committee is to develop opportunities for the residents of Paulina Court Condominiums to better know their neighbors and strengthen our overall community. This committee will develop and report community projects that might include such things as: neighborhood association memberships, special events, building functions.