

Paulina Court Condominium Association
August 23, 2005 Board Meeting Minutes

Board Members Present: Judi Brown, Terry Brackney, Kathryn Hallenstein and Mark Hoeve
Unit Owners Present: Deborah Atkins, Peter Kimmel, Greg & Tari McQuillan,
Lara Ravitch and Khiem Tran

Mark called the meeting to order at 7:02 PM.

■ **July 2005 Minutes**

The July 2005 board minutes had been previously approved via email.

■ **Treasurer's Report**

Expenses Update

Judi reported that our budget is on track for the year, even with the additional expense of replacing the hot water heater for the south wing of the building. The cost of the water heater was \$5000 and was purchased using our reserve funds. Barring any other unforeseen major expenses, we should continue to remain on track for the remainder of 2005.

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

■ **Budget Committee Report**

Kathryn reported that the budget committee had met to discuss and craft a proposal for our 2006 budget. The five-member committee includes current board members, former board members and non-board members. Among the budget issues discussed were:

Prioritizing current and future building improvement projects including the replacement of four building lintels to improve structural integrity and lessen water seepage, refurbishing each entry door for improved security, and power washing/sealing the exterior wooden stairways and landings to preserve their life and durability.

The impact of ever increasing heating fuel costs which is our largest single budget expense.

Maintaining and increasing the association reserve fund which provides the funding for our major expenditures and for future common element improvement and replacement.

After studying several options, the committee agreed to propose a 7.5% increase to assessments to address the above budget issues. The floor was opened for discussion.

The proposal was viewed favorably, both in terms of keeping pace with increasing utility costs and maintaining a healthy reserve fund. It was pointed out that we have not had an assessment increase in 3 years. It was also decided that the stairway power washing/sealing project will be carried out by volunteer unit owners to help keep down costs. The September board meeting will primarily focus on continued discussion of the budget proposal and the final board approval for the budget will occur at our annual meeting in October. A copy of the

2006 budget proposal is included with the minutes.

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

■ **Old Business**

Repair Update

Mark reported that work has been completed on siding/window leak repairs for two units on the south side of the building, as well as the replacement and installation of the hot water heater for the south units.

Greg reported that he has experienced water leakage around his skylights. The initial roof repair was unsuccessful but he is scheduling another repair visit to complete the work.

Building Energy Audit Report

This report, being prepared by David Miller, will be presented at a future meeting.

■ **New Business**

Annual Meeting

The condo association annual meeting will be held Wednesday, October 19. The purpose of this meeting is to elect board members to new one-year terms and to discuss issues that we all share in common as homeowners at Paulina Court. Greg suggested that we incorporate either a dinner or party with the meeting. Further discussion about the meeting date will be held at the September board meeting and a formal announcement will go out to all unit owners one month prior to the annual meeting.

Board Positions

Seven unit owners have expressed interest in running for board positions for 2006. The positions are president, vice president, secretary, treasurer, and two members-at-large. If you are interested in being on the board, please contact Mark by September 13 and your name will be added to the slate of candidates. A roster of candidates will be distributed to all owners for review prior to the annual meeting.

Fall Clean-up Day

In order to accomplish both stairway power washing/sealing and general yard work for our fall clean-up day, it was suggested that we have two work days, one week apart, around the first of November. The power washing will be completed the first weekend followed by stairway sealing the second weekend, as well as other yard and maintenance chores. This is a great opportunity to get to know your neighbors and to help improve our building and grounds. As in the past, sign-up sheets will be posted in each stack. More details will be available after the September board meeting

The meeting was adjourned at 7:50 PM.

Signed,

Terry Brackney (subbing for Sam Alden) – 8/29/2005

■ Paulina Court Announcements

Security remains to be a very important issue for our building, especially with the recent rash of neighborhood break-ins. To help keep both you and your neighbors safe and secure, please keep these suggestions in mind:

- Don't give out the access code for our front gate to non-residents.
- Check all doors and gates, including the parking lot gates, to make sure they close and lock behind you.
- Secure your AC units in their windows. During the summer the most common entry is by removing an unsecured AC unit from the window.
- Don't let someone in the gate that you don't know. Let them ring for their party at the front gate.
- Take a minute to be aware of people who are walking around or in our building. Do they belong there? Don't hesitate to ask if you don't think they do!

Looking for something to do to feel more useful at Paulina Court? Here are some ideas:

Pick up litter in the yard, volunteer to mow the yard, pull weeds, attend your local neighborhood organization meetings and report back, contribute neighborhood news items to the Paulina Court website, attend board meetings, sweep your exterior stairway, Windex your entry way door windows, replace burned-out light bulbs, pick up accumulated mail/papers in the foyers, sweep the sidewalks, etc., etc. Be creative! Be a good neighbor.