

Paulina Court Condo Board Meeting Minutes

December 13, 2005

Board Members present: Sam Alden, Terry Brackney, Judy Brown, Kathryn Hallenstein, Mark Hoeve, Greg McQuillan.

Unit Owners present: Kat Fitzgerald, Kristen Justice

The meeting was called to order at 7:02 p.m.

Treasurer's Report

- Judi distributed an expense/budget report with end-of-year to date totals. Excluding any unforeseen expenses or emergency repairs, we are in great shape and still on track budget wise.
- We have made significant progress collecting past due assessments and are actively working to bring any outstanding assessment payments up to date by the end of the 1st quarter 2006. It's very important that all assessment payments be received by the 15th of each month. This also avoids any additional penalty fees for late payments.
- We've discovered that our heating gas usage has been estimated for the past several months and are scheduling a meter reading. This will help to track our actual gas usage and expense.
- We have received an additional rebate from the city of \$1800 for garbage removal. This will be deposited into our reserve account.
- A motion was made to approve the report. It was seconded and the motion carried.

New Business

- Two building lintels located above the porches at 5916 have recently been repaired. We plan on replacing two lintels per year until all are repaired.
- A gutter drainage problem due to snow and icing has been corrected on the southeast side of the building. It was discovered that a breaker switch that controls the heating elements for the guttering had been tripped while window repairs were made earlier in the year. It was suggested that we compile a checklist for troubleshooting easy repair items such as this.
- An ongoing skylight/ceiling leakage problem in 5924 still requires further investigation. When the weather cooperates, this issue will be looked into once again and hopefully repaired.
- There was discussion concerning parking gate remote control usage for those who do not have a parking space in the lot. It was agreed that unit owners can purchase a remote control at their own expense. A remote control can be found at most home improvement or hardware stores. To program the remote, check with anyone who has a parking space for the code. Also, concerning the parking lot gate, see the important reminder below.
- To coincide with our annual association Spring Cleanup, we will try to schedule a pickup to remove all unclaimed or owner-donated furniture, etc. located in our basement common areas. Please check again later in 2006 for more information about this and other Spring Cleanup updates and schedules.

The meeting adjourned at 8:05 p.m.

General Reminders and Paulina Court Updates

- Our entryways, stairways and landings are cleaned by housekeeping once a month, so please pitch in to help keep those areas clean and clutter free in between housekeeping visits. This includes disposing of any junk mail, out-dated newspapers, flyers, etc. that accumulate in the entryways.
- Please do not leave any items outside of your doorways in the common areas. This includes trash bags, shoes, sports equipment, and any other personal items.
- Since we don't have a snow removal service please don't hesitate to pick up a snow shovel and dig in to clear the sidewalks whenever we have a snow cover. Shovels and salt containers are located in each stack.
- Please do not store furniture or any other personal items in the furnace/boiler rooms. To observe city fire ordinances, anything left in these areas will be immediately removed and discarded.
- **PARKING LOT GATES – Please note: if the parking lot gate fails to operate, either while opening or closing, please follow these steps:**
 1. First, check the batteries in your remote to make sure that they are still providing a charge. If not, replace them before proceeding! To help maintain longer battery life and usage in the winter, bring the remote inside with you to keep it warm. Also, be aware that the remote control light is not an indication of battery strength. It may continue to light up even when the batteries need to be replaced.
 2. If the remote batteries are determined to be good, next check the **public box located in the basement of 5916** to make sure that the breaker switch has not been tripped. If it has been tripped, reset the switch and then retry opening/closing the gate before proceeding to step 3. This box will be marked and instructions will be provided to reset the switch.
 3. If the above steps fail to solve the problem and as a last resort only, contact a board member for assistance or contact Alan Gold to request service for the gate. **If service is scheduled and it is discovered that the gate is non-operational because of either remote control dead batteries or a tripped breaker switch, the owner who requests repair will be responsible for the entire service visit charge.**
- To help prevent interior kitchen water pipes from freezing, leave the cabinet door under the sink at least partially open & occasionally run water from your fridge water dispenser so the water line doesn't freeze.
- If you have any useful information, news, community events, helpful hints, reminders, etc. that you would like share with your neighbors and have posted on our Paulina Court Website, please contact Khiem Tran via email at khiemtran00@aol.com.
- Welcome to our new owners and thank you all for making 2005 a great year for Paulina Court! Everyone's input and participation is important so make a point of attending our next board meeting on Tuesday, January 10th.

Merry Christmas, Happy Hanukkah, Happy Kwanzaa & Happy Holidays to All!