

Paulina Court Condo Board Meeting Minutes

February 10, 2007

Board present: Sam Alden, Judi Brown, Terry Brackney, Mark Hoeve, Kathryn Hallenstein, Jeff Knapp

Unit Owners present: Britt Johnson, Lara Ravich

The meeting was called to order at 10:05 A.M.

Treasurer's Report

- Judi distributed a budget/expense report with 2006 totals and gave a recap for each budget category for last year. Overall, we ended 2006 in excellent shape.
- The association reserve fund earned \$2300.00 in interest during 2006.
- We were under budget for utility expenses due to milder weather and lower than anticipated increases in heating and electric rates.
- We were over budget for repairs, but this included the front door repair/painting project and a partial payment on the building energy audit that will begin February 17.
- Assessment delinquencies have been lower but still remain. Please remember to send in your assessment payments prior to the 15th of each month to avoid any late fees.
- Judi noted that there will likely be an increase in our insurance premium expenses this year.
- The treasurer's report was approved.

Old Business

Discussion of our energy audit:

- Judi gave a brief overview of the building energy audit which will begin on Saturday morning, February 17. Five units have been selected to be inspected as part of the audit. Two units are on the second floor and three on the top floor. These unit owners have been notified and must be present during the inspection to answer specific questions concerning radiator usage, temperature/comfort ranges, etc.
- The entire heating system will be checked as well as individual radiators in the selected units.
- There will be a second visit by the energy audit team at a date to be determined and a final report will be presented to the board when the study is completed.
- Inadequate heat in some units, especially late at night and on the north side of the building, was discussed. We will look into this and try to determine if it is a thermostat or timing problem with the heating system.

Screen door installation:

- Britt reported on a visit by a representative from Home Depot who looked at all of the unit backdoors to determine the feasibility and cost of installing screen doors. It was determined that this would be expensive to do for all units as a group because of the lack of uniformity in doorway sizes and build-outs among the units.

New Business

Discussion of proposed projects for 2007:

- Bids are being taken for our roof replacement and insulation installment project beginning this year with the 5924 stack. The roof consists of four sections and we hope to replace and insulate one section per year to spread out the cost over four years.
- Four building lintels remain to be replaced and repair will be scheduled as the weather permits.
- Each stack stairway will be patched and painted this year. There was discussion of color choices and it was determined that we will use similar colors that we have now. Jeff will investigate color possibilities.
- Discussion of stairway carpet replacement was put on hold until the painting project is completed and the availability of funds is determined.

- Repair of deteriorating brickwork at the entryway to the parking lot and other locations was mentioned and estimates for repair will be obtained when warm weather returns.
- Our ongoing landscaping project will continue this year and will be discussed prior to our Spring cleanup.
- With the completion of the energy audit, we hope to be able to develop a plan for replacing the basement windows and unit rear windows that face the parking lot.

The meeting adjourned at 11:00 A.M.

General Reminders and Paulina Court Updates

- **All owners with pets, please remember to adhere to these rules which are found on page 7 of our association Rules and Regulations document:**

Pets will be limited to no larger than 70 pounds, not more than 2 per unit with only one dog in second and third floor units.

Pets are the total responsibility of their owners. Any damage to the building or its adjoining premises caused by pets will be assessed to the owner. **All dogs must be on a leash at all times when within the building, courtyard, or parking lot.**

Dog owners must remove their dogs from the premises before permitting the dogs to perform their functions in any landscaped area. Owners are responsible for clean up of any waste material left by their animals. Please report, in writing to the Board or the Management Company, instances of owner's negligence to clean up after their pet.

- Once again, during very cold weather, 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 won't freeze. Also, due to the cold, exterior doors don't always close completely. Make sure all doors and gates are closed after you enter/exit. The exception is the gate to the parking lot that sometimes freezes shut.
- 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 and at the front gate.
- Thanks again to all who help clear the sidewalks of snow and ice! 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.
- If you have any useful information, handyman/contractor suggestions or reviews, neighborhood news, community events, helpful hints, reminders, a new email address, etc. that you would like to share with your neighbors and have posted on our Paulina Court Website, please contact Khiem Tran via email at: khiemtran00@aol.com
- **Reminder for contacting all owners via email:** If you want to send an email to all Paulina Court owners the address to use is owners@paulinacourt.org. The email address to contact board members only is boardmembers@paulinacourt.org.

Next board meeting: Saturday, March 17th, at 10:30 A.M.