

Paulina Court Condo Board Meeting Minutes

August 14, 2007

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

Unit Owners: Peter Kimmel, Deborah Atkins

Others Present: Alan Gold (building management), John Porterfield (Informed Energy Decisions)

The meeting was called to order at 7:10 P.M.

Old Business

- Alan Gold reported that the roof replacement for the 5924 stack will begin the week of August 27, weather permitting, and should be completed in 2-3 days. It was recommended that owners in the 5924 units remove all items from their balconies and decks when the work begins. Also, because there will be a lot of dirt and debris in the air during the roof tear-off, all owners are encouraged to keep windows closed while work is in progress. The roof will be covered and protected during the entire process so there will be no possibility of water leakage in case of rain.
- Work was approved to repair and seal the water damage on ceilings and floors of balconies in the 5916 stack. The actual source of the damage was not determined but hopefully the sealing will prevent recurrence in the future.
- Alan also reported on a recent roof inspection report that recommended rebuilding the south roof parapet (located between the 5912 and 5916 doors) in order to address water infiltration issues. The board suggested that perhaps a complete inspection of our decks/balconies and connecting drains should be carried out to discover if other areas of water seepage or leakage are present. This will be further discussed at the next meeting.
- **Building Energy Audit:** John Porterfield of Informed Energy Decisions presented findings from the energy audit that was done in the early spring. He distributed a summary of recommended energy improvements and other report documentation. His recommendations included 4 areas for improvement that are feasible in terms of cost and locating contractors who will perform the work. The report summary will be posted on the Paulina Court website. Some of the major recommendations include:
 1. Installation of interior "laylight" glazing which will reduce air leakage from the skylights. This includes skylights in both common areas and individual units.
 2. Installation of insulation in the air space between the third floor ceiling and roof, as well as insulating the basement steam pipes.
 3. Installation of vent dampers on both furnace boilers to help minimize air leakage and heat loss during boiler on/off cycles. It was also recommended that we properly adjust the heating cycle of the boilers depending upon the heating season.
 4. Sealing air leaks by applying siliconized acrylic chalking to baseboards where cold drafts are noticed in individual units. This improvement would be the responsibility of each unit owner.

Once these improvements have been made, a steam balancing procedure should be performed to make sure that heat is being properly regulated and distributed throughout the building.

- The interior stairwell painting project will begin in the fall. We hope to have a definite start date soon.
- Additional bids will be taken for work to remove the west windows (5920) and have insulation and new siding installed in their place.

New Business

- Several owners have experienced problems programming newly purchased remote controls for the parking gates. Alan Gold proposed that we contact our gate maintenance vendor to provide new clickers and have them properly programmed at a reasonable cost for owners. Jeff Knapp volunteered to contact all owners via email to determine interest in doing this.
- Alan asked the board if there is interest in signing up for automatic debit for assessment payments. The association would pay a periodic user fee so that owners, on a volunteer and optional basis, may sign up to have monthly assessments automatically deducted from their bank accounts. A brief discussion followed; however, no decision was made and the topic will be revisited.
- Lights in the parking lot have not been working. Alan will investigate and schedule repair.
- **Fall Clean-up 2007**
Our fall clean-up day will be held Saturday, October 20, from 9:00 a.m. to 12 Noon. Further planning will take place at the September board meeting.
- **Annual Meeting 2007**
It was decided that the annual meeting be held on our November meeting date, Tuesday evening, November 13. It is at this meeting that we approve the 2008 budget and elect new board members. Attendance of all owners is required.
- In order to help prepare the 2008 budget, Mark requested that project/improvement ideas be submitted in writing at the September board meeting for discussion. All owners with budget and/or project suggestions are encouraged to attend.

Treasurer's Report

- Judi distributed a current budget report and reported that we are doing well and still on target for the year. She also stressed that budget suggestions be submitted as soon as possible so a preliminary 2008 budget can be prepared. The proposed 2008 budget will be mailed to all owners for review prior to the November annual meeting.

The meeting adjourned at 9:00 P.M.

General Reminders and Paulina Court Updates

- **Interested in becoming a Paulina Court board member?** Please contact a current board member by email for more information, or better yet, attend the September board meeting.
- **See you Saturday, October 20th at 9:00 A.M. for Fall Clean-Up Day.** More details next month!
- **Frustrated with neighborhood on-street parking conditions?** Interest has been expressed in forming a neighborhood ad hoc committee to voice concern to our alderman about current on-street parking regulations and neighborhood traffic flow issues. Stay tuned for further updates.
- **Our thanks to all who have volunteered this summer to keep the lawn mown and the plants watered and weeded. We appreciate your help and hard work!**

Next board meeting: Tuesday, September 11th, at 7:00 P.M.