

# **Paulina Court Condo Board Meeting Minutes**

January 8, 2008

**Board:** Lori Altman, Terry Brackney, Kathryn Hallenstein, Mark Hoeve

**Unit Owners:** Jeff Knapp, Kate Mohill

The meeting was called to order at 7:00 P.M.

## **Treasurer's Report**

- In Judi's absence, Mark presented a brief treasurer's report. Copies of the current budget report and the final 2007 budget report were distributed. Mark pointed out that we had earned over \$3000 in interest for 2007, primarily due to Judi's wise investment of our funds. Due to needed improvement and maintenance projects (e.g. replacement of the 5924 roof, stairwell painting, and intercom system replacement) we ended 2007 being \$10,000 over budget.

## **Primary Business**

- The 2008 board officers are:  
Mark Hoeve – President  
Kathryn Hallenstein – Vice President  
Judi Brown – Treasurer  
Terry Brackney – Secretary  
Lori Altman – Member-at-Large  
Sara Zimmerman – Member-at-Large
- Mark asked the board to take a few minutes to come up with a project "wish list" for 2008 and beyond. The "wish list" included: continuation of the roof repair/insulation project; balcony and deck ceiling repair including the replacement of the 5912-16 roof parapet; hire a structural engineer to conduct a full building inspection; install new stairway and landing carpeting; replace the parking lot gates, install a traffic barrier at the southwest corner of the parking lot; replace the water heater for 5920-24; replace boarded basement windows with glass block windows; continue our landscape improvement project and expand it to include the north gangway and northwest lawn areas; hire a lawn service.
- Mark pointed out that we have thus far avoided any special assessments for major projects because we have been able to utilize our reserve funds to cover 50% of the expenses when needed. But in order to keep pace with building our reserves while still addressing and budgeting upcoming projects, we need to update our short/medium/long range objectives as well as define and prioritize capital expense projects. To do this, Mark proposed an action plan to review and update our short/medium/long range project spreadsheet and the budget tracker comparison spreadsheet. These tools help us to prioritize our objectives and compare expense trends from year to year. Lori volunteered to help with the review and development of a capital expense list for 2008.

## **Secondary Business**

- Continuing a discussion begun last fall, Mark asked the board if our spring and fall clean up days continue to be worthwhile and/or necessary. After some discussion, the board agreed that the two clean up weekends were very useful, not only because they help to maintain and improve our property but also help to build community and increase owner involvement in the association. Mark suggested that we should explore other areas that might also help to increase owner participation in the care and upkeep of our common areas.

- In order to gauge owner interest in projects such as cleanup weekends and to stimulate more owner input and suggestions, an online Paulina Court owner survey will be created. The survey will be anonymous and owners will have the option to either complete the survey online or to receive a hard copy survey form. An email will be sent to notify owners when the survey is ready to go.
- Kathryn volunteered to develop and write the questionnaire for the owner survey. Terry volunteered to help develop the internet online survey using SurveyMonkey or another similar service. A first draft of survey questions will be ready for the next board meeting so that all board members will have a chance to review them and provide additional input.
- Because of several unsuccessful attempts to meet with the energy audit consultants from Informed Energy Decisions, Mark proposed that we consider the energy audit issue to be closed and cease any attempts to obtain additional help or information from them. The board was in agreement.
- Terry reported that 10 owners had requested enrollment forms for assessment direct deposit. For those who have signed up, the first deduction will occur with the February 15<sup>th</sup> payment.

The meeting adjourned at 8:20 P.M.

## **General Reminders and Paulina Court Updates**

- **Is it Spring yet?** A big THANK YOU to all who have pitched in to help keep our sidewalks and entryways clear of snow and ice this winter. Your time and effort are greatly appreciated!
- If you had recently received a statement from Alan Gold's office indicating that you have a past due account balance, please bring your account up-to-date as soon as possible to avoid additional late fees. If you have any questions, please contact Luda Polevaya at 773-935-9309.
- **Something not quite right?** If you notice any areas of the building common areas that appear to be in need of repair or attention, please don't hesitate to contact a board member and Alan Gold's office ([apgoldrealty@yahoo.com](mailto:apgoldrealty@yahoo.com)) with the details. Let's tackle our small problems before they become larger ones.
- **Looking for some useful winter reading?** Check out the *Paulina Court Condominium Maintenance Reminders and Tips for Owners* manual on the Paulina Court website. Here's the link: <http://www.paulinacourt.org/documents/resources/CondoTips2.pdf>. Not exactly an exciting "Whodunit?" but more of a practical "How it's done."

**Next board meeting: Tuesday, March 11th, 7:00 P.M.**