

Paulina Court Condo Board Meeting Minutes

January 12, 2010 - 5916 Basement

Board Members Present: Lori Altman, Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve
Owners Present: Kathryn Hallenstein, Kjerstine McHugh, Kate Mohill,

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

Treasurer's Report

- Due to several 2009 payment items that are still outstanding, the budget report will be deferred until the February board meeting in order to include these remaining items. A full recap of the 2009 budget will be presented at the February meeting.
- Assessment delinquencies are at approximately \$5,000.

Old Business

- **2010 Paulina Court board and officers:**

Mark Hoeve:	President
Boyce Bryson:	Vice President
Judi Brown:	Treasurer
Terry Brackney:	Secretary
Lori Altman:	Member-at-large
Sara Zimmerman:	Member-at-large

- **Special assessment vote to fund the wooden stairway replacement project**

The board has proposed a 2010 special assessment to fund 60% or \$36,000 of the \$60,000 total cost to replace the exterior wooden stairways and landings/decks for 5912, 5916, 5920 and 5924. This work must be carried out in order to bring the stairs into full compliance with the city of Chicago building code and avoid any additional fines that may be imposed on the association. The special assessment dollar amount for each individual owner will be calculated upon percentage of ownership. The remaining \$24,000 of the total cost of the project will be taken from the reserve fund.

- **2010 Special Assessment Payment Plans**

It is proposed that two payment options for the special assessment be available to owners:

- (1) The entire amount may be paid in full with one payment that will be due in February 2010.
- (2) The total amount may be divided up into 11 equal monthly payments. The first payment will be due in February 2010 and the final payment will be due in December 2010. Monthly payments will be tentatively due on the 15th of the month and a late fee of \$45 will be imposed on any payment that is received after the due date of each month.

A mailed notice with special assessment amounts for each owner and instructions for making payments will be sent from the management office. Judi has volunteered to contact Alan Gold to determine how soon the notices can be sent out and the payment system setup. The exact monthly payment due date will also be determined after conferring with the management office. In the meantime, an informational email will go out from the board to all owners explaining the special assessment and additional payment option details.

A motion was made to approve the \$36,000 special assessment and the proposed payment plans. The motion was seconded and unanimously approved.

- **Long Range Budget Planning**

In order to restart the board's budget planning for future capital projects, Mark distributed copies of a long-range budget planning worksheet to the board. The worksheet will include possible projects, future year designations (3, 5 or 10+ years) when the project will need to be addressed or completed, and the estimated costs for the projects. He instructed each board member to come up with a list of projects (e.g. continued roof replacement, stairway carpeting replacement, interior painting, tuck pointing, etc.) using the worksheet and return it to him prior to the February meeting. This worksheet will help the board prioritize future capital projects and determine what funds will be needed in reserves to carry out the projects.

Other Business

- **Peoples Gas yearly gas line/meter inspection**

Kate Mohill has volunteered to coordinate with Peoples Gas for the yearly inspection of the interior natural gas lines and gas meters. It will be necessary for Peoples Gas to enter 5912-#1E to complete the inspection. The owners will be contacted for permission and to schedule a date for the visit.

- **Balcony ceiling peeling**

Terry reported that two balcony ceilings that were repaired last fall are beginning to show signs of peeling paint. Alan Gold has been notified and he will contact Roger Hendricks to make him aware of this. Any additional repair work or repainting will be scheduled when warmer weather returns this spring.

The meeting adjourned at 8:00 P.M.

General Reminders and Paulina Court Updates

- **Cold Weather Reminder:** To help prevent interior kitchen water pipes from freezing during extreme cold, leave the cabinet door under the sink partially open and occasionally run water from your refrigerator water dispenser to help keep the water line open and ice free.

- **Safety First: Close and Lock all Doors and Gates**

With more reports of recent neighborhood attempted home break-ins and robberies, it's now even more important to remember to double check that all doors and gates are completely closed, latched and locked as you enter and exit the building. If you notice a broken lock or a common area door that doesn't close properly, please contact a board member via email to schedule a repair.

- **Thank you!**

To those who have volunteered to pick up a snow shovel or rev up the snow blower to keep our sidewalks clear this winter. We appreciate your hard work and thoughtfulness!

**Next Board Meeting: Tuesday, February 9, 2010
7:00 P.M. - 5912 Basement**