

Paulina Court Condo Annual Board Meeting Minutes

November 9, 2010 - 5916 Basement

Board Members Present: Lorie Altman, Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve, Sara Zimmerman

Owners Present: Kat Fitzgerald, Britt Johnson, Kjerstine McHugh, Kate Mohill, Lisa Staiger, Khiem Tran

For Management: Alan Gold

The meeting was called to order at 7:05 P.M.

- Copies of the 2011 proposed budget and a comparison of the 2010/2011 budgets were distributed. Mark began the meeting by welcoming those in attendance. After determining that a quorum was present, the meeting was turned over to Alan Gold for the 2011 board election.

Board Election

- Alan introduced the five board candidates for 2011: Judi Brown, Terry Brackney, Boyce Bryson, Mark Hoeve, and Sara Zimmerman. Alan asked for additional nominations from the floor. With no additional nominees from the floor and there being five candidates for the six board positions, Alan suggested that the ballot vote be suspended and the 2011 board be elected by voice acclamation.
- **On voice acclamation vote, the 2011 board was unanimously elected.**

Finance Report and 2011 Budget Adoption

- Mark reported that the proposed 2011 will remain the same as 2010 with no increases in owner assessments. Mark gave a brief update of the current budget. He reported that the balcony rehab and wooden stairway replacement projects had been successfully completed and the follow-up building inspection by the city had been passed. All in all, the budget remains on target for the remainder of 2010. [A copy of the 2011 budget is attached.]
- **On a motion made and seconded, the proposed 2011 budget was unanimously approved by voice vote.**

Old Business

- **5920, Unit 2E renovation and rental update**
Mark gave a brief update on the work that has been completed in order to rent 5920, #2E. The unit has been completely repainted and cleaned, and a new refrigerator and dishwasher have been installed. All that remains to be completed are the installation of a bathroom vanity sink and wall mirror. Alan Gold will manage the rental of the unit for the association. By renting the unit, it is hoped that the association will be able to recoup the approximately \$8,000 in outstanding assessments.

With no further business, the annual meeting adjourned at 7:25 P.M.

Board Executive Session

- Following the adjournment of the regular board meeting, an executive session was held in order for Kat Fitzgerald to present to the board her plans for renovations to her unit, 5920 #1E. She presented blueprints of the work to be done, which includes the installation of a stairway to the basement portion of the unit and renovation to the basement itself. Kat will provide to Alan Gold's office the required documentation needed for the work to be approved by the board: detailed plans of any work that may alter structural or mechanical elements of the building, evidence of certification of contractors, evidence of insurance coverage for the contractors, and a copy of the city building permit.

The executive session adjourned at 7:50 P.M.

General Reminders and Paulina Court Updates

- **Help keep the common areas looking tidy:** 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.

Also, please do not leave any personal items in stairway landings, entryway common areas, or outside of your doorway. This includes trash bags, shoes, sports equipment, and all other personal items.

- With the holiday season upon us, please remember to use the exterior stairways when transporting live Christmas trees into and out of your unit. This will help to keep our stairway carpeting and entryways tree needle free. Thank you!
- **Let it Snow:** Since we do not utilize a snow removal service, don't hesitate to pick up a snow shovel or use the snow blower to help clear our sidewalks whenever we have a snow cover. For heavier snowfalls, the gasoline-powered snow blower is stored in the 5912 basement. Instructions are posted on the 5912 alley basement door. Shovels and salt containers are also located in each stack.
- **Happy Holidays!** Thanks to all for making 2010 yet another great year for Paulina Court. Everyone's input and participation are important so please make a point of attending the next board meeting.

**Next Board Meeting: Tuesday, January 11, 2011
7:00 P.M. - 5912 Basement**

	Proposed 2011 BUDGET
INCOME	
Assessments	\$ 98,134.29
TOTAL INCOME	\$ 98,134.29
EXPENSES	
Management Fees	\$ 8,100.00
Accounting Fees	\$ 200.00
Banking Charges	\$ 50.00
Legal Fees	\$ 1,000.00
Miscellaneous Administrative	\$ 300.00
TOTAL ADMINISTRATIVE	\$ 9,650.00
Electricity	\$ 2,760.00
Heating Fuel	\$ 36,000.00
Internet (Web Hosting)	\$ 315.00
Scavenger	\$ 3,000.00
Telephone	\$ 550.00
Water and Sewer	\$ 3,270.00
TOTAL UTILITIES	\$ 45,895.00
Gate & Doors	\$ 1,000.00
Bldg Repairs	\$ 12,500.00
TOTAL REPAIRS	\$ 13,500.00
Exterminator	\$ 400.00
Grounds keeping	\$ 700.00
Handyman	\$ 700.00
Hardware and Supplies	\$ 800.00
Heating system	\$ 700.00
Janitor	\$ 3,650.00
Lawn/Yard Service	\$ 3,050.00
Plumbing/Elec	\$ 1,500.00
TOTAL MAINTENANCE	\$ 11,500.00
Insurance	\$ 7,550.00
SUB TOTAL EXPENSES	\$ 88,095.00
Reserves	\$ 10,039.29
TOTAL EXPENSES	\$ 98,134.29