

# **Paulina Court Condo Board Meeting Minutes**

January 11, 2011 - 5912 Basement

**Board Members Present:** Terry Brackney, Judi Brown, Mark Hoeve

**Owners Present:** Kathryn Hallenstein, Kjerstine McHugh

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

## **Treasurer's Report**

Judi distributed the budget report as of December 31, 2010 and presented a brief summary. The 5920, #2E unit has been leased as of January 1, 2011 and the association is now collecting rent. The new tenant was not interested in renting the parking spot so it will continue to be leased separately. Alan Gold is managing both the unit and parking space rental. Judi estimates that it will take approximately five months to recoup the \$3800.00 that was invested in the unit to replace the missing appliances, paint and clean the unit, and cover the monthly management fees. It may take up to two years to completely recoup the outstanding assessments payments that are due for the unit.

Judi reported that current assessment delinquencies are at approximately \$2,000. She will check with the management office to confirm that late payment notices have gone out to the delinquent owners. She stressed again that it is very important for owners keep current with their assessment payments to avoid late fees and to reduce the additional paperwork and expenses incurred to track the late payments. The final report for the 2010 special assessment payments has not been completed so there may be some additional outstanding special assessment payments as well.

The association ended 2010 approximately \$11,000 under budget, with a few 2010 bills that are still outstanding. Our current reserves are at \$72,000.

A motion was made to approve the treasurer's report. The motion was seconded and approved.

## **Old Business**

- **2011 Paulina Court board and officers**

The board officer positions will remain the same for 2011. The 2011 board roster:

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

- **Building masonry repair project**

Mark reported that we have received two bids from engineering firms to oversee the upcoming masonry repair project. A third bid is forthcoming. Mark will contact Alan Gold to determine the status of the third bid and to discuss with him how we should plan and prioritize for the repair project. Once the third bid has been received, the board will proceed with selecting an engineering firm for the project. The engineering contractor will examine the building, report to the board on their findings, oversee the bidding process to select a masonry contractor, and oversee the entire repair project itself. Once the overall projected cost for the project is known, the board will begin to discuss possible funding options. [The bids will be posted on the Paulina Court website.]

- **Dryer Vent Repairs**

Mark reported that units in 5924 are still dealing with dryer venting issues. It was discovered a few months ago when the dryer vents were cleaned that some of the vents had not been properly configured by the developer when the units were originally rehabbed. It was also reported that some of the vents do not currently meet city building code specifications. Because the improper venting may pose a possible fire hazard, Mark has asked Alan Gold to contact the owners and coordinate the upgrades/repairs where needed. Mark will also confer with Alan to determine whether the expense for the vent upgrades is the responsibility of the individual owners or the association. The estimated cost per repair is approximately \$650.

Kathryn Hallenstein reported to the board that she has had her dryer vent repaired and shared the contractor's recommendations and contact information. She suggested that the contractor who completed the work for her might be used by the other owners who have the same dryer vent issues.

- **Stairway Carpet Replacement**

The board agree to put on hold plans to replace the stairway/landing carpeting in each stack. Instead, the carpeting will be professionally cleaned later in the year. However, it was decided that the entryway floor mats will be replaced as soon as warm weather returns.

- **Monthly Housekeeping Service**

After some discussion concerning our current housekeeping cleaning schedule, the board decided to increase the frequency of our common area cleaning from once a month to every three weeks. Judi volunteered to contact the housekeeping service to notify them of the schedule change and to determine what the additional cost will be.

The meeting adjourned at 7:45 P.M.

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

- **Cold Weather Reminder**

To help prevent interior kitchen water pipes from freezing during extreme cold, remember to leave the cabinet doors under the sink partially open and occasionally run water from your refrigerator water dispenser to help keep the water lines open and ice free.

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

Please 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.

- **Www.paulinacourt .org and Current Email Addresses**

If you have a new or updated contact email address, please contact Khiem Tran at [ktran.chicago@comcast.net](mailto:ktran.chicago@comcast.net) so he may update it on the Paulina Court website.

An archive of board meeting minutes, a current copy of the Rules, Regulations and Policies Manual, repair contractors contact information and other reference materials may be viewed on the website. The website login is [paulinacourt](http://paulinacourt) and the password is [paulina1379](http://paulina1379).

- **Thank you!**

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

**Next Board Meeting: Tuesday, February 8, 2011**

7:00 P.M. - 5912 Basement