

# Paulina Court Condo Board Meeting Minutes

April 12, 2011 - 5912 Basement

**Board Members Present:** Terry Brackney, Judi Brown, Boyce Brison, Mark Hoeve,  
**Unit Owners Present:** Kathryn Hallenstein, Kjerstine McHugh, David Stewart

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

## Treasurer's Report

- Judi distributed the budget report through February 2011. She reported that overall we are on track for the 2011 budget. We will be able to pay back \$10,000 to the reserve fund from the 2010 budget. She has asked the management office to provide a separate cash flow report for the 5920 #2E rental unit to help more closely track the income and expenses for the unit. We are almost at the break-even point for recouping improvement expenses that were needed to upgrade the unit for renting. Going forward, the rent collected will be used to pay down the outstanding assessments for the unit, legal fees, and rental management expenses.
- Judi also reported that the monthly water bill for the north building (5916-24) has been consistently running about \$50 per month more than the south building water bill. She suggested that the cost difference might indicate evidence for a possible water leak. She asked that owners be alerted to check for any evidence of water leakage such as constantly running toilets that need to be repaired.
- On a motion and seconded, the treasurer's report was approved.

## Old Business

- **Spring Clean-up Day**  
The annual spring clean-up day will be held Saturday morning, May 14, from 9 A.M. to Noon. Possible projects include general housekeeping and cleaning in all common areas, entryway window washing, weeding and yard work, flower planting, and power washing. The power washer will be available for owners who would like to power wash their courtyard wooden decks. Mark suggested that a building walk-around during this time might be helpful to point out to owners the areas where masonry has deteriorated and is in need of repair. There will be more discussion on clean-up day at the May board meeting.
- **Masonry Repair Project Update**  
Mark reported that the building inspection summary report from KGH should be completed in about two weeks. Once the report has been received, the board will schedule a meeting with a representative from KGH and Alan Gold to thoroughly review and discuss the report
- **City Building Code Violations**  
Mark reported that we have recently received an additional building code violation letter from the city of Chicago dated August 9, 2010. It appears that the report is outdated because most of the listed violations have already been addressed, corrected and have passed a prior re-inspection by the city. The remaining violations are ones that will be included for repair in the upcoming masonry project. Alan Gold is investigating this issue with the city and will report back to the board at a later date
- **Financial Planning for Masonry Repair Project**  
Mark proposed that the board officially inform the owners about the upcoming masonry repair project and the financial challenges it may bring. Because the board does not yet know the full extent of the repairs needed or the full cost, the letter will include preliminary information about possible costs and the likely need for a special assessment to help pay for the project. After

some discussion, the board agreed to this proposal. Mark volunteered to compose a rough draft of the letter and then email the finalized letter to owners with board approval.

## **New Business**

- **Screen Door Installation Guidelines**

Several owners have asked the board for permission to install full or retractable screen doors to their balcony and/or back doors. In the past, some owners have installed screen doors without board oversight and there is currently no set policy or guidelines regarding the installation of screen doors. Per our condo declaration, screen doors are not included as common or limited common elements, and therefore the installation, maintenance and replacement is the responsibility of the owners who install them.

In order to maintain consistency for the visual appearance of the doors and to set a policy for future screen door installation and maintenance, the board has proposed these guidelines to be added to the Paulina Court Rules and Regulations manual:

1. **The screen door must fit the existing doorframe.** The doorframe, door jam, or other existing building structures may not be modified to fit the screen door. The screen door must be modified to fit the existing door opening.
  2. **The screen door must be white in color,** or must match the current existing color of the building trim.
  3. **The cost of screen door installation, maintenance, and replacement is the responsibility of the individual owner.** If a screen door is determined by the board to be in need of repair, painting, or other maintenance, the board has the option to require the owner to perform the maintenance needed. If the owner fails to perform the maintenance in a timely manner, the board has the right to contract for maintenance and bill the owner for the maintenance cost.
  4. **The board reserves the right to require an owner to remove an installed screen door that does not meet the above guidelines.**
- On a motion and seconded, the proposed screen door installation and maintenance guidelines were unanimously approved.

Terry volunteered to update the rules and regulations manual (including the website electronic copy) to include the new guidelines.

- **Common Area Exterior Lighting Fixture Replacement**

Judi reported that we are still in the process of getting price quotes for the purchase and installation of replacement exterior light fixtures in the common areas.

The meeting adjourned at 7:50 P.M.

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

- **Spring Clean-up 2011**

Our annual spring clean-up day is scheduled for **Saturday, May 14, 9:00 A.M. – 12 Noon**. Come out and enjoy the spring weather, meet with your neighbors, and help improve Paulina Court! If you have project suggestions or are unable to attend the clean-up, please contact the board at [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org) prior to the May 10<sup>th</sup> board meeting.

- **Water Usage**

Please help to keep our water costs as low as possible by checking for and repairing any possible water leaks in your unit. A constantly dripping faucet or running toilet can quickly add up to hundreds of gallons over time and can substantially increase our monthly water bills.

- **The Sounds of Spring**

With warmer weather returning and unit windows opening, be aware that voices and other sounds tend to amplify in our courtyard, especially from our balconies and decks. **Please be considerate of your neighbors by keeping music and voices at a moderate volume during the day and at low volume during our nighttime quiet hours.** For more information about noise issues, please refer to page 15 of the Paulina Court Rules and Regulations manual.

- **Safety First: Close and Lock all Common Area 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 common area door that doesn't close properly, please contact a board member via email to schedule a repair. All the common area doors, gates and locks will be checked for repair or adjustment during our spring clean-up.

- **Summer will soon be here...** and window air conditioners are being installed. Please remember that the installation of AC units in windows or areas where water condensation will drain onto balcony or porch floors is prohibited. This is to prevent damage to balcony floors and control water seepage. Failure to comply with this rule may result in a fine.

**Next Board Meeting: Tuesday, May 10, 2011**

7:00 P.M. - 5912 Basement