

## **Paulina Court Condo Board Meeting Minutes**

August 23, 2011 - 5912 Basement

**Board Members Present:** Terry Brackney, Boyce Bryson, Judi Brown, Mark Hoeve, Sara Zimmerman  
**Owners Present:** Kathryn Hallenstein, Kjerstine McHugh, Kate Mohill  
**For Management:** Alan Gold

The meeting was called to order by Mark Hoeve at 7:00 P.M. The board immediately went into an executive session, which was called to discuss current outstanding assessment delinquencies. Alan Gold reported that his office has been in communication with owners who have outstanding assessment payments and his office will mail out notices to all owners who have outstanding balances to date.

The executive session adjourned and the regular board meeting resumed at 7:15.

### **Treasurer's Report**

- Judi Brown distributed copies of the budget report through August 2011. She reported that the budget is on target for the year to date. We continue to recoup lost assessment revenue from the rental fees collected from the 5920-2E unit and parking space.
- The current reserve fund stands at approximately \$92,000.

### **New Business**

- **5920-2E Parking Space Rental**

The board discussed the future rental status of the 5920-2E parking spot, which is currently under the control of the association. The board agreed to end the current month-to-month rental agreement and, in fairness to all owners, agreed to hold a lottery to allow all owners an equal opportunity to rent the parking space. The conditions for the parking space rental are: (1) the rental will continue to be on a month-month basis with a maximum term of six months; (2) the monthly rental fee will be \$75.00; (3) owners who place their name in the lottery must have a zero balance in their account; (4) only on-site owners will be allowed to rent the space; (5) at the end of the six month rental term another lottery will take place; (6) the continuation of the rental agreement will be contingent upon the foreclosure and/or rental status of the 5920-2E unit. The first lottery will be held at the September 2011 board meeting.

Boyce volunteered to send an email to notify all owners about the lottery and will include the rental conditions listed above.

### **Old Business**

- **Masonry Repair Project Bid Review**

Mark reported that we have received 3 bids for the masonry repair project. These bids were obtained for us by Kellermeyer Godfryt Hart (KGM) through the contract that the association has with them.

KGH divided the repair bids into three separate components: (A) a Base repair bid, (B) an Alternate 1 bid, and (C) an Alternate 2 bid. The Base bid includes needed repairs cited by a previous City of Chicago code violations notice [noted in the May 2011 minutes] and also includes repairs to building areas where masonry deterioration has caused water leakage into individual units. The Alternate 1 bid is for repairs to the parapet walls and limestone trim located on the south side of the courtyard, which is, according to the KGM building survey report, in worse condition than the north side parapet wall. The Alternate 2 bid is for repairs to the parapet walls and limestone trim located on the north side of the courtyard. The three bid amounts are as follows:

<u>Dakota Evans Restoration</u>	(A) Base Bid:	\$30,632.00
	(B) Alternate 1:	\$85,285.00
	(C) Alternate 2:	\$78,877.00
<u>Marion Inc.</u>	(A) Base Bid:	\$22,600.00
	(B) Alternate 1:	\$99,550.00
	(C) Alternate 2:	\$81,850.00
<u>Algozine Masonry</u>	(A) Base Bid:	\$29,820.00
	(B) Alternate 1:	\$221,600.00
	(C) Alternate 2:	\$178,700.00

The board agreed to eliminate the highest bid received from Algonzine Masonry. Mark directed Alan Gold to ask KGH to contact both Marion Inc. and Dakota Evans and have them further hone their bid quotes. Since the board had previously proposed that the total budget for the masonry repair project range between \$125,000 and \$150,000, it was suggested that the first phase of the masonry repair project include the work quoted in the Base bid plus the Alternate 1 bid, for a total cost of \$115,000 - \$120,000, which is within the proposed budget for the work. The remaining work quoted in the Alternate 2 bid could be deferred for 2 or 3 years in order to lower the proposed special assessment amount per owner and to give the association additional time to rebuild the reserve fund. [The bids, plus an analysis of the bids provided by KGM, will be posted on the Paulina Court website]

- **Masonry Repair Project Funding**

The board proposed that a portion of the funding for the masonry project will be taken from the current reserve fund (50% of the current reserves) and the remainder will come from a special assessment to the ownership. It was also proposed that the total budget for the project be \$135,000, which will cover the cost of the repairs included in the Base and Alternate 1 bids, plus the cost to have KGH oversee the project while it is in progress, and to allow for any unforeseen cost overruns. The proposed funding breakdown is:

Reserve fund:	\$51,000
Special assessment:	<u>\$84,000</u>
Total	\$135,000

Because of the large dollar amount for the special assessment (approximately \$3,500 per unit), it was suggested that the work be deferred until spring so that owners may have a longer time period to save for the special assessment payments. Because we will need a much larger up-front payment to begin the work, it was also suggested that the special assessment be divided into 3 or 4 payments to be spread over 6-8 months. The board agreed that further discussion concerning possible payment options and payment schedules will take place at the September board meeting.

Mark asked Alan Gold to contact KGM to determine if the work could be deferred until the spring of 2012 without increasing costs, or if the work could be divided between the fall and the spring without increasing costs, and what deposit amount would be needed with a signed contract.

Alan Gold reminded the board that a special owner's meeting will need to be called to hold the board vote for the special assessment and that the notice for this meeting must be delivered to owners at least 10 days prior to the meeting date. The board agreed to hold the special meeting as part of the regular September board meeting. Alan Gold's office will mail the meeting notice to all owners and Mark volunteered to send out an email to all owners to inform them of the upcoming meeting and the special assessment board vote at the

September meeting. Terry volunteered to send to Alan a summary of the special assessment proposals with the meeting date and time.

With no other pending business, the board meeting adjourned at 8:20 P.M.

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

- **Special Owners Meeting – Wednesday, September 21**

A special owners meeting will be held at the regular September board meeting for a board vote on the proposed special assessment to fund the building masonry repair project. Details of the repair project and proposed payment options will be discussed at this meeting.

The three bids for the repair project have been posted on the Paulina Court website at [www.paulinacourt.org](http://www.paulinacourt.org). Also posted is the entire KGM building survey report that was done last spring.

- **Thanks for Keeping our Common Areas Looking Good!**

Our entryways, stairways and landings are cleaned by housekeeping every three weeks. 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, on bulletin boards, and at the front gate.

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

If you have a new or updated contact email address or telephone number, please contact Khiem Tran at [ktran.chicago@comcast.net](mailto:ktran.chicago@comcast.net) so he may update your information on the Paulina Court website. The website login is **paulinacourt** and the password is **paulina1379**.

- **New Board Member Cultivation**

Want to get involved? Attend your board meeting. We need your interest, input, ideas and support.

**Next Board Meeting: Wednesday, September 21, 2011**

7:00 P.M. - 5916 Basement