

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

November 15, 2011 - 5916 Basement

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

**Owners Present:** Kathryn Hallenstein, Jeff Hutchins, Kate Mohill, Khiem Tran

After determining that a quorum was present for the annual meeting, the meeting was called to order by Mark Hoeve at 7:00 P.M.

## **Treasurer's Report**

Judi Brown distributed the budget report as of October 31, 2011, as well as a Major Repairs and Replacement Summary which listed major repair projects with costs from December 2001 through 2011. She reported that the delinquent assessment amount for 5920-2E is now at \$8,600. We are hoping to extend the lease of this unit with our current tenant for an additional year. Other outstanding assessments now stand at approximately \$1,000. Late assessment reminder letters will go out from Alan Gold's office to owners with outstanding balances. Judi stressed that it is very important for owners to respond promptly to notices that they receive from the management office in order to avoid paying additional late fees.

Judi noted that the association legal fees were up significantly this year. This is primarily due to the fees paid for the successful reduction of our property taxes. She also noted that water/sewage expenses have increased. Otherwise, we continue to be on budget for the year.

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

## **2012 Board Election**

- The six candidates for the 2012 board are: Judi Brown, Terry Brackney, Boyce Bryson, Mark Hoeve, Kate Mohill and Sara Zimmerman. There were no additional nominees from the floor. Because there are six candidates for the six board positions, it was proposed that the ballot vote be suspended and the 2012 board be elected by voice acclamation.

The 2012 board was unanimously elected by a voice acclamation vote.

## **2012 Budget Adoption**

- Mark reported that the proposed 2012 budget will remain the same as the 2011 budget, with no increases to owner assessments. With no further discussion, the 2012 budget was brought to a vote. [A copy of the 2012 budget is attached.]

On motion made and seconded, the proposed 2012 budget was unanimously approved by voice vote.

## **New Business**

- Mark reported that we have received a contract from Martinez Family Landscaping Inc. to perform snow removal for this winter. After discussion, the board opted not to sign the contract and agreed that snow removal will be handled on a volunteer basis by the owners.

## **Old Business**

- **Update on minor repair issues**  
Mark gave a brief update on repair work that has been recently completed including the replacement of the roof access hatch covers and the repair of the lighting fixtures in the

parking lot and north gangway. It was noted that one light fixture is still not working in the north gangway of the building. Also, it was noted that during the recent power outage, the 5924 emergency lights did not come on in the stairway. This issue will be brought to Alan Gold's attention for investigation and repair, if needed. Mark also reported that he and Boyce Bryson recently examined the roof parapets and did some minor caulking in areas that appeared to have had water seepage into the roof and masonry.

- **Masonry restoration project**

Mark reported that the repair contract for the masonry repair contract with Dakota Evans Restoration is currently being reviewed by the association's lawyer. The repair project will begin in the spring of 2012 when warm weather returns.

With no further business, the annual meeting adjourned at 7:30 P.M.

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

- **There will be no December board meeting.**

The next meeting will be Tuesday, January 10, 2012 at 7:00 P.M.

- **Help keep our common areas looking tidy**

Our entryways, stairways and landings are cleaned by housekeeping every three weeks, 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!

- **Winter has arrived and snow is soon to follow...**

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 entryway.

- **Happy Holidays!**

Thanks to all for making 2011 another great year for Paulina Court. Every owner's input and participation are important so please make a point of attending your board meetings.

**Next Board Meeting: Tuesday, January 10, 2012  
7:00 P.M. - 5912 Basement**

|                              | <b>Proposed 2012<br/>BUDGET</b> |
|------------------------------|---------------------------------|
| <b>INCOME</b>                |                                 |
| Assessments                  | \$ 98,134.29                    |
| <b>TOTAL INCOME</b>          | <b>\$ 98,134.29</b>             |
| <b>EXPENSES</b>              |                                 |
| Management Fees              | \$ 8,100.00                     |
| Accounting Fees              | \$ 200.00                       |
| Banking Charges              | \$ 50.00                        |
| Legal Fees                   | \$ 1,000.00                     |
| Miscellaneous Administrative | \$ 300.00                       |
| <b>TOTAL ADMINISTRATIVE</b>  | <b>\$ 9,650.00</b>              |
| 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                     |
| <b>TOTAL UTILITIES</b>       | <b>\$ 45,895.00</b>             |
| Gate & Doors                 | \$ 1,000.00                     |
| Bldg Repairs                 | \$ 12,500.00                    |
| <b>TOTAL REPAIRS</b>         | <b>\$ 13,500.00</b>             |
| 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                     |
| <b>TOTAL MAINTENANCE</b>     | <b>\$ 11,500.00</b>             |
| Insurance                    | \$ 7,550.00                     |
| <b>SUB TOTAL EXPENSES</b>    | <b>\$ 88,095.00</b>             |
| Reserves                     | \$ 10,039.29                    |
| <b>TOTAL EXPENSES</b>        | <b>\$ 98,134.29</b>             |