

Paulina Court Condo Board Meeting Minutes

October 9, 2012 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Kate Mohill

The board meeting was called to order at 7:00 P.M.

Treasurer's Report

The treasurer's report will be deferred to the November board meeting.

Old Business

- **Exterior light fixture replacement**

Terry reported that the light fixtures have arrived and are ready to be installed. The board had received one bid of \$450.00 from George Jankowski for the installation of the fixtures. The board agreed to accept this bid and proceed with the installation as soon as possible. Judi volunteered to contact Alan Gold's office to schedule the installation.

- **Fall Clean-up, Part 2**

If the weather permits, the second part of the fall clean-up will occur on Saturday, October 13. The primary task will be to moisture seal all of the exterior stairways and decks if they are sufficiently dry. An additional email reminder will go out to all owners.

- **Painting bids for common area metal fences and parking lot gates**

To date, two bids have been received for this project. The board will review the bids when at least three bids have been received. This project will be scheduled for next spring or summer.

- **2011 Annual Meeting and Board Election**

The board had agreed at the September meeting to hold the 2012 association annual meeting and board elections on Tuesday evening, November 13. The board had also proposed that there will be no increase to assessments for 2013.

The annual meeting notice, the 2013 proposed budget and election proxy forms will be sent out to all owners at least 10 days prior to the meeting date. Terry Brackney volunteered to distribute the meeting materials. The six current board members have indicated that they will run for an additional term. Any owners who are interested in running for the 2013 board should contact either Alan Gold or a current board member by email no later than Friday, November 2nd.

- **Miscellaneous Issues and other business**

Judi reported that telephone expenses for the front gate security system have recently increased due to owners using long distance cell phone numbers to answer front gate calls. The current carrier plan does not include long-distance calls. One possible solution would be to switch to a different carrier that includes long-distance calling. Judi will further investigate this issue.

Due to the increase in the number of units that have been rented, it was suggested that, going forward, owners who lease their units be charged a one-time \$10 fee to cover the expense of installing new doorbell/mailbox identification tags and the reprogramming of the front gate security system. This proposal will be discussed at a future board meeting.

With no other pending business, the meeting adjourned at 7:45 P.M.

General Reminders and Paulina Court Updates

- **Annual Board Meeting – Tuesday, November 13 at 7:00 P.M.**
The 2013 budget will be presented and approved; the 2013 board will be elected, and current association projects will be reviewed at the annual meeting. **All owners are required to attend.** Please contact Alan Gold or a current board member by email before Friday, November 2 if you are interesting in running for a position on the 2013 board.
- **Pet Owner Reminder**
Pets are the total responsibility of their owners. Any damage to the building or its adjoining premises caused by pets will be assessed to the owner. **All dogs must be on a leash at all times when within the building, courtyard, or parking lot.**

Dog owners must remove their dogs from the premises [which includes the courtyard and the building north gangway] before permitting the dogs to perform their functions in any landscaped area. Owners are responsible for clean up of any waste material left by their animals. Please report, in writing to the Board or the Management Company, instances of owner's negligence to clean up after their pet. [Both paragraphs taken from the Paulina Court Rules and Regulations handbook, page 9]

- **Paulina Court Leased Units**
With our recent increase in leased units, the board wishes to stress the importance of following the proper protocol when leasing your unit, as indicated in our rules and regulations handbook. Our condominium declaration by-laws state that no more than 20% of all units (5 units) may be non-owner occupied at any time. We are currently at that maximum percentage. Listed below are the rules governing unit leasing:

Leasing of a Unit is permitted by the unit owner as set forth in the Declaration of Condominium and the by-laws. In addition to those guidelines, the Board herein establishes the following requirements:

- 1. The Management Company or Board should be notified in writing 30 days in advance of the unit owner's intent to lease.**
- 2. The Board and Management Company will require the submittal of basic contact information regarding the lessee and information regarding the length of the lease.**
- 3. The term of the lease must be for at least 3 months.**
- 4. The unit owner will make a \$600.00 deposit to the Association prior to any tenant moving in. The deposit will be refunded with interest at the termination of the lease.**
- 5. All fines discussed in the Rules and Regulations will be will be doubled for renters. Fines left unpaid by a lessee will be billed to the account of the primary unit owner.**
- 6. Rental of a unit will be allowed to the extent that 80% or more of the units are owner occupied.**

[Taken from the Paulina Court Rules and Regulations handbook, page 10]

Annual Board Meeting
Tuesday, November 13, 2013
7:00 P.M. - 5916 Basement
Please bring your own chair.