

Paulina Court Condo Board Meeting Minutes

October 8, 2013 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Boyce Bryson

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

- **Proposed 2014 Budget**

The board has proposed that the 2013 budget carry over to 2014 with no increases to owner assessments. The 2014 budget will be presented and approved at the annual meeting in November. [A copy of the proposed 2014 budget is included with the minutes.]

A motion was made to approve the board proposal for the 2014 budget. The motion was seconded and approved.

- **2013 Annual Meeting and Board Election**

The board had agreed at the September meeting to hold the 2013 association annual meeting and board elections on Tuesday evening, November 12. The annual meeting notice, the 2014 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. Owners who are interested in running for the 2014 board should contact either Alan Gold or a current board member by email no later than Friday, November 1st.

- **Landscape Improvement Project**

The landscape improvement committee has submitted to the board a landscaping improvement plan and proposal for the courtyard and front yard areas. The proposal will be reviewed at future meetings.

- **Proposed Parking Lot Resurfacing Project**

The board has received one preliminary bid from Pave Man, Inc. for the proposed asphalt resurfacing of the parking lot in 2014. The bid is for \$9,869.00 and includes all prep and resurfacing work. The board will continue to seek additional bids.

New Business

- **Water leakage reported in the 5924 front entry**

Judi reported that a water leak from the ceiling of the 5924 front entryway occurred during the heavy rainfall on Saturday night, October 5th. The cause of the leak was not immediately known, but it was suspected that a drainage pipe might have become clogged and overflowed. Alan Gold has been contacted and will investigate the cause of the leak. There appears to be no water damage to the ceiling or west wall of the foyer.

- **Cleaning service in common areas**

Judi suggested that the cleaning service duties be expanded to include cleaning of the basement stairways and basement landings inside each stack. She will contact the cleaning service for a quote to include these additional services.

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

General Reminders and Paulina Court Updates

- **Annual Board Meeting – Tuesday, November 12 at 7:00 P.M.**
The 2014 budget will be presented and approved; the 2014 board will be elected, and proposed 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 1st if you are interesting in running for a position on the 2014 board.
- **Window Air Conditioner Removal for the Winter**
Please remember to remove all window air conditioning units by October 31st. This is now required by our rules and regulations. Failure to remove AC units will result in a fine, unless the units have been properly insulated and exempted by the board. More importantly, removing the window air conditioners will help to minimize heat loss and reduce our heating costs during the upcoming winter heating season.

Annual Board Meeting
Tuesday, November 12, 2013
7:00 P.M. - 5916 Basement
Please bring your own chair.

*Proposed Budget for 2014***BUDGET****INCOME**

Assessments	\$	98,134.00
TOTAL INCOME	\$	98,134.00

EXPENSES

Management Fees	\$	8,100.00
Accounting Fees	\$	220.00
Banking Charges	\$	50.00
Legal Fees	\$	1,000.00
Miscellaneous Administrative	\$	330.00
TOTAL ADMINISTRATIVE	\$	9,700.00

Electricity	\$	2,760.00
Heating Fuel	\$	25,000.00
Internet (Web Hosting)	\$	330.00
Scavenger	\$	3,150.00
Telephone	\$	630.00
Water and Sewer	\$	4,400.00
TOTAL UTILITIES	\$	36,270.00

Bldg Repairs	\$	19,930.00
TOTAL REPAIRS	\$	19,930.00

Exterminator	\$	400.00
Groundskeeping	\$	1,000.00
Handyman	\$	1,000.00
Hardware and Supplies	\$	1,000.00
Heating system	\$	700.00
Janitor	\$	5,580.00
Lawn/Yard Service	\$	3,385.00
Plumbing/Elec	\$	1,200.00
TOTAL MAINTENANCE	\$	14,265.00

Insurance	\$	7,930.00
TOTAL INSURANCE/FEES	\$	7,930.00

SUB TOTAL EXPENSES	\$	88,095.00
Reserves	\$	10,039.00
TOTAL EXPENSES	\$	98,134.00