

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

November 12, 2013 - 5916 Basement

**Board Members Present:** Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve, Kate Mohill  
**Owners Present:** Kate Kazanecki, Becky Kidd, Khiem Tran  
**Renters Present:** Dan Ahern, Juanita Burch  
**For Management:** Alan Gold

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.

### **Approval of 2012 Annual Meeting Minutes**

On motion made and seconded, the annual meeting minutes from 2012 were unanimously approved by voice vote.

### **2014 Board Election**

- The six candidates for the 2014 board are: Judi Brown, Terry Brackney, Boyce Bryson, Mark Hoeve, Kate Mohill and Sara Zimmerman. There were no additional nominees from the floor. Since there are six candidates for the six board positions, it was proposed that the ballot vote be suspended and the 2014 board be elected by voice acclamation.

On motion made and seconded, the ballot suspension proposal was unanimously approved by voice vote. The 2014 board was unanimously elected by a voice acclamation vote.

### **2014 Budget Adoption**

- Mark reported that the proposed 2014 budget will remain the same as the 2013 budget, with no increase to owner assessments. With no further discussion, the 2014 budget was brought to a vote.

On motion made and seconded, the proposed 2014 budget was unanimously approved by voice vote.

### **Treasurer's Report**

A copy of the 2014 budget was distributed. Judi Brown reported that we continue to be on track for the current 2013 budget. The 2014 budget will remain the same as the current budget with some adjustments to the amounts allocated for some line items, including increases to utilities and insurance. She also reported that our current reserve amount is approximately \$86,000. Barring any unforeseen major expenses before year's end, \$10,000 will be transferred from the general operating budget to the reserve fund. There may also be an expected overage of \$12,000 in the maintenance budget that we hope to transfer to reserves, as well.

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

### **Management Report**

- **Automatic Debit for Association Assessments**  
Alan Gold reminded owners that it is possible for their monthly assessment payments to be automatically debited from their bank accounts rather than sending a monthly check. Owners who are not currently using this service are encouraged to contact the management office for further information and to receive the paperwork needed to complete the sign up for the auto debit service.

With no further business, the annual meeting adjourned at 7:25 P.M.

Immediately after the adjournment of the annual meeting, a regular board meeting was called to order by Mark Hoeve at 7:25 P.M.

### **Old Business**

- **Report on the meeting with A.P. Gold Management**

Mark reported that he and Judi Brown met with Alan Gold to discuss the board's concerns about the timeliness of the delivery of services from the management office. He reported that the meeting went well and both board members were satisfied with Alan's response to address the concerns and work to solve whatever problems may still be present. It was suggested that Alan draft a new contract for management services since the current contract with the association has not been revised for several years. It was proposed that the new contract with A.P. Gold be reviewed on a yearly basis going forward. Also, since the monthly management fee has not been increased for several years, Mark proposed that the monthly fee paid to A.P. Gold Management be increased by \$50.00 per month.

On motion made and seconded, the proposed \$50.00 increase in monthly fees to A.P. Gold was unanimously approved by voice vote.

### **New Business**

- **Building maintenance projects for 2014 and beyond**

The board spent the remainder of the meeting discussing and prioritizing seven proposed maintenance projects for 2014. The priority order was determined to be as follows, with the masonry and roofing projects taking top priority. Projects and estimated costs:

1. Masonry repair of the south facing parapet wall of the north building: \$100,000
2. Masonry repair of the east façade wall of the north building: \$50,000
3. Replacement of support lintels on the east façade of the north building: \$2,500
4. Roof maintenance and application of roof silver coating: \$15,000
5. Installation of roof insulation where needed: \$15,000
6. Resurfacing of the parking lot: \$10,000
7. Courtyard and east façade landscaping project: \$12,000

One bid has already been received from Dakota Evans for the three masonry repair projects and the projects could be completed in segments over a two year period. The board suggested that KGH Engineering and Architects be brought on board to help with the bidding process and oversee the project as they did for the south building masonry repair. The board will also obtain bids for the roofing projects. The landscape and parking lot resurfacing projects will be put on hold for now. The next major task for the board will be to propose how the masonry projects will be financed, and then determine how much of the funding will need to be supplemented by a possible special assessment to owners, and over what length of time special assessment payments could be spread. Further discussion about the projects and possible funding strategies will continue at the December board meeting.

- **Courtyard Tree Service**

Mark reported that a tree service has been scheduled to examine the maple tree at the west end of the courtyard and provide recommendations for either trimming or removing it completely. The tree roots are pushing above the ground surface and may begin to buckle the sidewalks over time.

With no further business, the annual meeting adjourned at 8:05 P.M.

## **Special Executive Board Meeting – Saturday, November 16, 2013**

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

The executive board meeting was called to order by Mark Hoeve at 9:30 A.M.

The board met in executive session to discuss the continued rental status of one unit that had previously been rented. The rental of this unit would bring the percentage of rental units up to 25%, which would exceed the cap of 20% set forth in the Paulina Court Rules and Regulations.

After some discussion about the varying legal opinions concerning placing rental percentage caps, the board agreed to allow the unit to continue as a rental unit. The board also agreed that the current rental rules be further defined in order to provide fairness to all owners who want to rent their units and to protect the association's desire to maintain a rental percentage below 20%. Mark proposed several possible rule amendments that the board will consider for adoption at a future board meeting.

With no further business, the executive board meeting adjourned at 9:35 A.M.

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

- **Christmas Tree Transport**

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!

- **Let it Snow...We're Ready!**

Since we don't utilize a snow removal service, don't hesitate to pick up a snow shovel or use the snow blower to help clear our sidewalks and parking lot 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 for your convenience.

- **Reminder for contacting all owners via email**

If you want to send an email to all Paulina Court owners the address to use is [owners@paulinacourt.org](mailto:owners@paulinacourt.org). The email address to use for board members only is [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org).

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

If you have a new or updated contact email address, please contact Khiem Tran at [ktran.chicago@comcast.net](mailto:ktran.chicago@comcast.net) so he can update your information on the Paulina Court website.

The website login is **paulinacourt** and the password is **paulina1379**.

- **Happy Holidays!**

**Next Board Meeting: Tuesday, January 14, 2014  
7:00 P.M. - 5912 Basement**