

Paulina Court Condo Board Meeting Minutes

March 18, 2014 - 5912 Basement

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

Owners Present: Kelly Bridgeman, Becky Kidd

The meeting was called to order by Mark Hoeve at 7:10 P.M.

Treasurer's Report

Judi gave a brief financial update. Once current bills are received, we expect to see that our total heating expense has risen dramatically due to the longer and colder heating season. Otherwise, we continue to be on target for the 2014 budget. Assessment delinquencies have been down; however, Judi emphasized the importance of owners keeping current with their payments to avoid late fees. The current reserve fund amount is approximately \$95,000.

On a motion made and seconded, the treasurer's report was approved.

Old Business

- **Building restoration/roofing project bids and special assessment proposal**

The board proposes the following for the masonry repair and roof repair/insulation projects:

- A) To accept the masonry repair project bid of \$99,395.00, submitted by Dakota Evans Restoration, for completion of the masonry repair project for 5920-24. The repair work is expected to begin in the late spring.
- B) To accept the bid from Kellermeyer Godfryt Hart (KGH) to manage and oversee the above masonry repair project. The charges for these services will be approximately \$2,000.00 per week for the duration of the project, with a proposed total cap of \$8,000.00.
- C) To accept the bid from Wilkin Insulation Co. for \$8,250.00 to insulate and vent the 5912-5920 roof sections (the 5924 roof was insulated when it was replaced in 2007) and the bid from Star Roofing Inc. for \$3,750.00 to clean, caulk and apply aluminum roof coating to the 5912-24 roofs. This work will occur after the masonry project has been completed.
- D) To hold a special assessment vote at the April 2014 board meeting. The board proposes that the funding for the masonry repair/roof improvement projects will come from both the reserve fund and a special assessment to owners. The total budget for the repair projects will be \$137,500 (including a \$12,500 allowance for a 10% cost overage), with \$60,000 of the total being taken from the current reserve funds/checking account and the remaining \$77,500 from the proposed special assessment to owners. The special assessment will average approximately \$3,200.00 per unit.
- E) To implement a special assessment payment schedule that will include three payments with the following payment due dates and payment amounts as percentages of the total assessment:

Payment 1:	June 1, 2014	50% of the total assessment
Payment 2:	July 1, 2014	25% of the total assessment
Payment 3:	August 1, 2014	25% of the total assessment

Special assessment payments will be due on the 1st of the designated months. As with regular assessment payments, a late fee of \$45 will be imposed on payments that are received after the 15th of the month.

After further discussion, a motion was made to accept the repair bids and the special assessment proposal. The motion was seconded and unanimously approved by a board voice vote.

The special assessment vote will take place at the regular April 2014 board meeting. A notice will go out to inform all owners of the meeting and special assessment vote.

New Business

- **2014 lawn service**

Mark reported that a bid has been received from Diaz Brothers Landscaping for our 2014 lawn services. The bid amount is \$2,200, with no increase from 2013. After brief discussion, it was proposed that the bid be accepted.

A motion was made to accept the \$2,220 bid from Diaz Brothers Landscaping. The motion was seconded and unanimously approved by voice vote.

- **2014 spring clean-up**

Because of the building repair project slated to begin later this spring, no annual spring clean-up will be scheduled. Spring lawn work and landscaping cleanup will be handled by the lawn service.

- **Courtyard landscape project and tree trimming**

Because of the forthcoming masonry repair project, the board has decided to defer the courtyard landscaping project to a later date after the repair work has been completed. However, the board decided to move forward with trimming of the courtyard trees. Mark volunteered to contact Alan Gold to have this scheduled.

With no further business, the meeting adjourned at 8:00 P.M.

General Reminders and Paulina Court Updates

- **Proper Disposal of Cigarette Waste**

Please be considerate of your Paulina Court neighbors by properly disposing cigarette butts and other smoking waste such as wrappers and used matches. Cigarette waste should not be thrown from decks/balconies or otherwise disposed of in any indoor or outdoor common areas, including the yard, landscaping, sidewalks, outdoor stairways and entryways. Also, remind your visitors and guests who smoke to please be aware of this, as well.

- **Spring has Sprung**

With warmer weather returning and unit windows opening, be aware that voices and other sounds tend to amplify in our courtyard, especially from our balconies and decks. **Please be considerate of your neighbors by keeping music and voices at a moderate volume during the day and at low volume during our nighttime quiet hours.** For more information about noise issues, please refer to page 15 of the Paulina Court Rules and Regulations manual.

- **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 so he may update your information on the Paulina Court website. To access the website, the website login is **paulinacourt** and the password is **paulina1379**.

Next Board Meeting: Thursday, April 17, 2014
7:00 P.M. - 5916 Basement