

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

April 21, 2020 – Meeting was held via teleconferencing

**Board Members Present:** T. Brackney, K. Fitzgerald, M. Hoeve, J. Hutchins, H. Jun, B. Kidd

The board meeting was called to order by Mark Hoeve at 7:05 P.M.

### **Approval of March meeting minutes**

A motion was made to approve the March 2020 board minutes. The motion was seconded and unanimously approved by voice vote.

### **Old Business**

- **Summer repairs**  
Mark reported that the management company will continue to obtain bids for the 5916 #2E balcony ceiling repair and updated bids for the stairway/entryway painting project.
- **2020 spring cleanup day**  
Due to the continued social distancing mandate, the board agreed to cancel the spring cleanup day that had been tentatively scheduled for May 16. The event may be rescheduled for a later date in the spring or summer.
- **Management company financial reporting concerns**  
Becky reported that she has completed her audit of the association's finances in regards to the management company's financial oversight and reporting. She restated some of the issues that were discovered during her audit, including late payment fees for overdue bills and numerous invoice payments that did not belong to Paulina Court. She believes that these issues were the result of accounting errors and negligence, and not due to intentional malfeasance. Going forward, she will update her letter to the management company with her findings and request a meeting with Westward 360 management to present them.

### **New Business**

- **Association plan for economic downturn**  
Mark led the board in a discussion concerning what effects the Covid-19 economic downturn may have on the association's finances in coming months. Becky reported that both our general expenditure and reserve accounts continue to be very healthy with no outstanding major bills or upcoming capital projects. She reported that there are currently no delinquencies with monthly assessment payments. The board agreed to closely watch the association's finances for the next several weeks and will implement any budget adjustments or actions if necessary.
- **Paulina Court rental status**  
Terry reported that there are currently three leased units and rentals continue to be below the 20% cap. In accordance with our rules and regulations, the association maintains a 20% cap on rentals or a total of five units that may be rented concurrently.
- **Mailbox and door buzzer name plates**  
Becky volunteered to survey the current status of the mailbox and door buzzer box name plates to determine which ones need to be updated. She will report her findings to the management company so the outdated name plates can be replaced.

With no further business, the meeting adjourned at 8:10 P.M.

**Next Board Meeting: Tuesday, May 19, 2020**  
7:00 P.M. – Meeting via teleconferencing