

# **Paulina Court Condo Board Meeting Minutes**

August 18, 2015 - 5912 Basement

**Board Members present:** Terry Brackney, Judi Brown, Mark Hoeve, Kate Mohill

**For management:** Brawley Reishman

Mark Hoeve called the meeting to order at 7:10 p.m. after determining that a quorum was present.

## **Treasurer's Report**

Copies of the agenda and financial/budget reports were distributed. Brawley Reishman reported on the association's financial status as of 7/31/2015. The reserve account is approximately \$84,600 and the checking account is approximately \$12,900. We continue to be on track for the 2015 budget.

## **Old Business**

- **Completed maintenance project update**

Brawley provided updates for several repair/maintenance projects:

- Sewer rodding and catch basin cleaning has been completed.
- The north gangway gate to the parking lot has been repaired and all common area doors were checked for proper closing with adjustments made where necessary.
- Broken basement glass window blocks have been replaced.
- Common area carpet steam cleaning has been completed.
- Balcony ceiling repair and painting has been completed.
- 5920 basement ceiling repair and 5920 Units 1W, 2W drywall repair/painting has been completed.

- **Other proposed maintenance project update**

Brawley reported on other upcoming maintenance projects:

- Furnace boiler inspection/servicing will be scheduled prior to the start of the heating season.
- An additional quote for the 5920 roof heat tape installation will be obtained.

Bids for future projects:

- Bids will be obtained for 2015-16 snow removal for the parking lot and common areas.
- Bids will be obtained for the resurfacing of the parking lot. This will be scheduled for 2016.
- Brawley will confer with KGH Architects to determine the status of the remaining building masonry repairs that need to be addressed in the near future.

## **New Business**

- **Rental security deposit policy**

Brawley suggested that the board review it's policy concerning requiring a security deposit for rental units. After brief discussion, the board agreed to revisit this issue in the future.

- **No Fall Clean-up Day**

The board agreed that a clean-up day is not needed for this fall.

- **Dryer vent cleaning**

Profession dryer vent cleaning will be scheduled for a weekend this fall. Cleaning will be done at the association's expense; however, owners who do not sign-up for cleaning on the scheduled dates will be responsible for having their dryer vents cleaned at their own expense. Brawley will schedule the cleaning and inform owners via email and posted flyers when the dates are finalized.

- **Pest extermination services**

Brawley will schedule an exterminator to service all common areas and basements this fall.

With no further business, the meeting adjourned at 8:22 P.M.

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

- **Safety First: Close and Lock all Common Area Doors and Gates**

Please remember to double check that all doors and gates are completely closed, latched and locked as you enter and exit the building. If you notice a broken lock or common area door that doesn't close properly, please contact a board member via email to schedule a repair.

- **Thanks for Pitching In!**

Our entryways, stairways and landings are cleaned by housekeeping every three weeks. Please pitch in to help keep those areas clean and clutter free in between housekeeping visits. This includes disposing of any junk mail, out-dated newspapers, flyers, etc. that accumulate in the entryways, on bulletin boards, and at the front gate.

- **Paulina Court website and Current Email Addresses**

If you have a new or updated contact information, please contact Khiem Tran at [ktran.chicago@comcast.net](mailto:ktran.chicago@comcast.net) so he may update it on our association website.

An archive of board meeting minutes, a copy of the current Rules, Regulations and Policies Manual, and other reference materials may be viewed on the website, [www.paulinacourt.org](http://www.paulinacourt.org). The website login is **paulinacourt** and the password is **paulina1379**.

**Next Board Meeting: Tuesday, September 15, 2015**

7:00 P.M. – 5912 Basement