

Paulina Court Condo Board Meeting Minutes

August 23, 2016 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Mark Hoeve, Jeff Hutchins, Becky Kidd

Owners Present: Kate Mohill

For Management: Brawley Reishman, Madeline Lumley

Mark Hoeve called the meeting to order at 7:00 P.M. Brawley Reishman introduced the new property manager, Madeline Lumley, to the board.

Approval of the June meeting minutes

A motion was made to approve the June 2016 board minutes. The motion was seconded and unanimously approved by voice vote.

Triview review

Brawley Reishman responded to concerns that the board had recently voiced to the management company concerning several issues including lack of communication, errors in financial reporting, and billing accuracy. He explained that a majority of the problems were a result of the transition during the merger of Triview and Transproperties Management, and that these issues will continue to be addressed and corrected. To help facilitate the improvement of service, Madeline Lumley will take over as the new Paulina Court property manager, working under Brawley's supervision.

Financial Report

After distributing copies of the balance sheet and budget report, Brawley presented a brief financial update. As of July 31st, the reserve fund is \$85,856 and the operating fund is approximately \$11,000. Overall, we continue to be on budget for 2016.

Old Business

- **Parking lot renovation project**

Brawley reported that 3 bids were received for the parking lot repaving project. The bids include:

J&J Pavement Repairs:	\$17,000.00
M&J Asphalt Paving:	\$19,142.00
Rose Paving:	\$14,408.39

The board agreed to eliminate the Rose Paving bid because it was less comprehensive than the other two bids. The board asked the management company to further vet the two remaining companies and provide a recommendation to the board. Once a bid is approved, the work will be scheduled this fall.

A motion was made to accept the parking lot paving bid based on the recommendation from the management company. The motion was seconded and unanimously approved by voice vote.

- **Masonry repair for the courtyard/parking lot gangway**

Brawley reported that Dakota-Evans Restoration has re-examined the condition of the courtyard/parking lot walkway parapets. It was determined that they have continued to deteriorate and are in need of immediate repair. This will be a temporary repair to stabilize the parapets with more permanent work to be scheduled in the near future. The repair bid is \$17,500. The board agreed that the work should be scheduled as soon as possible.

A motion was made to accept the masonry bid from Dakota-Evans. The motion was seconded and unanimously approved by voice vote.

- **Landscape Committee update report**

Jeff Hutchins reported that the landscape committee has interviewed three prospective landscape designers and will meet again tomorrow night (9/24) to make a final selection. He reported that the courtyard tree trimming had been completed and the pear tree had been cabled to provide more stability. Due to the pending masonry repair project that will be scheduled this fall, landscaping work will most likely begin sometime in the spring. Jeff asked if board approval was needed to make the final selection for the landscape designer or if the committee's approval would be sufficient. After some discussion, the board agreed that the committee's decision would receive the board's consent.

- **Entryway and stairwell touch up painting**

Judi Brown reported that Roger Hendricks will soon begin touch-up painting in the entryways and interior stairways.

New Business

- **Building security issues**

Mark reported that there have been several recent incidents where common area doors were left unlocked and a 5912 basement door and lock had been damaged by what appeared to be forced entry. The door has since been repaired. It was also reported that a bicycle was presumably stolen from the 5912 basement. Mark re-emphasized the importance of properly closing and locking all common area doors. Doors and locks that are not closing/locking properly should be reported to a board member for repair.

- **2017 budget planning**

The board began a preliminary discussion for planning the 2017 budget. The management company will provide assistance with this process and discussion will continue at the September board meeting.

- **Limited common elements repair responsibilities**

Prompted by a discussion concerning the maintenance responsibility for limited common elements such as windows and doors, Brawley suggested that a lawyer be hired to review the Paulina Court condo declaration and by-laws to provide a listing of the common limits, limited common elements, and who is responsible (owner or association) for their maintenance and repair. He estimated that the cost would be approximately \$1,000.

A motion was made to proceed with the hiring a lawyer to determine limited common elements responsibilities. The motion was seconded and unanimously approved by voice vote.

- **TriView Management email address**

Brawley informed the board that the email address paulinacourt@triviewproperty.com should now be used for communicating with the management office.

With no further business, the meeting adjourned at 8:15 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.

- **Winter weather will soon return...**

Please remember to remove your window air conditioning units by October 31st. As stated in our Rules and Regulations document:

“Owners are required to remove all window air conditioning units by October 31, unless the AC units have been properly secured and insulated for the winter or have otherwise been granted an exception by the board. Proof of proper AC unit insulation must be submitted to the board via electronic photograph (e.g. digital camera, phone camera) no later than October 31. Failure to remove the AC units or provide proof of proper AC insulation will result in a \$250 fine assessed to the owner for each heating season (approximately October 15 – May 15) that they are noncompliant.”

- **Attention New Owners: Paulina Court website**

Go to paulinacourt.org to find an archive of board meeting minutes, a current copy of the Rules, Regulations and Policies Manual and other reference materials, and neighborhood info. The website login is [paulinacourt](#) and the password is [paulina1379](#).

A 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. The email address to contact board members only is boardmembers@paulinacourt.org.

- **New Board Member Cultivation**

Want to get involved in your association? Attend the board meeting. We need your interest, input, ideas and support.

Next Board Meeting: Tuesday, September 20, 2016

7:00 P.M. – 5912 Basement