

Paulina Court Condo Board Meeting Minutes

February 11, 2014 - 5916 Basement

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

Owners present: Khiem Tran

Dakota-Evans rep: Mike Landry

The meeting was called to order by Mark Hoeve at 7:00 P.M.

Treasurer's Report

The treasurer's report was deferred to the March 2014 meeting.

Old Business

- **Masonry repair project – Part II**

Mark introduced Mike Landry, representative from Dakota-Evans Restoration Inc., who gave a brief presentation and answered questions concerning the continuation of the masonry repair work planned for the 5920-24 building. He recommended that the south facing courtyard parapet wall (Area 1 on the 10/25/13 bid) should receive top priority for repair because of the severe deterioration of the parapet stone caps and the potential for pieces to fall off into the courtyard. Repairs to the north building east façade wall and lintels (Area 2 on the 10/23/13 bid) are not as pressing and could be deferred to 2015. Mr. Landry suggested that the 5924 foyer water seepage issue may be masonry related. The recent winter weather has prevented this issue from being investigated more fully.

The current bid for the Area 1 work is \$104,626.00. Mr. Landry suggested that Dakota-Evans will revisit and perhaps revise the bid since the work is a continuation of work begun in 2012 and may not require as extensive architectural and permit documentation. Because of the cost and scope of the project, the board agreed that KGH Architects should again be contracted to oversee the repair project. Mark volunteered to contact Alan Gold to obtain a bid from KGH to manage the masonry project.

Although the current reserve fund is now approximately \$100,000, the repair project will need to be partially funded by a special assessment to owners. The special assessment may be comparable to the 2011-2012 special assessment for the 5912-16 building masonry repairs. That assessment was approximately \$3,500.00 per unit. It was agreed that once the estimated total cost of the project is known, the board can move forward with discussion on how to fund the repairs while maintaining a healthy reserve fund and not financially overburdening owners.

A proposal was made to proceed with the masonry repair project for the spring/summer 2014 and to formulate a payment plan for the project after the updated Dakota-Evans and KGH bids have been received.

A motion was made to adopt the masonry repair project proposal. The motion was seconded and unanimously approved by voice vote.

- **Proposed amendments to the rules and regulations for the leasing of units**

There was consensus from the board to move forward with the proposed changes to the rules regulating unit leasing. After additional discussion, it was suggested that two additional changes be made to the proposed amendments:

1) Section 1 of "Leasing/Renting of a Unit" should be further amended to state:

The Management Company and the Board should be notified in writing 30 days in advance of the unit owner's intent to lease. Any new lease will be presented to the Board and the Management Company 10 days prior to signing, as well as documentation of current homeowner insurance.

- 2) Section 8B of "Leasing/Renting of a Unit" should be further amended to state:
A 36 consecutive month cap will be in place for renting a unit by a homeowner and the 36 month period will begin on the first day that the lease takes effect.

A motion was made to add the proposed amendments to the rules and regulations. The motion was seconded and approved by voice vote.

The unit leasing amendments will go into effect on July 1, 2014. A revised copy of the amendments will be included with the February 2014 minutes.

- **5920 ice build-up and water seepage issues**

Mark reported that due to the heavy snowfall and cold temperatures, melting and refreezing snow on the 5920 roof has created an ice dam. The ice dam prevents the snow melt from draining properly and creates seepage between the siding and masonry, which in turn is creating water leakage into units' sliding glass door frames. Alan Gold's office has scheduled a roofing company to remove the ice buildup. Once warm weather has returned, the board will have the roof repaired and install additional heat tape to help prevent the ice buildup in the future.

New Business

- **Homeowner insurance requirement**

Mark brought up the issue of homeowner insurance. The Paulina Court association condo documents require that all owners carry homeowner insurance. It was suggested that all owners provide documented proof of homeowner insurance coverage to the board and that it be kept on file with the management company. Further discussion will be continued.

- **Garbage bin access and parking lot snow removal**

Mark reminded the board and owners that during periods of heavy snowfall, garbage pick-up may be impeded by snow piled around and next to the garbage bins. Because we don't use a snow removal service, it's important for owners who volunteer to shovel snow in the parking lot to avoid piling snow around the dumpsters and in the paths of the parking lot gates and gate sensors. Because of our considerate owners who volunteer to shovel snow, the association is able to save thousands of dollars on snow removal every winter.

- **5912-16 hot water heater repair**

Mark reported that the 5912-16 hot water heater will be replaced and hot water restored as soon as an industrial sized heater can be located and installed. The current heater is approximately 10 years old and had rusted through.

- **Condo bed bug plan**

Mark reported that the City of Chicago is requiring that condo associations have a bed bug infestation prevention plan in place in 2014. The management office is investigating this issue and will assist the board in implementing a documented plan.

With no further business, the meeting adjourned at 8:25 P.M.

General Reminders and Paulina Court Updates

- **Protect Your Investment – Homeowner Insurance**

Please remember that each owner is required to obtain and maintain homeowner's insurance. Each owner is required to present the Condo Association with proof of that homeowner's insurance. It is important to have insurance not only for belongings, but to protect liability for damage to another unit, caused by something within the owner's own unit. (*Excerpted from the Rules and Regulations booklet, page 6.*)

- **Another HUGE Thank You...**

to those who have volunteered to pick up snow shovels or start up the snow blower to keep our sidewalks and parking lot clear during this very snowy winter. We all appreciate your hard work and thoughtfulness!

Next Board Meeting: Tuesday, March 18, 2014

7:00 P.M. – 5912 Basement

Approved Changes to Paulina Court Rules and Regulations – July 1, 2014

Unit Use and Maintenance for rental purposes

***The Board of Directors believes strongly in home ownership and owner occupied units. Occasions may develop where a unit owner may rent their unit. Leasing of a unit is permitted by the unit owner as set forth in the Declaration of Condominium and the By-Laws. In addition to those guidelines, the following rules are in place to allow all owners the same opportunity to rent their unit on a limited time basis.**

****The Board of Directors, by Illinois law, reserves the right to evict renters where the owner or renter fails to follow rental processes/procedures and/or house rules. Expenses for evictions will be assessed to the unit owner.**

To rent a Unit:

1. Unit owners and tenants must be responsible for keeping their units in such a manner as not to pose any safety or health hazard and in good operational order. Unit owners must notify the Management Company and the Board when a proposed unit repair will interfere with any common element.
2. Unit owners must provide adequate security at unit entrances (do not let in any unknown people).
3. Prolonged nuisances from within a unit are prohibited and should be reported to the property Management Company & the Board. Unless circumstances warrant, nuisances should be taken up with the unit owner directly prior to filing a complaint to the Board and the Management Company.
4. Unit owners must be responsible when providing renters with appropriate building keys.
5. Smoke and carbon monoxide detectors must be maintained, tested and replaced per Chicago ordinances.
6. If a unit will be unoccupied for at least two weeks, occupant should notify the Management Company and the Board and provide keys/access to unit in case of emergency.
7. Unit owners and tenants should provide a list of emergency contact telephone numbers to the Board and to the Management Company.

Leasing / Renting of a Unit

Leasing of a unit is permitted by the unit owner as set forth in the Declaration of Condominium and the By-Laws. In addition to those guidelines, the Board herein establishes the following requirements. **All communication must be in writing to both the Board and Management Company. No verbal agreements will be honored.**

1. **The Management Company and the Board should be notified in writing 30 days in advance of the unit owner's intent to lease. Any new lease will be presented to the Board and the Management Company 10 days prior to signing, as well as documentation of current homeowner insurance.**
2. The Board and Management Company will require the submittal of basic contact information regarding the lessee and information regarding the length of the lease.
3. The term of the lease must be for at least 12 months, **but not more than 36 months**, unless otherwise approved by the Board.

4. The unit owner will make a \$600.00 deposit to the **Management Company** prior to any tenant moving in. The deposit will be refunded with interest at the termination of the lease.

5. A fine of \$600.00 will be assessed to a unit owner who fails to follow proper unit rental protocol when leasing their unit, as stated in the Paulina Court rules and regulations handbook. This fine will be in addition to the \$600.00 refundable deposit that is required when a unit is leased.

6. A fee of \$25 will be assessed to a rental unit owner to cover the cost of providing new front door/mailbox nameplates and the cost of reprogramming the front gate security system to accommodate renters who are leasing the unit **for each lease agreement**. This fee must be paid in advance of the renter moving into the unit.

7. All fines discussed in the Rules and Regulations will be doubled for renters **and ultimately are the responsibility of the unit owner to be paid within 30 days of final process/judgment.**

8. Rental of a unit will be allowed to the extent that 80% or more of the units are owner occupied. The board has set forth the following guidelines for maximum number of consecutive months allowed and process for a rental waiting list:

A. An owner must have lived in their unit for 24 consecutive months to be eligible for consideration to lease their unit.

B. A 36 consecutive month cap will be in place for renting a unit by a homeowner and the 36 month period will begin on the first day that the lease takes effect. At the end of the 36-month cycle, any owner that wishes to be placed onto the waiting list for renting may do so. If an owner changes tenants during their 36-month cycle, the cycle does not start over but continues with a new tenant. If the unit is unoccupied for a given time between tenants, that unoccupied time is considered part of the 36-month cap. Any new tenant must meet requirements for renting listed prior. The 36-month period is terminated if the owner moves back into the unit.

C. A waiting list is in place for owners who wish to rent their unit once the 20% rental cap is reached. This list will be used as rental spaces open up on a first come, first serve basis for those who indicate in writing of their wish to rent their unit. An owner who is renting and reaches the 36-month cap may move to the waiting list if the Board and Management Company are notified at the end of their 36-month term/cap. The board secretary will assume the responsibility for maintaining the waiting list.

D. The Board reserves the right to grant a variance. A variance must pass with a majority vote by the Board. A variance must outline the starting and ending point to the variance. Failure to follow these rules may result in the eviction of the renter.