

# **Paulina Court Condo Board Meeting Minutes**

February 16, 2016 - 5912 Basement

**Board Members Present:** Terry Brackney, Boyce Bryson, Mark Hoeve, Jeff Hutchins

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

## **Financial Report**

The financial report was deferred to the March board meeting

## **Old Business**

- **Boiler repair update**

Mark reported that the repair to the 5912-16 boiler has been completed. The repair included replacement of a faulty thermostat circuit board. As part of the repair, the thermostat sensors that are located in several units will be replaced. This will be done in house on a unit by unit basis. In the meantime, the boiler thermostat will be tweaked manually as needed.

- **Parking lot light replacement**

Mark also reported that the two parking lot light fixtures and wire conduit replacement has been completed. Due to the recurring repair issues that the light fixtures incurred, the board opted to have them replaced to avoid ongoing service calls and repair costs.

- **Courtyard landscaping project and committee formation**

The board is seeking owner volunteers to serve on a committee to plan and oversee the proposed courtyard landscaping project. Interested owners should contact a board member for more information. The project discussion will continue at future meetings.

- **Rules and Regulations update: rental deposit policy revision**

At the recommendation of our management company, the board has proposed to amend the rental unit deposit policy that currently exists. The proposed changes will include implementing moving-in and/or moving-out fees to replace the \$600 flat deposit that currently exists. Following is the recommended language that will be incorporated into the rules:

1. All moves are to be scheduled with the management office. Additionally, a fine of \$300.00 will be assessed for moving without notice to the Association's management office.
2. The Association must be notified (via the management office) of moving dates and provided with a \$250 non-refundable move in fee.
3. Should any damage occur during the move, the Association has the right to repair the damage and bill the Owner for the actual repair costs. Owner is responsible for recovering that cost from the movers.
4. Do not leave outer doors to common areas unlocked or open during the move unless someone is continuously watching the door.
5. Moving boxes should be broken down and placed in the dumpsters or the recycling bins. If the addition of the moving boxes will cause the bin(s) to overflow, please wait until the bins are emptied before placing the boxes in the bins. Do not cause an overflow of the bins, or you may be fined.

## New Business

- **Parking lot repaving project**

Due to the continuing deterioration of the parking lot surface, the board determined that it would be wise to move forward with the proposed resurfacing project. The board will seek bids for the project this spring. During the parking lot discussion, it was also suggested that the center parking space wheel stops be removed to allow cars to enter/exit from either gate the in the event that one of the gates fails to open.

With no further business, the meeting adjourned at 7:45 P.M.

## General Reminders and Paulina Court Updates

- **Paulina Court Smoking Policy**

It was brought to the board's attention that several cigarette butts and other smoking paraphernalia/waste were found on the floor of the 5912 basement storage locker area. **Please remember that the use of all smoking materials is strictly prohibited in the building common areas.**

- **Protect Your Investment – Homeowner Insurance**

Each owner is required to obtain and maintain homeowner's insurance. Each owner is required to present the Condo Association (*via the management company*) 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*)

- **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](mailto:ktran.chicago@comcast.net) so he may update your information on the Paulina Court website. The website login is **paulinacourt** and the password is **paulina1379**.

**Next Board Meeting: Tuesday, March 8, 2016**

7:00 P.M. – 5912 Basement