

Paulina Court Condo Board Meeting Minutes

January 16, 2012 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve, Kate Mohill

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

Treasurer's Report

Judi Brown presented a brief budget summary and reported that heating expenses have increased for the current heating season due to the colder weather. Otherwise, we are on track budget wise. She also reported that \$10,000 has been transferred from general operating to the reserves. The reserve fund is currently \$95,000.

Judi stressed the importance of owners responding to balance statements that are sent to them from the management office in order to avoid being assessed additional late fees or other charges that may be incurred due to outstanding account balances.

A motion was made to approve the treasurer's report. The motion was seconded and approved.

Old Business

- **Confirmation of 2014 Board Officers**

The board officer positions will remain the same for 2014:

Mark Hoeve:	President
Boyce Bryson:	Vice President
Judi Brown:	Treasurer
Terry Brackney:	Secretary
Kate Mohill:	Member-at-large
Sara Zimmerman:	Member-at-large

- **5920, 5924 water seepage issues**

Mark reported that the investigation to locate the cause of water seepage in the 5924 foyer is still ongoing. A roof contractor has examined the roof and wasn't able to determine the source for the water infiltration. Alan Gold has scheduled a masonry contractor to search for any obvious masonry problems that may be creating the seepage. The board is also continuing to investigate solutions to prevent the recurring water seepage issues in 5920 units. The water seepage is caused by ice build-up and subsequent melting after heavy snowfalls.

- **Snow blower repair**

Mark reported that the snow blower has been repaired and is now available for use.

- **Proposed repair/maintenance projects update**

Mark reported that the board has received quotes for possible upcoming repair and maintenance projects. The project bids are as follows:

- 1) Courtyard tree trimming and/or tree removal

Nels Johnson Tree Experts (3 scenarios):

- Removal of maple tree and stump, trimming/pruning of pear tree: \$1,335.00
- Removal of both trees and stumps: \$1,667.00
- Pruning, trimming of both trees: \$785.00

(The board proposed that, for the time being, the best course of action would be to have both trees trimmed.)

- 2) 5912-5920 roof insulation and venting (the 5924 roof section has already been insulated)
Wilkin Insulation: \$8,250.00

3) Installation of aluminum roof coating for 5912-5924
Starr Roofing and Siding: \$3,750.00

- **Proposed amendments to the rules and regulations for the leasing of units**
To clarify issues concerning unit leasing and to provide fairness to all owners who wish to lease their unit, the board proposes several changes to the rules and regulations that govern the unit leasing process. The proposed rule changes will be open for discussion at the February board meeting. The board proposes that these rule changes go into effect on July 1, 2014. The proposed changes are included with these minutes for owner review.
- **Proposed masonry repair project for 5920-24**
A representative from Dakota-Evans will meet with the board at the February board meeting to discuss and review the proposed masonry repair and restoration project for the 5920-204 building. Dakota-Evans completed the masonry repair project for 5912-16 two years ago.

New Business

- **Expanded cleaning of common areas and increase to cleaning service fee**
Judi proposed that the cleaning service duties be expanded to include cleaning of the interior basement stairways and basement landings in each stack. She also proposed that the cleaning fee paid to the cleaning service be raised from \$290.00 to \$300.00 per visit. The cleaning service currently cleans our common areas every 3 weeks.

A motion was made to increase the cleaning service fee to \$300.00 per visit. The motion was seconded and unanimously approved by voice vote.

- **Light fixture repair**
Judi volunteered to contact the management office to schedule repairs to the south parking lot light fixture and the 5916 doorway exterior light fixture.

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

General Reminders and Paulina Court Updates

- **Cold Weather Reminder**
Remember to help prevent interior kitchen water pipes from freezing during extreme cold by leaving the cabinet doors under the sink partially open and occasionally running water from your refrigerator water dispenser to help keep the water lines open and ice free.
- **Thank you, 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 this winter. We appreciate your hard work and thoughtfulness!

Next Board Meeting: Tuesday, February 11, 2014
7:00 P.M. – 5912 Basement

Proposed Changes to Paulina Court Rules and Regulations

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 unitowner's **intent** to lease. Any new lease will be presented to the Board and the Management Company 10 days prior to signing.
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. 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.