

Paulina Court Condo Board Meeting Minutes

January 12, 2016 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Mark Hoeve, Becky Kidd
For Management: Brawley Reishman

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

Financial Report

Brawley Reishman distributed copies of the balance sheet and budget vs. actuals reports as of 12/31/15. Despite the financial uncertainty that the association faced at the beginning of 2015, the year ended on a more positive note. The reserves are \$89,875.69 and total assets are \$99,000 as of 12/31/15. Both income and expenses were generally on target for the 2015 budget.

A brief discussion followed concerning owners with past due accounts. Brawley reported that the past due accounts were minimal and are being brought up to date. He will follow up with owners who have past due accounts.

Old Business

- **A.P. Gold update**

Mark reported that two board members had met with the FBI concerning A.P. Gold. The investigation has been assigned a case number and the FBI is also contacting other associations that were A.P. Gold clients. The board will provide updates as they are provided to us.

- **5916 #1W window replacement**

Water seepage from a south facing porch window has been reported in 5916 #1W. Brawley will coordinate with a window vendor to schedule replacement of the leaking window. This has been an ongoing issue with the south porch windows and they are being replaced as water seepage problems are reported.

- **Courtyard landscaping project and committee formation**

The board agreed to defer discussion on this project until the February meeting.

New Business

- **Approval of November board meeting minutes**

A motion was made to approve the November annual/board meeting minutes. The motion was seconded and unanimously approved by voice vote.

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

At the recommendation of our management company, the board is in discussion to amend the rental unit deposit policy that currently exists. The proposed changes will include implementing moving-in/moving-out fees to replace the \$600 flat deposit. Brawley will provide the board with moving fee policy language examples that other associations are using. The board will review this and discussion will continue at the February meeting.

Brawley also suggested that the board implement a written lockout policy to address instances when owners lock themselves out of their units after hours. A lockbox that contains voluntarily supplied unit keys has been maintained, but many of the unit keys have not been replaced in recent years. The board will continue this discussion at future meetings.

- **Triview transition**

Brawley gave a brief update on the Transproperties Management merger with Triview Property Management. As part of the transition, new management software will be implemented, as well as vendor insurance requirements. A list of contractor insurance coverage recommendations was provided to the board for review. The board will determine what level of coverage the association will require for contractors going forward.

Most changes concerning the merger will be transparent to the board and owners. Brawley will update owners about upcoming management changes via email as the merger progresses, including changes concerning monthly assessment payments and management office contact information.

Brawley also provided the board with copies of the Night Tenders questionnaire that he is completing on behalf of the association. This will provide information concerning how after-hours emergencies and maintenance issues will be addressed.

- **Miscellaneous maintenance issues**

It was brought to the board's attention that the fire extinguisher located in the 5924 stairwell has gone missing. Brawley will contact the vendor to have it replaced. The board was also reminded that the south parking lot light is not functioning and needs to be serviced. Brawley will also schedule a repair for the light fixture.

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

Next Board Meeting: Tuesday, February 9, 2016
7:00 P.M. – 5912 Basement