

Paulina Court Condo Board Meeting Minutes

June 9, 2015 - 5912 Basement

Board Members present: Terry Brackney, Judi Brown, Mark Hoeve, Kate Mohill, Sara Zimmerman
For management: Brawley Reishman

Mark Hoeve called the meeting to order at 7:00 p.m. after determining that a quorum was present.

Approval of Minutes

On a motion made and seconded, the board approved the May 2015 board meeting minutes.

Treasurer's Report

Copies of the agenda and financial/budget reports were distributed. Brawley Reishman reported on the association's financial status as of 5/31/2015. In summary, the reserve account is approximately \$78,300 and the checking account is approximately \$20,700 as of May 31. \$5,000 will be transferred to the reserve account from operating as a first installment for 2015. An additional \$5,000 will be transferred to reserves at the end of 2015. We continue to be on track for the 2015 budget.

Judi Brown reported that the 2014 association tax return has been completed and will be submitted once it has been signed. She also reported that the reserve fund transfer to a money market account has been completed as approved by the board at the May 2015 board meeting.

On a motion made and seconded, the board approved the financial report.

Old Business

- **Ongoing repair/maintenance projects**

Brawley provided updates for several maintenance projects scheduled for this summer/fall:

- 5920 roof heat tape installation: we are still awaiting an additional quote for the project.
- Basement glass block window replacement: bids are being requested.
- Common area carpet steam cleaning: one quote has been received from Premier Carpet Cleaning Service for \$928.00. Brawley has worked with this company before and they are highly recommended. The board agreed to forego waiting for the second bid and accepted the bid from Premier Carpet. Brawley will contact Premier to schedule the cleaning and will alert owners about the carpet cleaning via email and posted notices.

On a motion made and seconded, the board accepted the \$928.00 bid from Premier Carpet Cleaning Service for common area carpet cleaning.

- Balcony ceiling repair: It has been determined that 5-6 balcony ceilings are in need of repair and Roger Hendricks has agreed to perform the ceiling repair and painting. The cost will be \$300.00 per ceiling. Brawley will contact Roger to schedule the balcony painting.
- 5920 basement ceiling repair and 5920 Units 1W, 2W drywall repair and painting: these repairs will also be completed by Roger Hendricks and will be scheduled along with the balcony ceiling repairs.
- Dryer vent cleaning: the cost for dryer vent cleaning will be approximately \$40 per unit. It was suggested that this project be scheduled during the fall clean-up day in October. The exact date will be determined. This service will be voluntary and owners must be present.
- Yearly grease trap cleaning, boiler inspection, flood control maintenance: to be scheduled.

New Business

- **New Owner Package**

Brawley reported that the management company will provide a new owner package that includes a copy of the rules and regulations, contact information, and other pertinent documentation for new Paulina Court owners.

- **Emergency key box**

Mark suggested that the association should update its method for maintaining an emergency key box for owner's unit door keys. The current set of keys are unlabeled and are kept in a locked key box. The keys are only to be accessed for emergencies. The board discussed several scenarios for improving or updating the system but no decision was made moving forward. Brawley will also provide suggestions to handle owner lock-outs and entering units for emergency purposes when the owner is not present.

- **Possible 2016 repair/maintenance projects**

The board compiled a list of several possible projects for 2016 including: continued repair of the building masonry, resurfacing of the parking lot, courtyard landscaping, and replacement of the boarded basement windows. Discussion and prioritization of these and other possible projects will continue at future meetings.

- **Traveler's Agreement Letter**

The association has received a letter from Traveler's Insurance, our business insurance provider, requesting that the association waive it's right to direct any litigation that Traveler's Insurance may pursue to recoup from A. P. Gold the money that Paulina Court received in our claim against A. P. Gold. The letter was reviewed by legal counsel and it was determined that signing the agreement letter would be in the association's best interest.

On a motion made and seconded, the board unanimously voted in favor of signing the agreement letter.

- **Neighborhood concerns**

The board discussed several ongoing neighborhood issues, particularly the continued deterioration of the next door property at 5900 N. Paulina and the reports of several homeless individuals taking up residence at the former Carson's Ribs property on Ridge Avenue. Mark suggested that a telephone/email campaign from the owners be directed to the alderman's office to express our safety and property value concerns.

- **Repair of gangway parking lot gate**

Brawley will schedule a repair of the north gangway parking lot gate and will have all door and gate locks checked, as well.

With no further business, the meeting adjourned at 8:20 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.

- **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 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, August 18, 2015

7:00 P.M. . 5912 Basement