

## **Paulina Court Condo Board Meeting Minutes**

June 16, 2020 – Meeting was held via teleconferencing

**Board Members Present:** T. Brackney, K. Fitzgerald, M. Hoeve, J. Hutchins, B. Kidd

**For Management:** Brawley Reishman

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

### **Approval of May meeting minutes**

A motion was made to approve the May 2020 board minutes. The motion was seconded and unanimously approved by voice vote.

### **Management Discussion**

The initial portion of the meeting was a discussion with Westward 360 representative, Brawley Reishman, who provided responses to the various management company issues that the board had expressed to him at the January board meeting and via a letter send to him following Becky's financial audit. The board's concerns primarily deal with financial reporting discrepancies and other ongoing financial issues, including late payment fees for overdue bills and numerous invoice payments for other associations. The board also previously expressed concerns about the multiple property managers that had been assigned to our account over the last year and that communications/response times from the company had deteriorated for the past several months.

Brawley addressed each of the concerns and provided some basic background into the Westward 360 accounting/bill paying processes which he believes created most of the problems. He stated that the company was working to resolve some of these issues, but he still did not fully explain why these recurring problems, which the company had been aware of for several months, were not being immediately addressed and corrected. He also stated that Westward 360 had agreed to reimburse Paulina Court approximately \$1,800 for various over charges that had been incurred from late bill payment fees and invoices which had been paid in error.

### **Old Business**

- **Summer/Fall repair bids updates**  
Mark reported that we are still awaiting additional bids from the management company for the 5916 #2E balcony ceiling repair and the stairway/entryway painting project.
- **Front yard fencing and balcony painting**  
Mark reported that the front lawn protective fencing installation had been completed and thanked the owners who were involved in the project. He also commended and thanked owners who have taken on the responsibility of painting and making other improvements to their balconies.
- **Westward 360 management issues discussion**  
For the remainder of the meeting, Mark led the board in a discussion on the continuing problems concerning Westward 360 and reviewed Brawley's follow-up reporting. The board agreed that his explanations were, for the most part, unsatisfactory. Because of this and other ongoing, unresolved issues, the board unanimously agreed to move forward with replacing Westward 360. The board will continue to research and review management companies, primarily focusing on Prairie Shores Property Management, who also manages the property next door.

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

**Next Board Meeting: Tuesday, September 15, 2020**

7:00 P.M. – Meeting via teleconferencing

## **Paulina Court Condo Executive Board Meeting Minutes**

June 30, 2020 – Meeting was held via teleconferencing

**Board Members Present:** T. Brackney, K. Fitzgerald, M. Hoeve, J. Hutchins, H. Jun, B. Kidd

The executive board meeting was called to order by Mark Hoeve at 8:00 P.M.

After completing and reviewing a teleconferenced meeting with representatives from Prairie Shores Property Management, Richard Holtzman (President) and Michael Kurtovic (Property Manager), the board unanimously voted to hire Prairie Shores Property Management to be our management company beginning September 1, 2020. The monthly management fee will be \$800 per month.

Mark agreed to contact Westward 360 to provide them with the required 60 days-notice for contract cancellation. He also agreed to contact Richard Holtzman at Prairie Shores to inform him of the board's decision and to request that they begin the transition process for a September 1<sup>st</sup> start.

With no further business, the meeting adjourned at 8:30 P.M.