

Paulina Court Condo Board Meeting Minutes

March 8, 2016 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Jeff Hutchins, Becky Kidd
Management: Brawley Reishman

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

Approval of February minutes

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

Financial Report

Brawley Reishman distributed copies of the balance sheet and budget vs. actuals reports as of 2/29/16. The reserves are \$91,974.38 and total assets are \$99,788.95 as of 2/29/16. He reported that most line items continue to be on target for the 2016 budget. We are significantly under budget thus far for heating fuel for the 2015-2016 heating season. We are somewhat over budget for general maintenance and repairs. This is primarily due to the rekeying work that was recently completed.

Old Business

- **Rules and Regulations changes update: board vote at the April meeting**
Brawley will distribute to owners the proposed changes to the association rules that pertain to moving in/out of the building. The board will vote to adopt these changes at the April board meeting. The rule changes are as follows
 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. Boxes should be broken down and placed in the dumpsters or the recycling bins. If the addition of the 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.
- **Contractor insurance requirements**
Brawley reported that the contractor insurance requirement determination is being out-sourced by the management company to a vendor to review and determine the appropriate insurance coverage levels.

New Business

- **New Board meeting date**

A proposal was made that the monthly board meeting date be moved from the second Tuesday to the third Tuesday of each month in order to allow more time for the financial reports to be completed and distributed to board members for review prior to each meeting.

A motion was made to schedule all future board meetings on the third Tuesday of each month. The motion was seconded and unanimously approved by voice vote.

- **Lawn maintenance contract**

The board agreed to renew the lawn maintenance contract with Diaz Brothers Landscaping Company for 2016. The lawn work estimate is \$2,200.00.

- **Spring/Summer repair projects**

The board discussed several upcoming and proposed maintenance projects:

- 1) **Boiler pipe repair:** The board agreed to accept a bid of \$2,070.00 from Jacobs Boiler to complete the boiler repair project that was begun last fall. The pipe repair will be completed this spring.
- 2) **Courtyard landscaping project:** Discussion continued concerning the courtyard landscaping project. The board is still seeking volunteers to form a committee to plan and oversee the project. Brawley will provide the board with information on landscape design contractors that the board might contact for consultation.
- 3) **Parking lot repaving project:** The board agreed to move forward with plans to repave the parking lot. Brawley will contact paving contractors and provide bids to the board.
- 4) **Building masonry project:** The board agreed to seek updated bids to continue the building masonry repair project, particularly repair of the parapets along the parking lot/courtyard walkway. Brawley will contact Dakota-Evans to provide an updated cost estimate for the work.

- **Spring Cleanup Day**

The board has tentatively scheduled the 2016 spring cleanup day for Saturday, May 14 from 9:00 a.m. to 12 Noon. More details will follow after the April board meeting.

- **Janitorial Services**

Brawley will provide the board with a quote for janitorial and common area housekeeping services that are available through the management company.

With no further business, the meeting adjourned at 8:00 P.M.

General Reminders and Paulina Court Updates

- **Spring Cleanup 2016**

Our annual spring cleanup day is tentatively scheduled for **Saturday, May 14, 9:00 a.m. – 12 Noon**. Come out and enjoy the spring weather, meet with your neighbors, and help improve our property. If you have any project suggestions for cleanup day, please contact the board at boardmembers@paulinacourt.org.

- **Quiet Hours Reminder**

With the return of warmer weather and open windows, please remember that sounds and voices tend to amplify in our courtyard, especially those coming from our balconies and decks. Please be considerate of your neighbors by keeping music and voices at a low volume during the night time quiet hours and at a moderate level during the day.

Also, from our rules and regulations handbook concerning interior unit noise levels:

Sound transmission from one unit to another is a problem in a building of this nature. In consideration of your neighbors, loud noises such as pounding, drilling, loud television, music or other loud noises are prohibited between 10:00 p.m. and 8:00 a.m. Friday and Saturday nights, the hours are 12:00 a.m. to 9:00 a.m. Noise should be moderated at all times. Considering the hardwood flooring and construction of our building, unit owners & residents should be especially mindful of this matter.

- **Garbage Dumpsters**

A reminder that we are levied an additional fee for pick-up of trash that is placed outside of or next to the dumpsters. Please make an effort to put all trash and discarded items inside the dumpsters. Also, large cardboard boxes should be broken down before being placed into the dumpsters.

- **Paulina Court Website**

An archive of board meeting minutes, a current copy of the Rules, Regulations and Policies Manual and other reference materials may be viewed on the Paulina Court website. The website login is paulinacourt and the password is paulina1379.

A reminder for contacting all owners via email: If you want to send an email to all Paulina Court owners the address to use is owners@paulinacourt.org. The email address to contact board members only is boardmembers@paulinacourt.org.

Next Board Meeting: Tuesday, April 19, 2016

7:00 P.M. – 5912 Basement