

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

March 10, 2020 - 5924 Basement

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

The board meeting was called to order by Mark Hoeve at 7:10 P.M.

### **Approval of January meeting minutes**

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

### **Financial Report**

Becky presented a financial report and an update on her ongoing review and audit of Paulina Court's financial records/transactions as provided to the association by the management company and monthly bank statements. She reported finding several discrepancies going back to 2018. These include utility invoices from other properties that were paid from the Paulina Court account, several instances of bills that had incurred late fees due to late payments, and some instances of invoice double payments. She also expressed her ongoing frustration at not having full access to the Paulina Court account general ledger and not receiving monthly financial statements from the management company in a timely manner. She proposed that when her audit is complete, a meeting with the management company should be scheduled to present her findings and to go over the discrepancies. She reported that the checking account was approximately \$35,000 at the end of 2019 and the current reserve fund is approximately \$109,000.

### **New Business**

- **New property manager**  
Mark reported that a new property manager, Michael Dwyer, has been assigned to Paulina Court to replace Bridget McDonnell, who left the company at the end of February. Three board members met with Michael last week to tour the property with him and answered questions concerning ongoing association issues and concerns
- **2020 spring cleanup day**  
The board proposed that a spring cleanup day be scheduled in order to perform general common area cleanup tasks and to replace bushes and groundcover at the west end of the courtyard. The tentative date for the cleanup day is Saturday, May 16, from 9 a.m. to 12 noon. The board also suggested scheduling a second cleanup day in the fall to concentrate on cleaning the basements and removing unclaimed items that are again accumulating outside of the designated owner basement storage areas. More details for both cleanup days will be forthcoming.
- **Summer repairs**  
Mark reported that the management company will obtain bids for the 5916 #2E balcony ceiling repair and will provide updated bids for the tentative stairway/entryway painting project. The painting project will also include painting the rear entry doors and trim.
- **Management company meeting overview**  
The board continued its discussion about ongoing issues with Westward 360 and the possibility of replacing them with new management in 2021. This discussion and research into other management companies will continue for the next several months.

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

**Next Board Meeting: Tuesday, April 21, 2020**  
7:00 P.M. – 5924 Basement