

Paulina Court Condo Board Meeting Minutes

May 12, 2015 - 5912 Basement

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

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

Treasurer's Report

Copies of the agenda and financial/budget reports were distributed. Brawley Reishman reported on the association's financial status as of 4/30/2015, provided instruction for reading the monthly financial reports generated by the management company and explained the budget vs. actuals report in fuller detail. In summary, the reserve account is approximately \$78,000 and the checking account is approximately \$18,000 as of April 30th.

Judi Brown proposed that it would be financially advantageous to transfer the reserve fund to a money market account. If the board agrees, she will contact the bank to initiate the transfer.

On a motion made and seconded, the board voted unanimously in favor of transferring the reserve fund to a money market account.

Old Business

- **Fire extinguisher installation completed**

Brawley reported that the installation of fire extinguishers in the common areas has been completed. The new extinguishers are located between the first and second floors of each stack and also in the furnace rooms of each building.

- **Paulina Court spring clean-up day**

The spring clean-up day is scheduled for this Saturday, May 16, from 9:00 a.m.-12 noon in the courtyard. Boyce reported that mulch has been ordered and will be delivered Saturday morning. Additional tasks will be assigned that morning and we are hoping for good owner turn out.

Terry reported that the Brown Elephant resale shop no longer schedules multi-unit pickups. Owners who wish to donate and schedule a pickup (furniture only) must do so on an individual basis by contacting the Brown Elephant directly. Scheduling information is available on their website.

- **5920 roof heat tape installation quote**

Brawley reported that one bid has been received for the installation/repair of heat tape on the northwest corner of the 5920 roof. The bid is from Guaranteed Gutters for \$2,245.00. Brawley will solicit additional quotes.

New Business

- **Recurring maintenance schedule**

The meeting materials included a recurring maintenance schedule provided by the management company. The schedule includes items such as annual boiler maintenance, sewer maintenance, carpet cleaning, washing and sealing of wooden decks/stairs, dryer vent cleaning and several other recurring maintenance tasks. After discussion of the listed items, the board determined that carpet and dryer vent cleaning should be a priority and asked Brawley to seek bids for these two maintenance issues. It was suggested that dryer vent cleaning could be included with our annual fall cleanup day.

- **5920 basement storage area ceiling repair**

Needed repair of the 5920 basement storage area ceiling was recently brought to the board's attention. The ceiling dry wall had been opened to repair plumbing water seepage, but the ceiling had not been repaired or replaced. Brawley will investigate the issue and will schedule any necessary repairs.

With no further business, the meeting adjourned at 7:50 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, June 9, 2015

7:00 P.M. – 5912 Basement