

Paulina Court Condo Board Meeting Minutes

May 19, 2016 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Mark Hoeve, Jeff Hutchins

Owners Present: David Miller, Kate Mohill

The meeting was called to order at 7:05 P.M.

Approval of April meeting minutes

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

Financial Report

Judi Brown reported that we continue to be on target for the 2016 budget. Funds that had recently been transferred from the reserve account to cover furnace boiler and window repair expenses will be returned to the reserves from the general operating account. The amount transferred was approximately \$6,600.

Old Business

- **Landscape committee report**

Jeff Hutchins, chair of the landscape committee, reported on the first committee meeting that was held on April 26th. Committee members are Jeff Hutchins, Helen Jun, Laura Schneider, David Miller, Judi Brown and Terry Brackney. The purpose of the initial meeting was to gather suggestions and begin the planning process. The committee agreed that the project should be completed in stages in order to reduce the impact on the association's finances. A copy of the committee meeting minutes is included with these minutes.

The committee agree on four main steps moving forward:

- Obtain quotes from tree service companies to examine the courtyard trees and provide recommendations for tree trimming and/or possible tree replacement.
- Obtain a list of landscape design contractors that the committee will vet and then provide a recommendation to the board.
- Ask the board to provide an updated budget for the landscape project.
- Continue to seek owner input during the planning process.

Jeff volunteered to contact the management company to request names of tree services/arborists that we might hire to provide a report on the status of the courtyard trees. The next committee meeting date is to be determined.

The board agreed to an allocation of \$20,000 for the entire landscape project.

- **Parking lot repaving project**

Mark reported that the board will continue to obtain bids for the parking lot repair project. To date, one bid has been received from Rose Paving Co. for \$14,408.39.

- **Review of long-term budget and project planning**

Mark reviewed with the board the long-term budget and capital improvement planning document that was created for 2015-2018 and last updated in 2015. Because certain assumptions were made concerning assessment increases for 2016 and beyond, the board will continue to review and make adjustments to the document as needed. Improvement projects include landscaping, continued replacement of the 5912-16 porch windows, parking lot repaving, and completing phase 3 of the masonry repair project.

New Business

- **Stairwell and entryway door touch-up painting**
The board agreed that we are due for touch-up painting of the stairwells, unit doors and stack entryway doors. Judi volunteered to contact Roger Hendricks to obtain a quote for this project.
- **Wooden stairways and landings sealing**
The board also proposed that the outdoor stairs and landings should be professionally resealed before winter. The board will obtain bids from the management company and will try to schedule this project sometime this fall.
- **5916 fire extinguisher**
The fire extinguisher and holder in the 5916 stack needs to be reattached to the wall. The management company will be contacted to have this repaired.

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

General Reminders and Paulina Court Updates

- **Summer in the City**
A quiet reminder: now that warm weather has returned and windows are open, please remember that sounds and voices tend to amplify in our courtyard, especially from the balconies and decks. Be considerate of your neighbors by keeping music, cell phone conversations, and voices at low volume during the nighttime quiet hours and at moderate levels during the day.
- **Garbage Dumpsters**
A reminder that we are levied additional fees 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, all 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](http://paulinacourt.org) 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.
- **New Board Member Cultivation**
Want to get involved in your association? Attend the board meeting. We need your interest, input, ideas and support.

Next Board Meeting: Tuesday, June 21, 2016

7:00 P.M. – 5912 Basement

Paulina Court Landscape Project Committee
April 26, 2016 – 5924 #1E Basement

Members present: Jeff Hutchins, Helen Jun, Laura Schneider, Judi Brown, Terry Brackney

Meeting Summary:

The landscaping project committee held its initial meeting to gather ideas and begin planning for the landscape project. The committee agreed on several main points:

- Create an overall design plan, but implement it in stages to reduce the impact on the association's finances.
- The courtyard area will be the top priority for the project.
- The project will be professionally designed and implemented.
- The status of the courtyard trees should be revisited by a professional tree service to provide recommendations and updated quotes for tree removal and/or trimming. It was recommended in 2013 that the maple tree (west end) be removed due to the shallow root system causing upheaval of the sidewalk and possible future harm to the building foundation.
- The new plantings should be symmetrical to match the symmetry of the buildings.
- Soil testing should be included in the design process to provide recommendations for possible soil improvement.
- Incorporate some type of ground paving (pavers, fieldstone, etc.) as infill for both ends of the courtyard, particularly the west end where plant groundcover has not taken hold.
- Incorporate large planters to hold annual flowers and plants.
- New plants should be shade friendly, low maintenance, and require minimal watering, with a preference for perennial, native plants. There is also a preference to include various perennial plants that will flower throughout the growing season and plants/bushes that are "evergreen" to provide greenery during the winter season.

Committee next steps:

1. Ask the board to obtain tree service quotes to re-examine the courtyard trees and provide updated recommendations for tree removal and/or trimming.
2. Consult with the management company to provide a list of possible landscape design contractors. The committee will then vet the contractors, obtain project quotes, and make recommendations to the board for approval.
3. Ask the board to provide an updated budget amount or amount range to be allocated for the project.
4. The committee will continue to seek input from owners and explore the neighborhood to see what other similar condo buildings have designed their landscaping.