

# **Paulina Court Condo Board Meeting Minutes**

October 11, 2016 - 5912 Basement

**Board Members Present:** Terry Brackney, Judi Brown, Jeff Hutchins, Becky Kidd  
**For Management:** Madeline Lumley

The meeting was called to order at 7:00 P.M.

## **Approval of the September meeting minutes**

A motion was made to approve the September 2016 board minutes. The motion was seconded and unanimously approved by voice vote.

## **Financial Report**

Madeline distributed copies of the current balance sheet and budget report as of 7/31/16. She also provided a brief financial report. As of 10/11/16, the operating fund was \$25,733.69 and the reserve fund was \$85,856.38. In summary, we continue to remain on budget for the year.

## **Old Business**

- **Parking lot renovation project update**  
Madeline reported that parking lot repaving project will begin in the next few weeks. The work will be done by J&J Pavement Repairs. A notice will go out to owners from the management company to alert them of the work dates and details concerning vehicle removal while the work is being done.
- **Masonry repair update**  
Madeline reported that the masonry repair for the parking lot/courtyard walkway will begin the week of October 16<sup>th</sup> and will be completed within a two-week time frame. The work will be done by Dakota Evans Restoration. Owners will also be notified by email and notices will be posted in each stack prior to the start of the project.
- **Yearly fall maintenance updates**  
Madeline reported that the annual furnace/boiler maintenance, trap cleaning and flood control maintenance has been completed for the year.

## **New Business**

- **2017 budget presentation**  
A copy of the proposed 2017 budget plan was distributed, which includes a 7.4% increase to monthly assessments. After some additional discussion, the board proceeded to vote on the budget proposal.

On a motion made and seconded, the board voted to approve the 2017 proposed budget.

The proposed 2017 budget will be reviewed and approved by the board at the November annual meeting.

- **Proposed 2017 special assessment**  
After brief discussion, the board agreed to defer further action on the proposed special assessment until the November board meeting. The proposed \$72,000 special assessment will be divided into three payment installments and the total amount will average approximately \$3,000 per unit.
- **Snow removal proposal for 2016-17 snow season**  
The board has received one proposal for snow removal. The proposal was submitted by the owners of 5924 1E and 5912 3E for a total \$1,300. The labor provided will include snow removal from the courtyard sidewalks, front and gangway sidewalks, and the

parking lot sidewalk and parking gates/dumpsters area for any snowfall over 1". The association will provide snow shovels and snow blower. Salting of the sidewalks is not included in the proposal.

On a motion made and seconded, the board voted to accept the snow removal proposal as submitted.

- **Paulina Court 2016 annual meeting**

The 2016 annual meeting is scheduled for Tuesday, November 15<sup>th</sup>. Madeline reported that annual meeting notices, board election proxy forms, the 2017 proposed budget and other meeting materials will be mailed to owners from the management office. An email meeting notice will also go out to all owners and will include a request for 2017 board candidates.

Jeff Hutchins graciously offered his 5924 basement space to accommodate the November meeting. Owners should bring their own chairs to the meeting.

With no further business, the meeting adjourned at 7:40 P.M.

### **General Reminders and Paulina Court Updates**

- **Annual Board Meeting – Tuesday, November 15 at 7:00 P.M.**

The 2017 budget will be presented and approved, the 2017 board will be elected, and current and future projects will be reviewed at the annual meeting. All owners are required to attend. The meeting will be held in the 5924 basement. Please bring your own chair.

- **Winter weather is right around the corner...**

All window air conditioning units should have been removed by October 31, unless otherwise approved by the board. As stated in our Rules and Regulations document:

“Owners are required to remove all window air conditioning units by October 31, unless the AC units have been properly secured and insulated for the winter or have otherwise been granted an exception by the board. Proof of proper AC unit insulation must be submitted to the board via electronic photograph (e.g. digital camera, phone camera) no later than October 31. Failure to remove the AC units or provide proof of proper AC insulation will result in a \$250 fine assessed to the owner for each heating season (approximately October 15 – May 15) that they are noncompliant.”

- **Attention New Owners: Paulina Court website**

Go to [paulinacourt.org](http://paulinacourt.org) to find an archive of board meeting minutes, a current copy of the Rules, Regulations and Policies Manual and other reference materials, and neighborhood info. The website login is [paulinacourt](http://paulinacourt.org) and the password is [paulina1379](http://paulinacourt.org).

**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](mailto:owners@paulinacourt.org). The email address to contact board members only is [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org).

**Next Board Meeting: Tuesday, November 15, 2016**

7:00 P.M. – 5924 Basement