

Paulina Court Condo Board Meeting Minutes

October 20, 2020 – Meeting was held via Zoom teleconference

Board Members Present: T. Brackney, K. Fitzgerald, M. Hoeve, J. Hutchins, H. Jun, B. Kidd

Owners Present: A. Curry, L. Curry, D. Regner (renter for A. Curry)

For Management: Mike Kurtovic, Property Manager

The board meeting was called to order by Mark Hoeve at 7:02 P.M.

To allow the board ample time to review the 2021 proposed budget and several recently received repair project bids, Mark proposed that the board meeting be postponed to a later date. After brief discussion, the board agreed to reschedule the meeting for Thursday, October 29, at 7:00 P.M.

Postponement of October board meeting

A motion was made to postpone the October board meeting and reschedule for Thursday, October 29th. The motion was seconded and unanimously approved by voice vote.

Open Discussion

Andrew Curry asked the board's permission to repair the ventilation window screen in the 5920 basement furnace room. The board agreed and thanked him for volunteering to do this.

With no further business, the meeting adjourned at 7:25 P.M.

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Board Members Present: T. Brackney, K. Fitzgerald, M. Hoeve, J. Hutchins, H. Jun, B. Kidd

For Management: Mike Kurtovic, Property Manager

The board meeting was called to order by Mark Hoeve at 7:00 P.M.

Approval of September meeting minutes

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

Financial Report

Becky Kidd presented a brief financial update. She reported that as of August 31, the checking account was approximately \$43,000; however, she is still awaiting the final financial report from Westward 360. She is planning to make a \$20,000 transfer from the checking account to the reserve account after the final reporting has been reviewed. The reserve account will be approximately \$120,000 when the transfer is completed. Mike reported that the final cash transfer from the Westward 360 account to the Prairie Shores account will take place in the next few days.

Old Business

- **2021 Proposed Budget review**

Mark and Becky led the 2021 budget discussion. The board agreed to no assessment increases in the proposed budget, which will be approved at the November meeting.

- **Landscape and Snow Removal services**

The board agreed to continue using Herrera Landscaping in 2021. Mike will request an updated bid and contract from them. The board also agreed to renew the snow removal service agreement with Mark Hoeve for the upcoming snow season. Jeff Hutchins has decided not to continue assisting with snow removal going forward. Mike suggested that a snow removal service could be hired on a per use basis if needed.

- **2021 and beyond proposed projects review**

Mark and Mike reported that an inspection of the building roofs was recently completed and the findings of the inspection, including a bid for the needed repair work, was recently shared with board via email. The roof is in need of extensive repairs in the next 2-3 years. Because of the substantial cost (\$75,000-80,000) for the repairs, the board began an initial discussion about various budgeting options, including a possible future special assessment to offset the cost of the roof repair and the other proposed repair projects including interior common area painting, balcony ceiling repairs, and general masonry repair. Mark shared with the board several possible project budget plans for the board to consider. Discussion and planning will continue after the November annual meeting.

- **2020 annual meeting**

The annual meeting and board election are scheduled for Tuesday, November 17 at 7:00 p.m. via teleconferencing. The management company will send meeting notices and other meeting information to all owners prior to the meeting. Due to Covid-19 concerns, the meeting will be held via Zoom, however, an area must be provided where owners can drop off their board election ballots in person. Jeff Hutchins volunteered his 5924 basement space and Helen Jun volunteered to be present also. More detailed information concerning the annual meeting and board election will be forthcoming from the management company.

New Business

- **Skylight sealing repair bid**

After a recent 5912 roof skylight water leakage incident and subsequent repair, the board requested a bid from O'Hara's Sons Roofing to inspect and seal all of the remaining 37 skylights. The bid was \$1,290 and the board agreed to approve the work.

Approval of skylight sealing bid

A motion was made to approve the bid from O'Hara's Sons Roofing to inspect and seal the skylights. The motion was seconded and unanimously approved by voice vote.

- **Housekeeping and maintenance services bid**

The board received a bid of \$300 per month for common area housekeeping and maintenance from M&E Maintenance LLC, including interior/exterior common areas cleaning and related maintenance services on a twice monthly basis.

Approval of housekeeping services bid

A motion was made to approve the bid from M&E Maintenance for twice monthly cleaning services at \$300 per month. The motion was seconded and unanimously approved by voice vote.

- **2021 Board meeting schedule change**

The board proposed moving meetings from the third Tuesday to the fourth Tuesday of the month so the most current financial reports will be available prior to the meetings. The November annual meeting will remain on the third Tuesday.

Approval of board meeting schedule change

A motion was made to approve the meeting schedule change to the fourth Tuesday of the month. The motion was seconded and unanimously approved by voice vote.

With no further business, the meeting adjourned at 8:05 P.M.

Next Board Meeting: Tuesday, November 17, 2020
7:00 P.M. – 2020 Annual meeting via teleconference