

Paulina Court Condo Board Meeting Minutes

September 15, 2020 – Meeting was held via teleconferencing

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

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

For Management: Mike Kurtovic, Property Manager, Prairie Shores Property Management

The board meeting was called to order by Mark Hoeve at 7:03 P.M.

Approval of June meeting minutes

A motion was made to approve the June 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 approximately \$1,800 has been received from Westward 360 for overpayments and late fees that were incorrectly charged to the association account. She is awaiting the final financial report from Westward 360 for August. Otherwise, she reported that we are in good shape financially with no assessment payment delinquencies. She plans to make the yearly cash transfer from the checking account to the reserve account in the next few weeks, which is typically between \$10,000 to \$12,000.

New Business

- **Management update**

Our new property manager, Mike Kurtovic, presented his first report to the board. He is currently working on the 2021 budget and will present a draft for review at the October meeting. He reported that he will investigate changing insurance vendors in hopes of lowering our yearly premium expense. The annual furnace boiler inspection is scheduled for later this week, and a roof integrity inspection will be scheduled for later this month, which will cost approximately \$350. He is awaiting a bid for the annual catch basin cleaning.

He reported that he is continuing to seek additional bids for the following proposed repair/maintenance projects: courtyard tree trimming, interior entryway and stairway patching/painting projects, 5916 #2E balcony ceiling replacement, and front gate intercom/security system update. He suggested that the exterior portion of the painting project and the proposed general masonry/tuckpointing inspection be deferred to next spring. He also recommended that the stairway carpet cleaning be scheduled next spring after the interior painting project has completed.

Prairie Shores after hours/emergency telephone number update: **312-636-9661**.

- **2021 budget planning**

The board began initial discussion concerning the 2021 budget. There was a consensus for no increase to the budget/assessments for next year. Discussion will continue at the October meeting and a proposed budget will be finalized then.

- **2020 annual meeting**

The annual meeting and board election will be scheduled for Tuesday, November 17 at 7:00 p.m. via teleconferencing. More detailed information about annual meeting participation will be forthcoming from the management company prior to the November date. Current board members have all expressed interest in running for another term; however, the board encourages any owners who want to run for a board position to contact our property manager.

Old Business

- **Open discussion**

Mike reported that the management company is in the process of hiring housekeeping services for our common area cleaning. The board expressed its desire to maintain the bi-monthly cleaning schedule which we had with Westward 360. He also reported that his assistant, Glenn, will soon be conducting an on-site property inspection and will address various issues including the updating of names on the mailbox/door buzzer boxes and scheduling an inspection of the common area fire extinguishers, which will soon be due.

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

Next Board Meeting: Tuesday, October 20, 2020

7:00 P.M. – Meeting via teleconferencing