

Paulina Court Condo Board Meeting Minutes

August 8, 2017 - 5912 Basement

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

Owners Present: Kate Mohill

For Management: Greta Schluderberg

Mark Hoeve called the meeting to order at 7:00 P.M.

Approval of June meeting minutes

A motion was made to approve the June 2017 board minutes. The motion was seconded and unanimously approved by voice vote.

Financial Update

Judi Brown presented a brief financial update and a mid-year budget review. She reported that once all completed project invoices have been paid and with no additional unforeseen major expenses, the reserve fund is projected to be approximately \$51,000 at the end of the year. It was also reported that there are currently no delinquent regular/special assessment payments. Other than some increases to utilities and insurance rates, we continue to remain on track for the 2017 budget

Old Business

- **Trash/Recycle bins usage review**

The board agreed to keep the current trash/recycle bin configuration for the remainder of 2017. Groot Recycling and Waste currently provides us with 2 large all-purpose waste bins and 2 smaller recycle bins. If our waste collection needs change in the near future, the board will revisit this topic to determine what changes should be made to meet our needs and budget. Owners are reminded that all large cardboard boxes should always be broken down before placing them in the waste/recycle bins.

- **Fall clean-up day**

The community fall clean-up day is set for Saturday, October 7. Among other tasks, the focus of the clean-up day will be to clear all basement common areas that are being used by owners for personal storage and to dispose all unclaimed items. Mark volunteered to remind owners via email about discarding personal items that are currently located in common areas and to properly store them in their designated storage lockers. The board will hire a junk removal company such as 1800GotJunk to collect and dispose all unclaimed items remaining in the common areas on the day of the cleanup. Becky Kidd volunteered to research junk removal companies to obtain quotes and report back to the board.

- **Triview cleaning and maintenance services**

The board agreed to begin using the Triview janitorial services as of November 1, 2017. This will allow additional time for the current housekeeping service to be properly informed about the transition to the new service. Greta will contact the current cleaning service to inform them of the date when their services will be ending. She will also provide the board with an updated Triview janitorial services contact to be signed and returned to the management company.

- **Lawn service for fall leaf cleanup**

Greta will obtain lawn service quotes for on-going leaf removal and general lawn maintenance for this fall. Because of the landscaping project, the board opted not to hire a lawn service for mowing and lawn maintenance during the 2017 growing season. Annette Held Landscape Design will return sometime during the fall to perform a general fall clean up and maintenance of the new landscaping only. This service was included in the cost of the landscaping project.

New Business

- **Review of move in/move out policy and fees**

After a brief discussion concerning the current move in/move out policy and fees, the board proposed to include a non-refundable \$250 move out fee in the rules and regulations, in addition to the current non-refundable \$250 move in fee. The main purpose of these fees is to help cover of the cost of repair to any common area damage that occurs during the moving process.

A motion was made to amend the rules and regulations by adding a \$250, non-refundable, move out fee. The rules change will become effective immediately. The motion was seconded and unanimously approved by voice vote.

The new rule change in Section D, #2, is as follows: "The Association must be notified (via the management office) of moving dates and provided with either a \$250 non-refundable move in fee or a \$250 non-refundable move out fee."

- **2018 Budget discussion**

Mark led the board in a general discussion about preliminary planning for the 2018 budget. Several possible improvement projects for 2018 were suggested including common area carpet cleaning, installation of additional fencing around the front of the building, refurbishing/painting all iron fences and gates, continued repair of balcony ceilings, and balcony column painting and tuckpointing. The board will continue planning the 2018 budget at the September and October meetings.

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

General Reminders and Paulina Court Updates

- **Winter weather will soon return...**

Please remember to remove your window air conditioning units by October 31st. 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."

- **Reminder for Contacting all Owners via Email**

If you need to send an email to all Paulina Court owners, the address to use is owners@paulinacourt.org. The email address to use for board members only is boardmembers@paulinacourt.org. If you have a new or updated contact email address, please contact Terry Brackney at t.brackney@comcast.net to update your information on the Paulina Court website. The website (www.paulinacourt.org) login is **paulinacourt** and the password is **paulina1379**.

- **New Board Member Cultivation**

Want to get involved in your association? Attend the board meetings. We need your interest, input, ideas and support.

Next Board Meeting: Wednesday, September 20, 2017
7:00 P.M. – 5912 Basement