

Paulina Court Condo Board Meeting Minutes

December 9, 2014 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve, Kate Mohill, Sara Zimmerman

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

Treasurer's Report

Judi Brown presented a brief financial report. A new checking account has been opened and it contains a current balance of approximately \$14,000, with approximately \$8,000 to be deposited from the December assessment payments. Judi reported that owners have been very prompt in making their assessment payments which helps to minimize the number of trips to the bank for deposits. Owners are reminded that their monthly assessment payments should be hand delivered or mailed to Judi's attention until further notice from the board. Judi also reported that monthly installment payments will be made to Dakota-Evans masonry contractors until the association receives its reimbursement from the insurance company. All other utility invoices will be paid as soon as they are received.

Old Business

- **Selection of the association management company**

Mark reported that the board had met with and interviewed representatives from two management companies: Transproperties Management and TriView Property Management. Both companies provided the board with detailed proposals for their property, financial and online management services, and both companies had come highly recommended and with excellent references. Each company submitted a quote to the board for \$850.00 per month for their financial and property management service packages.

After the interviews were completed, the board met in executive session on November 22. It was the board's consensus to accept the bid from Transproperties Management for an initial 12 month contract. The board proposes that the new contract begin January 1, 2015, or as soon as the transfer process can be completed, which may take several weeks. In the meantime, the association will continue to be self-managed.

A motion was made to accept the bid from Transproperties Management for an initial contract length of 12 months. The motion was seconded and unanimously approved by a board voice vote.

- **Update on filing of police and insurance reports for missing or stolen association funds**

Mark reported that a police report has been filed with the Chicago Police Department. He will soon be meeting with a police detective to review the full financial report that the board compiled with detailed information concerning the funds that were taken from both the checking and reserve fund bank accounts.

Boyce reported that he will be completing the insurance company claim forms within the next few days. After the forms have been completed, signed and notarized, they will be mailed to the insurance company for review. It is hoped that the association will receive reimbursement for the missing funds within 30-60 days.

With no further business, the annual meeting adjourned at 7:35 P.M.

General Reminders and Paulina Court Updates

- **Christmas Tree, Oh Christmas Tree...**

With the holiday season upon us, please remember to use the exterior stairways when transporting live Christmas trees into and out of your unit. This will help to keep our stairway carpeting and entryways free of evergreen needles. Thank you!

- **Winter has arrived and snow is soon to follow...**

Since we do not utilize a snow removal service, don't hesitate to pick up a snow shovel or use the snow blower to help clear our sidewalks whenever we have a snow cover. For heavier snowfalls, the gasoline-powered snow blower is stored in the 5912 basement. Instructions are posted on the 5912 alley basement door. Shovels and salt containers are also located in each stack entryway.

- **Www.paulinacourt.org and Current Email Addresses**

If you have a new or updated contact email address, please contact Khiem Tran at ktran.chicago@comcast.net so he may update it on the Paulina Court website.

An archive of board meeting minutes, a copy of the Rules, Regulations and Policies Manual, and other reference materials may be viewed on the website. The website login is [paulinacourt](http://www.paulinacourt.org) and the password is [paulina1379](http://www.paulinacourt.org).

- **Happy Holidays to Everyone!**

**Next Board Meeting: Tuesday, January 13, 2015
7:00 P.M. - 5912 Basement**