

Paulina Court Condo Board Meeting Minutes

January 26, 2021 – Meeting was held via Zoom teleconference

Board Members: Terry Brackney, Kat Fitzgerald, Mark Hoeve, Jeff Hutchins, Helen Jun, Becky Kidd

Owners Present: Diane Regner (renter for Andrew Curry)

Building Management: Mike Kurtovic, Property Manager

Meeting Call to Order

Mark Hoeve called the meeting to order at 7:01 P.M.

Approval of the November meeting minutes

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

Financial Report

Becky and Mike presented a brief financial update. The current operating account is approximately \$62,000 and the reserve fund is \$100,800.

Old Business

- **2021 Board Officer position confirmation**

2021 officer positions:

Mark Hoeve:	President
Jeff Hutchins:	Vice President
Becky Kidd:	Treasurer
Terry Brackney:	Secretary
Kat Fitzgerald:	Member-at-large
Helen Jun:	Member-at-large

- **Courtyard tree trimming**

Mike reported that courtyard tree pruning by the Davey Tree Experts Company (Care of Trees) is tentatively scheduled to occur within the next two weeks, depending on the weather.

- **Intercom buzzer box and mailbox labeling**

Mike reported that the mailbox/intercom buzzer box labeling updates have been completed.

- **Fire extinguisher inspection**

Mike reported that the common area fire extinguishers will be inspected and retagged in the next few weeks.

- **Front gate security intercom system upgrade**

Mark reported that the front gate security system continues to experience intermittent problems. The board agreed to continue investigating the issue and directed Mike to obtain additional bids for a replacement system. The estimated cost is approximately \$5,000.

- **2021 repair projects update**

Mike reported that he will continue to obtain bids for the roof replacement, balcony repair and masonry repair projects and will present them to the board prior to the March board meeting. The board hopes to finalize the selection of a roofing vendor at the March meeting so that the project may be scheduled as soon as possible when warmer weather allows.

- **2021 Special assessment update**

With the approval of the \$18,000 special assessment at the November meeting, the board agreed on a payment schedule consisting of three payment dates: April 1st, July 1st and

December 1st. Mike reported that a special assessment letter containing more detailed information about payment dates and options will go out to owners in late February.

New Business

- **Third floor unit's radiator vent upgrades**
Mark reported that the radiator vent upgrade installation has been completed for the third-floor units in each stack. The purpose of upgrading the vents is to help improve the third-floor heat output, which tends to have the greatest amount of heat loss. He reported that there is a noticeable improvement in his unit since the new vents were installed. Two higher capacity vents were installed in each third-floor unit at the association's expense.
- **Furnace boiler inspection**
Mark reported that an inspection of both furnace boilers had recently been completed. The inspection determined that the 5912-16 furnace boiler system, which was replaced in 2011, is in good shape and continues to operate properly. However, the inspection for the 5920-24 furnace boiler, which is 20+ years old, has several issues including an aging motor and inefficient gas burner. It was recommended that the boiler be replaced in the next 2-3 years. The estimated replacement cost is \$15,000 – 20,000.
- **5920 sewer pipe leakage**
Mark reported that a 5920-basement sewer pipe had been rodded out to clear a blockage that caused water backup and pooling in the 5920 gangway. Mike added that all of the catch basins will be scheduled for cleaning this spring.
- **Basement emergency lighting**
Mike reported that basement emergency lighting is required to meet current insurance regulations. An installation quote from Allstate Electric for \$3,300 had previously been sent to the board. The board agreed to proceed with the basement lighting installation. It was also suggested that the board look into replacing the current fluorescent lights with more efficient LED light fixtures. Several of the fluorescent fixtures are not working or are in need of repair.
- **Portable key lock box usage and placement**
Mark reported that the association has had a long standing, unwritten rule that lock boxes are not to be attached to any common area structures, except for the north gangway gate or the south alley gates/fences. Mike recommended that a written rule should be approved and included in the association's rules and regulations for proper enforcement. Terry volunteered to draft a lock box usage rule for board review at the next meeting.

Open Forum and Adjournment

- **Insect exterminator inspection**
Terry recommended that a pest/insect exterminator inspection should be scheduled for all common areas sometime in the spring.
- **Unit Move In / Move Out protocols**
The board reminds owners that moving protocols are in place for moving in and moving out, and are stated in the rules and regulations handbook. All moves must be scheduled through the management company.

With no further business, the board meeting adjourned at 7:50 P.M.

Next Board Meeting: Tuesday, March 30, 2021, 7:00 P.M. – Via Zoom teleconference