

Paulina Court Condo Board Meeting Minutes

July 16, 2019 - 5924 Basement

Board Members Present: Terry Brackney, Jeff Hutchins, Helen Jun, Becky Kidd

Owners Present: Kate Mohill

Jeff Hutchins called the meeting to order at 7:00 P.M.

Approval of May meeting minutes

A motion was made to approve the May 2019 board minutes. The motion was seconded and unanimously approved by voice vote.

Financial Update

The financial report was deferred to the September 2019 meeting.

Old Business

- **5912 balcony ceiling repair**

The board has received two bids to replace the 5912 1E and 2E balcony ceilings. The two bids are:

- GL Construction: \$4548 (for both balconies) for ceiling repair only.
- Westward PROS: \$4443 (for both balconies) for ceiling repair only.

The board agreed that the repairs will only include the balcony ceiling replacement with no additional balcony tuckpointing or painting to be done at this time. The work will also include repairing the deteriorating balcony floor drain pipes, fortifying the floor joists and installing new ceiling light fixtures. After brief discussion, a proposal was made to accept the Westward bid.

A motion was made to accept the Westward PROS bid of \$4430. The motion was seconded and unanimously approved by voice vote.

- **Landscaping maintenance update**

Jeff Hutchins reported on the current status of the courtyard bushes that have died and were removed. To replace the removed boxwood bushes, the board agreed to replace them at a maximum cost of \$500. Jeff volunteered to contact the management company to seek bids for replacing the bushes.

- **Interior entryway and stairways painting project deferred**

Due to the additional expenses incurred to replace the 5912 balcony ceilings, the board agreed to reschedule the interior stairway painting project until the spring of 2020 in order to stay on budget for 2019. Projects already completed this year: power washing and weather sealing of the exterior wooden stairways and decks, interior stairway carpet cleaning, and common area fences/entry gates refurbishing and painting, including the parking lot.

New Business

- **Board member vacancy filled**

Helen Jun has volunteered to fill the vacant member-at-large board position that was created when Becky Kidd became board treasurer. With no objection, the board proceeded to a vote.

A motion was made to appoint Helen Jun to the board as a member-at-large to serve out the remainder of the 2019 term. The motion was seconded and unanimously approved by voice vote.

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

General Reminders and Paulina Court Updates

Safety First: Close and Lock all Common Area Doors and Gates

Please remember to double check that all doors and gates are completely closed, latched and locked as you enter and exit the building. If you notice a broken lock or common area door that doesn't close properly, please contact a board member via email to schedule a repair.

Looking ahead to October and colder weather...

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

Www.paulinacourt.org and Current Email Addresses

If you have a new or updated contact email address or telephone number, please contact Terry Brackney at t.brackney@comcast.net so he may update your information on the Paulina Court website. The website login is **paulinacourt** and the password is **paulina1379**.

To contact all owners via email, the address to use is owners@paulinacourt.org. The email address to contact board members only is boardmembers@paulinacourt.org.

Next Board Meeting: Tuesday, September 17, 2019

7:00 P.M. – 5924 Basement