

Paulina Court Condo Executive Board Meeting Minutes

June 13, 2017 – 5920 #1E

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

Mark Hoeve called the executive board meeting to order at 7:00 P.M. and thanked Kat Fitzgerald for hosting the meeting.

Approval of May meeting minutes

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

Financial Update

Judi Brown presented a brief financial update. The current reserves are approximately \$37,000 and the cash account is \$37,000, with \$10,000 of the cash account earmarked for the second installment payment to Annette Held Landscaping for the landscape project. She also reported an approximate total of \$4,500 in regular/special assessment delinquencies to date.

New Business

- **Assessment delinquencies**

The majority of the remainder of the meeting was a closed discussion focused on addressing the outstanding regular and special assessment payment delinquencies. The board agreed on what appropriate actions should be taken and will enlist the management company to contact the delinquent owners to bring their payments up to date within a reasonable time frame.

- **Owner complaints**

Also in closed discussion, the board agreed to not take action on several owner complaints that include possible violations of association rules. Any further discussion was tabled for now; however, the board will continue to monitor the situation and take appropriate action, if necessary, on any additional complaints.

Old Business

- **Janitorial Service**

The board agreed that the new Triview janitorial service will begin on September 1, 2017. The current housekeeping service will receive an additional severance bonus of \$350 with their final payment.

- **Landscaping project update**

Jeff Hutchins reported that work on the landscape improvement project has been completed and the final installment to Annette Held Landscaping can be paid. Jeff also reported that a timed watering system has been installed by the landscaping company to water most of the courtyard plants. Volunteers will still be needed throughout the summer to assist with watering the plants in the front of the building and in the courtyard urns.

Jeff also recommended that the board approve the maintenance proposal submitted by Annette Held Landscaping, which includes scheduled garden maintenance visits, and fall and spring garden cleanups. Jeff will contact Annette Held to provide a revised proposal that the board can review at the next meeting.

With no further business, the meeting adjourned at 7:45 P.M.

Next Board Meeting: Tuesday, August 8, 2017

7:00 P.M. – 5912 Basement