

## **Paulina Court Condo Board Meeting Minutes**

March 14, 2017 - 5912 Basement

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

**Owners Present:** Kate Mohill

**For Management:** Madeline Lumley

Mark Hoeve called the meeting to order at 7:05 P.M.

### **Approval of January meeting minutes**

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

### **Financial Report**

Madeline Lumley distributed copies of the current balance sheet and presented a brief financial update. The current reserve fund is \$49,843 and the operating fund is approximately \$52,650. The operating account balance also includes \$22,000 collected from the first installment of the special assessment. To date, approximately 28% of the \$79,000 special assessment has been collected. The second and third installments will be due May 15 and July 15. Overall we continue to remain on budget for 2017.

### **Old Business**

- **Masonry project update**

Madeline reported that work on the third and final phase of the masonry repair project is tentatively scheduled to begin March 20<sup>th</sup> and will take approximately 3 weeks to complete. An email notice with more details will go out to all owners. Owners with parking spaces in the north half of the parking lot will be asked to remove their vehicles from the lot from 8 a.m. - 5:00 p.m. on days that work is being done.

- **Landscaping project update**

Jeff Hutchins provided a brief landscaping project update. Due to the concurrent scheduling of the masonry project, the landscaping work will not begin until the masonry project is completed. Jeff will coordinate with Annette Held for scheduling. Jeff mentioned that once the new plantings have been installed, the plants will require watering on a regular basis for several weeks. Initially, watering will be handled by the landscape company, but we'll also need to rely on owner volunteers to assist with long-term watering throughout the spring and summer.

- **2017 lawn maintenance**

Mark reported that a lawn maintenance bid was received from Diaz Bros Landscaping for \$2,220. Due to the upcoming landscape changes, many of the services outlined in the bid aren't needed this year and the lawn mowing area will be much smaller. The board directed the management company to obtain an updated bid that will include only spring/fall cleanups and weekly lawn mowing, weeding and edging.

- **North parking gate repair update**

Madeline reported that a deposit was sent to the parking lot gate repair company. Once received, the repair will be scheduled and completed.

### **New Business**

- **Window replacement for 5916-3W**

Mark reported that the replacement of the 5912-5916 alley facing porch windows will continue with the replacement of the 5916-3W windows. The board will obtain bids and schedule the work sometime this summer. To date, windows in 6 of the 12 units have been replaced.

- **Spring cleanup day cancelled**  
The board agreed not to schedule a spring cleanup day due to the ongoing masonry repair and courtyard landscaping projects. A fall cleanup day will be scheduled instead.
- **Triview cleaning and maintenance services**  
Madeline reported that the management company can provide cleaning and maintenance/handyman services to the association for a reasonable monthly rate. A detailed proposal with a list of the available services and current price will be sent to all board members. The board agreed to review the proposal and discuss further at the next board meeting.
- **5920 basement ceiling water damage**  
Becky Kidd reported that a portion of the 5920 basement ceiling is in need of attention due to damage by water seepage that occurred earlier this year. With the board's approval, Becky volunteered to remove the damaged section of the ceiling.

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

### **General Reminders and Paulina Court Updates**

- **Proper Disposal of Cigarette Waste Reminder**  
Please be considerate of your Paulina Court neighbors by properly disposing cigarette butts and other smoking waste such as wrappers and used matches. Cigarette waste should not be thrown from decks/balconies or otherwise disposed of in any indoor or outdoor common areas, including the yard, landscaping, sidewalks, outdoor stairways and entryways. Please remind your visitors and guests who smoke to please be aware of this, as well. Smoking is prohibited in all indoor common areas.
- **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.
- **Garbage Dumpster Usage**  
A reminder that we are levied an additional fee for the pick-up of trash that is placed outside of or next to the dumpsters. Please make an effort to put all trash and discarded items inside the dumpsters. Also, large cardboard boxes should be broken down before being placed in the garbage or recycling dumpsters.

**Next Board Meeting: Tuesday, April 18, 2017**  
7:00 P.M. – 5912 Basement