

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

May 9, 2017 - 5912 Basement

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

**Owners Present:** Kate Mohill

Mark Hoeve called the meeting to order at 7:00 P.M.

### **Approval of March meeting minutes**

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

### **Financial Update**

Judi Brown presented a brief financial update. The reserve fund is at approximately \$56,000, with outstanding payments of \$39,000 due to Dakota-Evans for completion of the masonry project and a \$10,000 down payment due to Annette Held Landscaping Design for the courtyard landscaping project. She also reported that we continue to see cost increases to our utility services such as water, heating and garbage disposal. She also reported a total of \$1,900 in special assessment delinquencies to date. A full financial report will be presented at the next board meeting.

### **Old Business**

- **Masonry project update**

Mark reported that the masonry repair project was successfully completed. He recently accompanied a representative from Dakota-Evans to do a walk-through of the building to review the work and was assured that the masonry integrity of the building is otherwise in very good shape.

- **Landscaping project update**

Jeff Hutchins reported that work on the landscape improvement project would begin as soon it can be scheduled. Continued rainy weather has delayed the start of the project. Jeff will ask the management company to draft an email to all owners explaining the scope of the project and the importance of owners avoiding the use of the courtyard for entering and exiting the building while the work is in progress. The board is also strongly encouraging dog owners to avoid using the front entrances and courtyard when taking their pets in and out of the building during the course of the landscaping work.

- **Fall clean-up day**

The board agreed to schedule a community fall clean-up day tentatively set for Saturday, October 7. Among other tasks, the focus of the clean-up day will be to clear out all basement common areas that are being used by owners for personal storage and to dispose all unclaimed stored items. The board will ask the management company to inform all owners via email to allow owners plenty of time to either discard or properly store items in their designated storage lockers. More details will be forthcoming after the next board meeting.

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

The board agreed to defer this proposed project until the fall.

- **Triview cleaning and maintenance services**

The board reviewed the janitorial proposal presented by Triview and agreed to begin using their services as of August 2017. The monthly fee is \$325. The contract includes extensive monthly and bi-monthly common area cleaning and monthly general maintenance. Also included are seasonal tasks such as adjusting common area light timers, oil and greasing all doors/gates and maintaining salt buckets for de-icing sidewalks during the winter. Judi Brown volunteered to coordinate with our current janitorial service during the transition.

A motion was made to accept the Triview Maintenance janitorial proposal. 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**

- **Transporting Bicycles in and out of the Building**

A reminder that only back doors should be used for transporting bicycles in and out of your unit or basement bicycle storage area. Here's the text from our rules and regulations manual:

"It is recommended that bicycles be brought in through the outer entryways into the basement or up to the unit owners unit by way or the rear stairwells. Bicycles should NOT be carried or ridden through the courtyard or courtyard facing stairwells unless no other alternative is available. Bicycle owners should be mindful of resident and commercial traffic while moving the bicycle through any common areas. Special care should be taken not to mark or discolor the common areas while tracking the bicycle into the building. Bicycles must not be stored in the hallways or stairways, including the rear stairwell. Such storage represents a fire hazard. Any damage caused by the moving of a bicycle inside the building is the responsibility of the unit who causes or whose guest causes the damage."

- **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.

- **Reminder for Contacting all Owners via Email**

If you need to send an email to all Paulina Court owners, the address to use is [owners@paulinacourt.org](mailto:owners@paulinacourt.org). The email address to use for board members only is [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org). If you have a new or updated contact email address, please contact Terry Brackney at [t.brackney@comcast.net](mailto:t.brackney@comcast.net) to update your information on the Paulina Court website. The website ([www.paulinacourt.org](http://www.paulinacourt.org)) login is **paulinacourt** and the password is **paulina1379**.

**Next Board Meeting: Tuesday, August 15, 2017**

7:00 P.M. – 5912 Basement

(Please note: an executive board meeting is scheduled for Tuesday, June 13. This will be a closed meeting for board members only.)