

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

November 15, 2016 - 5924 Basement

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

**Owners Present:** Halina Currie (for Andrew Currie), Kate and Patrick Enderlen, Kat Fitzgerald, Kevin Fleming, Kate Mohill, Khiem Tran

**Management:** Madeline Lumley

### **Annual Meeting Call to Order**

After determining a quorum was present, Mark Hoeve called the annual meeting to order at 7:05 P.M.

### **Open Forum**

Mark welcomed those present and opened the meeting with a brief recap of maintenance projects completed during 2016, including replacement of the boiler circuitry board, completion of phase 2 of the masonry repair project, cleaning/sealing of the exterior stairways, and repaving of the parking lot. He also gave an overview of improvement projects that the board is considering for 2017, including the third and final phase of the masonry repair project and the landscaping project.

Jeff Hutchings presented an update from the landscape improvement committee. He reported that the committee is meeting with the landscape designer, Annette Held Landscape Design, in early 2017 to continue the landscape design planning process. Preliminary design concept sketches were provided to the committee and displayed for viewing at the board meeting.

### **2017 Board Election**

- The five declared candidates for the 2016 board: Judi Brown, Terry Brackney, Mark Hoeve, Jeff Hutchins and Becky Kidd. Kat Fitzgerald volunteered to run as a sixth candidate. With six candidates running for six board positions, it was proposed that the ballot vote be suspended and the 2017 board will be elected by voice acclamation.

On motion made and seconded, the ballot suspension proposal was unanimously approved by voice vote. The 2017 board was unanimously elected by a voice acclamation vote.

### **Adjournment**

With no further business, the annual meeting adjourned at 7:25 P.M.

### **Board Meeting Call to Order**

Mark Hoeve called the regular board meeting to order at 7:30 P.M.

### **Designation of Board positions**

The designation of board officer positions was deferred to the next scheduled board meeting.

### **Approval of the October meeting minutes**

A motion was made to approve the October 2016 board minutes. The motion was seconded and unanimously approved by voice vote.

### **Financial Report**

Madeline Lumley distributed copies of the current balance sheet and budget report as of 10/31/16. She also provided a brief financial report. As of 10/31/16, the operating fund was \$24,290.33 and the reserve fund was \$83,701.51. In summary, we continue to remain on budget for the year.

### **2017 Budget Approval**

- Mark presented a brief recap of the proposed 2017 budget, which includes a 7.4% increase to assessments. The budget was brought to a vote with no additional changes.

On motion made and seconded, the proposed 2017 budget was unanimously approved by voice vote.

### **Old Business**

- **Proposed 2017 Special Assessment discussion**

Mark provided a brief presentation outlining the proposed 2017 special assessment. The total amount of the special assessment will be \$71,000 with payments divided into 3 installments. The board agreed that the three special assessment payments would be due on the following dates, with the following assessment percentages:

Payment 1: March 15 – 25% of total assessment due

Payment 2: May 15 – 50% of total assessment due

Payment 3: July 15 – 25% of total assessment due

The proposed special assessment board vote will occur at the January board meeting. The management company will mail detailed information concerning the special assessment including payment amounts/options to all owners prior to the January meeting.

**(Please note:** The board voted electronically on 11/21/2016 to increase the amount of the proposed special assessment by \$8,000 to include the replacement cost of 5920-24 hot water heater. The proposed special assessment total amount is now \$79,000.00.)

### **Adjournment**

With no further business, the board meeting adjourned at 8:15 P.M.

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

- **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 Khiem Tran at [ktran.chicago@comcast.net](mailto:ktran.chicago@comcast.net) so he may update your information on the Paulina Court website. The website login is **paulinacourt** and the password is **paulina1379**.

- **Cold Weather Reminder**

Remember to help prevent interior kitchen water pipes from freezing during extreme cold by leaving the cabinet doors under the sink partially open and occasionally running water from your refrigerator water dispenser to help keep the water lines open and ice-free.

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

There have been recent reports of neighborhood break-ins and robberies. Please remember to double check that all doors and gates are closed, latched and locked as you enter and exit the building. If you notice a broken lock or common area door that does not close and lock properly, please contact a board member via email to schedule a repair.

**Next Board Meeting: Tuesday, January 17, 2017  
7:00 P.M. - 5912 Basement**