

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

November 13, 2018 - 5924 Basement

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

**Owners Present:** Halina Currie (for Andrew Currie), Kate Mohill, Khiem Tran, Paul Zimmerman

**Building Management:** Greta Schluderberg

## **Annual Meeting Call to Order**

After determining a quorum was present, Mark Hoeve called the annual meeting to order at 7:00 P.M. Mark welcomed those present and asked everyone to introduce themselves. He also reminded everyone to help themselves to pizza, beer and wine that had been provided by the board for the meeting.

## **Financial Update and 2019 proposed budget**

Mark presented a brief financial review of 2018 and a recap of the proposed 2019 budget, which includes no major capital improvements and no increase to assessments.

## **2019 Board Election**

- The six declared candidates for the 2019 board: Judi Brown, Terry Brackney, Kat Fitzgerald, Mark Hoeve, Jeff Hutchins and Becky Kidd. With six candidates running for six board positions and no additional nominations from the floor, it was proposed that the ballot vote be suspended and the 2019 board be elected by voice acclamation.

On motion made and seconded, the ballot suspension proposal was unanimously approved by voice vote. The 2019 board was unanimously elected by a voice acclamation vote.

## **Adjournment**

With no further business, the annual meeting adjourned at 7:15 P.M.

## **Board Meeting Call to Order**

Mark Hoeve called the regular board meeting to order at 7:15 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 2018 board minutes. The motion was seconded and unanimously approved by voice vote.

## **2019 Budget Approval**

- The budget was brought to a vote as proposed with no changes. (A copy of the proposed budget is included with these minutes.)

On motion made and seconded, the proposed 2019 budget was unanimously approved by voice vote.

## **Old Business**

- **Contract renewal for snow removal**

The board agreed to continue the snow renewal contract with the same terms that was approved for 2018. Under the contract, snow removal will be provided by Jeff Hutchins and Mark Hoeve. The total cost for the winter season (November 2018 – April 2019) will be \$1300.

On motion made and seconded, the extension of the 2018 snow removal contract for 2019 was approved by voice vote.

- **Association insurance renewal update**

Greta Schluderberg presented a brief update concerning the recent building insurance inspection conducted by the association's insurance provider, Travelers Insurance. In order to remain in compliance for continued coverage, the inspector recommended that several old fuse boxes located in basement areas must be removed and automatic door closers must be installed on basement doors and all unit front doors (any interior door that does not open to the outside) for fire safety. The board must provide documentation to Travelers that these issues are being addressed by December 8 for the insurance policy to be renewed. Greta has contacted Amazing Lock to provide door closer installation information and an electrician has been hired to remove the fuse boxes. More information about the installation of unit front door closers and the cost to owners will be forthcoming from the board and management company.

## **Open Forum and Adjournment**

- Mark reported that sidewalk salt and snow shovels have been distributed to each stack for the winter season.
- Jeff Hutchins reported that the landscaping fall cleanup has been completed for the season by Annette Held Landscaping.

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 Terry Brackney at [t.brackney@comcast.net](mailto: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**.

- **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**

Please remember to double check that all doors and gates are securely 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 8, 2019, 7:00 P.M. - 5912 Basement**

<b><i>Paulina Court Condominium Association 2019 Budget</i></b>		
	<b>2018 Budget</b>	<b>2019 Budget</b>
<b><i>Operating Income</i></b>		
40000 - Unit Assessment Income	\$101,455.68	\$101,455.68
40200 - Parking Assessment Income	\$3,898.32	\$3,898.32
<b><i>Total Operating Income</i></b>	<b><i>\$105,354.00</i></b>	<b><i>\$105,354.00</i></b>
<b><i>Operating Expenses</i></b>		
<b><i>Administrative</i></b>		
50450 - Administrative: Postage and Printing	\$0.00	\$500.00
<b><i>Total Administrative</i></b>	<b><i>\$0.00</i></b>	<b><i>\$500.00</i></b>
<b><i>Contractual</i></b>		
53150 - Contractual: Janitorial	\$6,000.00	\$4,000.00
53200 - Contractual: Management	\$10,500.00	\$10,200.00
53250 - Contractual: HVAC	\$700.00	\$1,000.00
53500 - Contractual: Garbage/Recycling	\$5,000.00	\$6,000.00
53550 - Contractual: Landscaping	\$2,500.00	\$4,000.00
53600 - Contractual: Snow Removal	\$0.00	\$1,300.00
<b><i>Total Contractual</i></b>	<b><i>\$24,700.00</i></b>	<b><i>\$26,500.00</i></b>
<b><i>Insurance</i></b>		
56000 - Insurance: Commercial Package	\$11,500.00	\$13,000.00
<b><i>Total Insurance</i></b>	<b><i>\$11,500.00</i></b>	<b><i>\$13,000.00</i></b>
<b><i>Maintenance</i></b>		
54350 - Maintenance: Fire/Life Safety	\$500.00	\$500.00
54700 - Maintenance: Rodding/Catch Basin	\$2,500.00	\$3,000.00
<b><i>Total Maintenance</i></b>	<b><i>\$3,000.00</i></b>	<b><i>\$3,500.00</i></b>
<b><i>Professional</i></b>		
52000 - Professional: Accounting	\$250.00	\$250.00
<b><i>Total Professional</i></b>	<b><i>\$250.00</i></b>	<b><i>\$250.00</i></b>
<b><i>Repairs</i></b>		
60100 - Repairs: Door and Lock	\$900.00	\$0.00
60400 - Repairs: Electrical	\$900.00	\$1,000.00
61100 - Repairs: General	\$8,018.00	\$3,500.00
61200 - Repairs: Intercom	\$0.00	\$500.00
61500 - Repairs: Mechanical/HVAC Repair	\$1,132.00	\$1,500.00
61600 - Repairs: Plumbing	\$0.00	\$2,000.00
<b><i>Total Repairs</i></b>	<b><i>\$10,950.00</i></b>	<b><i>\$8,500.00</i></b>
<b><i>Supplies</i></b>		

<b><i>Paulina Court Condominium Association 2019 Budget</i></b>		
	<b>2018 Budget</b>	<b>2019 Budget</b>
70200 - Supplies: Maintenance	\$800.00	\$500.00
<b><i>Total Supplies</i></b>	<b><i>\$800.00</i></b>	<b><i>\$500.00</i></b>
<b><i>Utilities</i></b>		
59000 - Utilities: Cable/Internet	\$300.00	\$400.00
59050 - Utilities: Electricity	\$3,000.00	\$3,500.00
59100 - Utilities: Gas	\$26,000.00	\$22,000.00
59150 - Utilities: Telephone	\$800.00	\$1,000.00
59200 - Utilities: Water	\$13,000.00	\$14,000.00
<b><i>Total Utilities</i></b>	<b><i>\$43,100.00</i></b>	<b><i>\$40,900.00</i></b>
<b><i>Total Operating Expenses</i></b>	<b><i>\$94,300.00</i></b>	<b><i>\$93,650.00</i></b>
<b><i>Total Operating Net Income</i></b>	<b><i>\$11,054.00</i></b>	<b><i>\$11,704.00</i></b>
<b><i>Non-Operating Income</i></b>		
49000 - Contribution from Operating	\$10,536.00	\$11,704.00
<b><i>Total Non-Operating Income</i></b>	<b><i>\$10,536.00</i></b>	<b><i>\$11,704.00</i></b>
<b><i>Non-Operating Expense</i></b>		
95000 - Contribution to Reserves	\$10,536.00	\$11,704.00
<b><i>Total Non-Operating Expense</i></b>	<b><i>\$10,536.00</i></b>	<b><i>\$11,704.00</i></b>
<b><i>Total Non-Operating Net Income</i></b>	<b><i>\$0.00</i></b>	<b><i>\$0.00</i></b>
<b><i>Total Net Income</i></b>	<b><i>\$11,054.00</i></b>	<b><i>\$11,704.00</i></b>