

Paulina Court Condo Board Meeting Minutes

October 14, 2014 - 5912 Basement

Board Members Present: Terry Brackney, Judi Brown, Boyce Bryson, Mark Hoeve, Sara Zimmerman

The board meeting was called to order at 7:00 P.M.

Treasurer's Report

Judi Brown reported that there are still several overdue special assessment payments. Because she is lacking the complete financial documentation from the management office, it is difficult to determine the exact amount that is still owed. The board will again ask Alan Gold to follow up with owners who are behind in their regular and special assessment payments. Judi reported that final payments have been made to Dakota Evans and KGH Architects for the masonry repair project. Except for outstanding assessment payments, we continue to be on target for the 2014 budget.

Old Business

- **Proposed 2015 Budget**

The board proposed that the 2014 budget carry over to 2015 with no increases to owner assessments. The 2015 budget will be presented and approved at the annual meeting in November. [A copy of the proposed 2015 budget is included with the minutes.]

A motion was made to approve the board proposal for the 2015 budget. The motion was seconded and approved.

- **2014 Annual Meeting and Board Election**

The board agreed to hold the 2014 association annual meeting and board elections on Tuesday evening, November 11. The annual meeting notice, the 2015 proposed budget and election proxy forms will be sent out to all owners at least 10 days prior to the meeting date. Terry Brackney volunteered to distribute the meeting materials. The six current board members have indicated that they will run for an additional term. **Owners who are interested in running for the 2015 board should contact either Alan Gold or a current board member by email no later than Friday, October 31st.**

- **Capital improvement projects and repairs update**

Mark gave a brief update on the two remaining improvement projects for 2014: roof silver coating application for 5912-5920 and roof heat tape installation for 5920. It is hoped that these two projects will be started and completed within the next few weeks. Mark volunteered to contact the management office to schedule repairs for the front and rear courtyard gates.

In response to his email to owners concerning possible repair projects for 2015, Mark reported that one improvement/repair project was suggested by owners: balcony ceiling repair. Repair to the basement glass block windows was also suggested by the board.

- **Landscape improvement project update**

Mark suggested that the landscape improvement project be reviewed next spring to determine what work needs to be done, a priority of what areas should be tackled first, and also to determine what the 2015 budget will allow for spending on the project. The board agreed with this recommendation.

New Business

- **Fee increase for common area cleaning service**

Judi recommended that the cleaning service fee be increased since the cleaning service duties were expanded to include the cleaning of the basement stairways and basement landings a few months ago, but a fee increase was not implemented. The cleaning service currently receives \$290.00 for each visit. The board suggested raising the fee to \$325.00 per visit. Common areas are cleaned every three weeks.

A motion was made to increase the cleaning service fee from \$290.00 to \$325.00 per cleaning visit. The motion was seconded and approved.

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

General Reminders and Paulina Court Updates

- **Annual Board Meeting – Tuesday, November 11 at 7:00 P.M.**

The 2015 budget will be presented and approved; the 2015 board will be elected, and proposed association projects will be reviewed at the annual meeting. **All owners are required to attend.** Please contact Alan Gold or a current board member by email before Friday, October 31st if you are interesting in running for a position on the 2015 board.

- **Window Air Conditioner Removal for the Winter**

Please remember to remove all window air conditioning units before November 1st. This is required by our rules and regulations. Failure to remove AC units will result in a fine, unless the units have been properly insulated and exempted by the board. More importantly, removing the window air conditioners will help to minimize heat loss and reduce our heating costs during the upcoming winter heating season.

Annual Board Meeting
Tuesday, November 11, 2014
7:00 P.M. - 5916 Basement
Please bring your own chair.