

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

October 15, 2019 - 5924 Basement

**Board Members Present:** T. Brackney, M. Hoeve, J. Hutchins, B. Kidd, K. Fitzgerald (by phone)  
**For Management:** Bridget McDonnell

Mark Hoeve called the meeting to order at 7:00 P.M. and welcomed our new property manager, Bridget McDonnell.

### **Approval of September meeting minutes**

A motion was made to approve the September 2019 board minutes. The motion was seconded and unanimously approved by voice vote.

### **Financial Update**

Bridget distributed copies of the association balance sheet as of 10/15/2019, the proposed draft 2020 budget and the current budget. Mark also presented a brief financial update. The current reserve amount is \$100,573 and the current checking account is \$21,555. The draft 2020 budget includes three scenarios with 1%, 2.5% and 5% increases for comparison, as well as the proposed budget with 0% increase. After reviewing the draft budget, the board questioned the addition of several new line items that had not been in the 2019 budget, and whether all payments have been made to completed repair projects and if those expenses were included in the current budget. Bridget will investigate and follow-up with the board on these issues.

### **Old Business**

- **2020 budget proposal**

After thorough review of the draft budget, the board proposes that there will be no increase in owner assessments for the 2020 budget. A copy of the proposed budget will be sent to all owners prior to the annual meeting.

- **Proposed Rules and Regulations document amendment**

In order to document structural modifications that have been made to several units since the original Paulina Court condo conversion, the board has proposed adding new language which lists these unit modifications to the rules and regulations booklet for future reference. The proposed language is as follows:

*Third floor units*

*Third floor unit owners own the roof rights to the space above their units. For any changes, additions or modifications made to their roof areas, third floor owners assume responsibility for the cost of any repairs made to the roof modifications.*

*Modifications:*

*5912, 3E: Central air conditioning unit added (1998), replaced (2019).*

*Second floor units*

*Modifications:*

*No modifications.*

*First floor units*

*Four first floor units (5912, 1E; 5916, 1E; 5920, 1E; 5924, 1E) were sold with unfinished basement storage space directly below their units. These basement spaces were sold as unfinished space with no water, sewer or heating utility connections.*

*Modifications:*

*5912, 1E: Heating, water and sewer connections were added.*

*5916, 1E: Interior stairway from first floor to basement was added.*

*5920, 1E: Interior stairway from first floor to basement was added.*

A motion was made to approve the amendment to the Rules and Regulations document. The motion was seconded and unanimously approved by voice vote.

- **2019 Annual meeting**

The 2019 annual board meeting is scheduled for Tuesday, November 19. The election of the 2020 board and approval of the proposed 2020 budget will occur at the annual meeting. The management company will contact all owners via email with detailed annual meeting information, including the 2020 proposed budget and proxy forms for those owners who are unable to attend the meeting.

- **5912 gate lock and front door repair**

Mark reported that the 5912 alley gate lock has been repaired. He also reported that the 5912 front door has been repaired and now fully closes and locks. It was pointed out that the repair was incomplete because the planed side of the door was not properly repainted or sealed. Bridget will schedule a handyman to complete the repair.

### **New Business**

- **Snow removal services for the 2019-2020 winter season**

The board agreed to continue the snow removal contract with the same terms that were approved for 2019. Under the contract, snow removal will be provided by Jeff Hutchins and Mark Hoeve. The total cost for the winter season (November 2019 – April 2020) will be \$1300.

- **Dryer vent cleaning services**

The board requested Bridget to schedule dryer vent cleaning service, which will be available to all interested owners. Payment for the cleaning service will be the responsibility of the owners who choose to participate. The board suggested that the vent cleaning be scheduled on a Saturday, sometime prior to Thanksgiving. Bridget agreed to coordinate with a cleaning service and said that the price will be approximately \$130 per unit. A detailed notice will go out to all owners once a service date has been selected.

- **Updated mailbox and door buzzer nameplates**

Becky reported that there are several new owners who have not had their new nameplates installed on mailboxes or door buzzers. Installation of the nameplates is the responsibility of the management company. Bridget will investigate which nameplates need to be replaced and will follow-up with the board.

With no further business, the meeting adjourned at 7:50 P.M.

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

### **Annual Owners and Board Meeting – Tuesday, November 19 at 7:00 P.M.**

The annual meeting will be held in the basement of 5924 #1E. Our 2020 budget will be presented and approved, the 2020 board will be elected, and current and future projects will be reviewed at the annual meeting. All owners are required to attend. If you are unable to attend the meeting, please complete the proxy form included with the meeting materials and return to the management office at [paulinacourt@westward360.org](mailto:paulinacourt@westward360.org).

### **New Board Member Cultivation**

Want to become involved in the Paulina Court board? Attend your board meetings...or better yet, run for a position on the board. We need your interest, input, ideas and support! If you are interested in running for the 2020 board, please contact our property manager, Bridget McDonnell, at [paulinacourt@westward360.com](mailto:paulinacourt@westward360.com).

### **Www.paulinacourt.org and Current Email Addresses**

If you have a new or updated contact email address or telephone number, 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**.

To contact all owners via email, the address to use is [owners@paulinacourt.org](mailto:owners@paulinacourt.org). The email address to contact board members only is [boardmembers@paulinacourt.org](mailto:boardmembers@paulinacourt.org). To contact the management company, the address is [paulinacourt@westward360.org](mailto:paulinacourt@westward360.org).

**Next Board Meeting: Tuesday, November 19, 2019**

7:00 P.M. – 5924 Basement