

Paulina Court Condo Board Meeting Minutes

October 17, 2017 - 5912 Basement

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

For Management: Greta Schluderberg

The meeting came to order at 7:00 P.M.

Approval of September meeting minutes

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

Old Business

- **2018 proposed budget discussion**

Judi Brown distributed copies of the proposed 2018 budget draft and recommended additional revisions for several budget line items. The proposed budget includes no increase to owner assessments and there no planned capital improvement expenditures for 2018. A majority of the meeting was spent going through the revised line items and determining the updated dollar amounts. Judi will finalize the proposed budget with the additional changes and present it to the board for review.

- **Fall clean-up day recap**

Becky Kidd provided a brief recap of the association fall clean-up day that occurred on October 7th. She reported that the clean-up was successful and owner turnout was good. Most of the stored items were removed from the basement common areas and disposed, and the basement common areas were cleaned, as well.

- **2017 Annual board meeting update**

The 2017 annual board meeting is scheduled for Tuesday, November 14. The election of the 2018 board and approval of the proposed 2018 budget will occur at the annual meeting. Jeff Hutchins volunteered his 5924-basement space to host the meeting. Greta reported that the management company will contact all owners via email and regular mail with detailed annual meeting information, including the 2018 proposed budget and proxy forms for those owners who are unable to attend the meeting.

- **Common area carpet cleaning scheduled**

Greta reported that the common area stairways/landings carpeting will be cleaned on Tuesday, October 24. It is important that all personal items and doormats be removed prior to cleaning and that owners refrain from using the interior stairways for at least 24 hours after the cleaning has been completed. An additional reminder email will go out to all owners prior to the scheduled date.

Greta also reminded the board that common area housekeeping and janitorial services will be provided by Triview Building Maintenance beginning November 1st. There will be a walkthrough of the property by Triview on Tuesday, October 24th.

- **2018 Landscape maintenance**

The board proposed that landscape maintenance should continue into 2018 to help protect our investment in the new landscaping. At the board's direction, Jeff volunteered to obtain an updated bid from Annette Held Landscape Design for work that will include spring/fall clean-ups and periodic maintenance visits. The board also agreed to set a \$1,000 cap for landscape maintenance in the proposed 2018 budget.

A motion was made to allocate a maximum of \$1,000 for landscape maintenance in 2018. The motion was seconded and unanimously approved by voice vote.

- **Review of recycling needs**

It was brought to the board's attention that the recycling bins have been full to overflowing on several occasions before the weekly scheduled pick-up. To provide more recycling capacity, the board agreed to obtain a third recycle bin. Greta will contact the disposal company and instruct them to deliver an additional bin. The management company will also send out an email reminder to all owners with recycling instructions and guidelines. As a reminder, if there is any question as to whether an item is recyclable or not, dispose it in the regular garbage bins rather than risk a possible violation and fine from the waste disposal company. (A copy of recycling guidelines is included with these minutes.)

With no further business, the meeting adjourned at 8:00 P.M.

General Reminders and Paulina Court Updates

- **Annual Board Meeting – Tuesday, November 14 at 7:00 P.M.**

The 2018 budget will be presented and approved, the 2018 board will be elected, and current and future projects will be reviewed at the annual meeting. All owners are required to attend. Please bring your own chair.

- **A Quiet Reminder**

Please remember that sounds and voices tend to amplify in our courtyard, especially from the balconies and decks. Be considerate of your neighbors by keeping music, cell phone conversations, and your voices at low volume during the nighttime quiet hours (10 p.m. – 8:00 a.m.; 12:00 a.m. – 9:00 a.m., Fridays and Saturdays) and at moderate levels during the day.

- **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. The email address to use for board members only is boardmembers@paulinacourt.org. If you have a new or updated contact email address, please contact Terry Brackney at t.brackney@comcast.net to update your information on the Paulina Court website.

The website (www.paulinacourt.org) login is **paulinacourt** and the password is **paulina1379**.

Next Board Meeting: Tuesday, November 14, 2017

7:00 P.M. – 5924, Unit 1E Basement

Please bring your own chair.



Recycling doesn't have to require extra time and effort.
Let us make it easy for you.



We'll handle it from here!

Place all acceptable
recyclables
into a designated
recycling container



Yes!



Aluminum and tin

Plastic bottles
and jugs
#1 - #5 and #7



Glass



Cardboard



Paper, magazine,
newspaper, and
boxes from cereals,
crackers and
frozen meals

Is this OK to recycle?

Place all
non-recyclables
into a designated
garbage can



Paper towels



Food packaging
and snack wrappers



Plastic
grocery bags

Styrofoam
and plastic #6



Coffee cups
and K-cups

No.

"When in doubt, leave it out"