

Paulina Court Condo Board Meeting Minutes

September 20, 2017 - 5912 Basement

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

Owners Present: Kate Mohill

Mark Hoeve called the meeting to order at 7:00 P.M.

Approval of August meeting minutes

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

Financial Update

Judi Brown presented a brief financial update. She reported that there have been expenditure increases to our recent water utility bills, but this has been offset by the overall decrease to the 2017 heating fuel expenditure. Overall, we remain on budget for the 2017. With no unforeseen major expenses between now and year's end, and with no major capital improvements scheduled for 2018, she recommends no owner assessment increase for the 2018 budget.

Old Business

- **2018 budget discussion**

After a brief discussion concerning the 2017 budget and current financials, the board also agreed with the recommendation and proposed that there will be no increase to owner assessments for the 2018 budget.

- **Fall clean-up day**

The community fall clean-up is set for Saturday, October 7. The primary focus of the cleanup will be to remove accumulated, unclaimed items from the basement common areas. Becky reported that she has scheduled a 1-800-Got-Junk? pickup that morning. She will contact Brown Elephant to coordinate a pickup of reusable, donated items that morning, as well. Becky has also obtained paint hardener so that leftover paint cans may be properly disposed.

Mark suggested that it would be a good idea to have a captain/team leader from each stack to help oversee the cleanup activities and asked for volunteers. Stack leaders will be: 5912, Mark Hoeve; 5916, Kate Mohill; 5920, Becky Kidd; and for 5924, Jeff Hutchins will ask owners in his stack for a volunteer to help coordinate that day. Mark will send out another email reminder to owners with details about the cleanup day activities. The association will provide pizza and beer for all owner/renter participants.

New Business

- **2017 Annual board meeting**

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. Further discussion concerning the annual meeting will continue at the October meeting and the 2018 proposed budget will be finalized for the November meeting.

- **Planning for future unit window repair and replacement**

Mark proposed that the board begin discussions about shifting the responsibility of unit window repair/replacement from the association to individual owners. This change would require amending the Paulina Court condo declaration and by-laws. It would also require that the board develop a set of window replacement guidelines to maintain window uniformity, appearance and quality. With guidance from the management company, discussion on this issue will continue.

- **Common area carpet cleaning to be scheduled**

Mark reported that the common area stairways/landings carpeting will be cleaned this fall. The cleaning will be scheduled sometime after the fall cleanup date. An email notice will go out to all owners once a date has been scheduled.

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.**
Mark your calendar now. 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. More details will be available after the October board meeting.
- **Winter weather is right around the corner...**
Please remember to remove your window air conditioning units by October 31st. As stated in our Rules and Regulations document:

“Owners are required to remove all window air conditioning units by October 31, unless the AC units have been properly secured and insulated for the winter or have otherwise been granted an exception by the board. Proof of proper AC unit insulation must be submitted to the board via electronic photograph (e.g. digital camera, phone camera) no later than October 31. Failure to remove the AC units or provide proof of proper AC insulation will result in a \$250 fine assessed to the owner for each heating season (approximately October 15 – May 15) that they are noncompliant.”
- **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, October 17, 2017
7:00 P.M. – 5912 Basement