

Paulina Court Condo Board Meeting Minutes

September 21, 2021 – Meeting was held via Zoom teleconference

Board Members: Terry Brackney, Mark Hoeve, Jeff Hutchins, Helen Jun, Becky Kidd

Owners Present: John LoPorto

Building Management: Mike Kurtovic, Property Manager

Meeting Call to Order

Mark Hoeve called the meeting to order at 7:03 P.M.

Approval of the July meeting minutes

A motion was made to approve the July 2021 board minutes. The motion was seconded and approved by voice vote.

Financial Report

Becky and Mike presented a brief financial update. Becky reported that the budget continues to be on track so far for the year and that regular transfers from the operating account to the reserve account will resume in September. She stressed that the major focus will be to build up the reserve fund, which had been depleted by approximately 50% due to the roof replacement project payment. Mike reported that there are currently no assessment/special assessment payment delinquencies. Current account balances: operating account: \$16,600; reserve account: \$51,700.

Old Business

- Mike reported on current repair project and project bid updates:
 - **5916 balcony ceiling repair:** The repair work should be completed in early to mid-October by Fortune Restoration. The bid was approved previously by the board via email vote.
 - **Interior skylight trim:** The board has received a bid from Fortune Restoration to install interior trim to the all the skylights, which were structurally altered to accommodate the new roof installation. The quote includes trim for 2'x2' skylights: \$180.00 per skylight; 2'x6' skylights: \$240 per skylight; 5'x8' stairway skylights: \$490 per skylight.

A motion was made to accept the Fortune Restoration bid to the install skylight trim. The motion was seconded and unanimously approved by voice vote.

- **Dryer Vent Cleaning:** The board has previously approved, via email vote, a bid from Mister Natural Services for interior and exterior dryer vent cleaning for all units. The cost per unit is \$78 and the work will be scheduled for November 5th and 6th. A notice has been sent from the management company to all owners with detailed information to schedule a time slot. The board agreed that dryer vent cleaning be mandatory and the cost will be covered by the association. The board is also considering imposing a fine to owners who fail to have vent cleaning completed in a timely manner; however, no action was taken at this time.
- **Snow removal bids for 2021-22 winter season**
Mike reported that one bid has been received from Bustos Landscape Inc. for snow removal and he will obtain two additional quotes.
- **5920-24 back porch structural inspection report:** The building inspection was completed on August 4 and the full inspection report from Red Architects should be forthcoming.

New Business

- **2022 budget discussion**
Mark and Becky led a 2022 budget planning discussion. The board consensus is that an assessment increase is needed due to increasing utility costs, particularly heating gas increases that are predicted for 2022. Possible assessment increases of 2%, 5% or 7% were suggested. The board agreed to schedule another meeting in the following week for further

budget planning. A budget proposal will be finalized at the October board meeting and will be approved at the November annual meeting.

- **Paulina Court Annual meeting**

The board agreed to schedule the annual meeting and board election for Tuesday, November 30th. The annual meeting will be held via Zoom teleconference; however, space will also be provided, as required by condo law, for owners who wish to attend and vote in person. Mark reported that there will be 3 board vacancies for next year and encourages all owners to consider running for a position on the 2022 board. Two current members are retiring and one member has sold her unit. More annual meeting details will be forthcoming.

- **Short and long-range projects and repair list**

Mark asked board members to share their lists of possible maintenance and upgrade projects for the next 1-10 years, including any wish list or “nice to have” projects. The lists, which included items such as interior and exterior painting, replacement of the north gangway sidewalks, tuckpointing and general masonry repair, and 5920-24 furnace/boiler replacement, as well as several other projects, will be compiled and prioritized by the board for future budget planning and scheduling.

Open Forum and Adjournment

Jeff Hutchins reported that rainwater continues to accumulate and flood areas of the 5924 basement after heavy downpours. The seepage appears to be from the downspouts that empty directly into the ground and cause the basement drains to overflow. He suggested that the basement drains and downspout drain should be cleaning and/or repaired.

Closed Session

The board went into a brief closed session to discuss the classification of units that are non-owner occupied but are occupied by immediate family members; and whether these units should be regarded as “rental” units. After brief discussion and guidance from our property manager, the board agreed to take no action at this time.

With no further business, the board meeting adjourned at 8:47 P.M.

Next Board Meeting: Tuesday, October 26, 2021, 7:00 P.M. – Via Zoom teleconference

Please contact Mark Hoeve at markhoeve1234@yahoo.com for Zoom login information

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

Window AC Units removal reminder for the winter

Please remember to remove window air conditioning units by October 31. As stated in our Rules and Regulations documents

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.

Owner and Board Member Email Contacts

To contact all owners via email, the address to use is owners@paulinacourt.org. The email address to contact board members only is boardmembers@paulinacourt.org.

Paulina Court Condo Board Budget Committee Meeting

October 5, 2021 – Meeting was held via Zoom teleconference

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

Meeting Call to Order

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

2022 Budget planning discussion

Becky and Mark led the 2022 budget planning discussion. Because of increasing utility costs, especially heating gas which is projected to increase by 30%; and due to the fact that there has not been an assessment increase for the past 7-8 years, the committee agreed that an assessment increase will be needed. Several percentage increase amounts were suggested and discussed. The committee tentatively agreed that an increase of 7% would be appropriate, which would be an approximate increase of \$25-\$35 per unit per month.

Becky will speak with the management company about fine tuning some of the current budget line items that are incorrectly classified or not used. She will update and present a draft budget proposal to the board at the October meeting. The board will also continue discussing the budget proposals at the next meeting before voting on a finalized budget proposal.

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