

MINUTES

Nov. 24, 2020, 7 p.m. St. Clair Terraces Condominium Association

Telephone number: 425-436-6368. Access code: 442424

ATTENDING: Phil Gerlach, Betty Smith, Elaine Madigan, Kitty Swickard
Brad Birch, Sally Abdella, Pat McClary

CALL TO ORDER: 7:06 p.m.

MINUTES of Oct. 20, 2020. *Motion to approve by Smith, 2nd by Madigan, approved 4-0. Gerlach, Smith, Madigan, Swickard.*

FINANCIAL REPORT

- For October. *Motion to approve by Swickard, 2nd by Madigan, approved 4-0. Gerlach, Smith, Madigan, Swickard*

Attachment: Statement of cash flow October

- Proposed budget for 2021. Gerlach explained board is still discussing these figures and needs for next year.

Attachments: proposed budget, 2 pie charts, special assessment analysis

PROJECTS STATUS (Gerlach)

- Brickwork, chimneys, tuckpointing
- Doors on 2 sheds
- Back steps, Gerlach
- Bay window roof, Ziemski
- Mainline Plumbing Jones basement
- Bruttell on 3 shed roofs

FALL CLEANUP AND GUTTERS (Gerlach)

NEXT YEAR'S PROJECTS CONVERSATION (Gerlach)

CITY PROJECTS AT DRIVEWAY (Gerlach)

CONDO SALES AND PURCHASES (Gerlach)

PARKING IN DRIVEWAY (Smith)

Smith explained the problem of parking in driveway and plan to keep track of that better and to enforce existing rules.

CO-OWNER COMMENTS: (3 minutes each). Sally Abdella, Brad Birch and Pat McClary spoke.

ADJOURN at 7:50 p.m. *Motion by Smith to adjourn, 2nd by Madigan, approved 4-0. Gerlach, Smith, Madigan, Swickard.*

NEXT MEETING: December 15

(Executive Committee notes attached.)



**ST CLAIR TERRACES
2021 PROPOSED BUDGET**

	<u>FY 2018</u>	<u>FY 2019</u>	<u>BUDGET 2019</u>	<u>BUDGET 2020</u>	<u>YTD 10/30/20 ACTUAL</u>	<u>FY 2020 PROJECTED</u>	<u>PROPOSED 2021 BUDGET</u>	<u>PER UNIT MONTHLY</u>
ADMINISTRATION	\$ 1,131	\$ 718	\$ 1,000	\$ 1,000	\$ 649	\$ 1,000	\$ 1,000	\$ 2.78
LEGAL	14,631	871	12,000	3,000	1,234	3,000	3,000	8.33
PROFESSIONAL/CONSULTING	2,450							
AUDIT & ACCOUNTING	250	250	850	1,250		1,250	1,250	3.47
LANDSCAPING - GROUNDS	3,789	1,132	7,500	4,000	11,648	5,000	4,000	11.11
LANDSCAPING - FERTILIZATION	198	935	2,200	1,200		1,000	1,200	3.33
LANDSCAPING - MOWING	7,000	7,634		7,500		7,500	7,500	20.83
LANDSCAPING - TREE MAINT		13,375	7,500	5,000	4,730	5,000	5,000	13.89
LANDSCAPING - IRRIGATION	418	308	600	600		600	600	1.67
WINTER SNOW REMOVAL	15,497	17,544	9,000	10,000	10,975	10,000	10,000	27.78
WINTER SALTIN/DE-ICING	10,499	672	12,000	800	522	800	800	2.22
EXTERMINATION	136	727	400	600	2,025	2,200	1,200	3.33
MAINT. & REPRS. - BLDG. (GEN)	12,013	5,764	3,000	3,000			3,000	8.33
MAINT. & REPRS. - BLDG. (ROOF)	5,327	3,742	5,000	5,000	252		5,000	13.89
MAINT. & REPRS. - BSMNTS.	170		2,000	5,000	2,450	3,000	2,000	5.56
MAINT. & REPRS. - MASONRY	4,007	23,545	2,000	18,000	44,851	44,851	5,000	13.89
MAINT. & REPRS. - WALKWAYS					1,635	1,635		
MAINT. & REPRS. - GUTTERS	3,260	7,781	4,000	4,000	2,449	4,800	4,800	13.33
MAINT. & REPRS. - ASPHALT	9,129		1,000		2,750	2,750		
MAINT. & REPRS. - ELECTRICAL			500	500	3,304	3,750	1,000	2.78
MAINT. & REPRS. - PLUMBING	2,040	5,620	2,000	2,000	1,974	2,500	2,000	5.56
MANAGEMENT FEES	5,760	5,760	5,760	5,760	4,320	5,760	5,760	16.00
LICENSE FEES	5	60	20	40	60	60	40	0.11
ELECTRICITY	1,567	1,308	1,600	1,600	985	1,600	1,600	4.44
SATELLITE DISH SVCE								
SEWER AND WATER	26,055	23,916	28,500	26,000	19,987	27,000	27,000	75.00
GARBAGE PICK-UP								
MISC TAXES	-							
INSURANCE - W/C	184	155	750	500	177	464	500	1.39
INSURANCE - FIRE/LIAB	13,747	15,676	14,000	18,000	16,436	18,000	18,000	50.00
REPLACEMENT RESERVE	44,745	22,540	37,800	45,600	45,600	45,600	53,400	148.33
TOTAL OPERATING BUDGET	\$ 184,008	\$ 160,033	\$ 160,980	\$ 169,950	\$ 179,013	\$ 199,120	\$ 164,650	\$ 457.36
TOTAL BUDGET	\$ 184,008	\$ 160,033	\$ 160,980	\$ 169,950	\$ 179,013	\$ 199,120	\$ 164,650	\$ 457.36
AVG PER UNIT MONTHLY DUES	\$ 511.13	\$ 444.54	\$ 447.17	\$ 472.08	\$ 497.26	\$ 553.11	\$ 457.36	

**RECOMMENDED
PER UNIT MONTHLY DUES**

<u>UNIT VALUE/TYPE</u>	<u>NUMBER OF UNITS</u>	
3.5	8	\$ 480.23 /mo/unit
3.4	3	\$ 466.51 /mo/unit
3.3	10	\$ 452.79 /mo/unit
3.2	9	\$ 439.07 /mo/unit

Per 2018 reserve study.

ST. CLAIR TERRACES
Special Assessment Analysis
2020

- 2020 -

Projected

INCOME

LANDSCAPING - TREE MAINT	\$	
MAINT. & REPRS.- ASPHLT/CONC		
MAINT. & REPRS.- BSMNTS.		
MAINT. & REPRS.- MASONRY		88,032
MAINT. & REPRS.- BLDG. (ROOF)		
TOTAL ASSESSMENTS	\$	88,032
INTEREST		15.00
TOTAL SPECIAL ASSESSMENT	\$	88,047

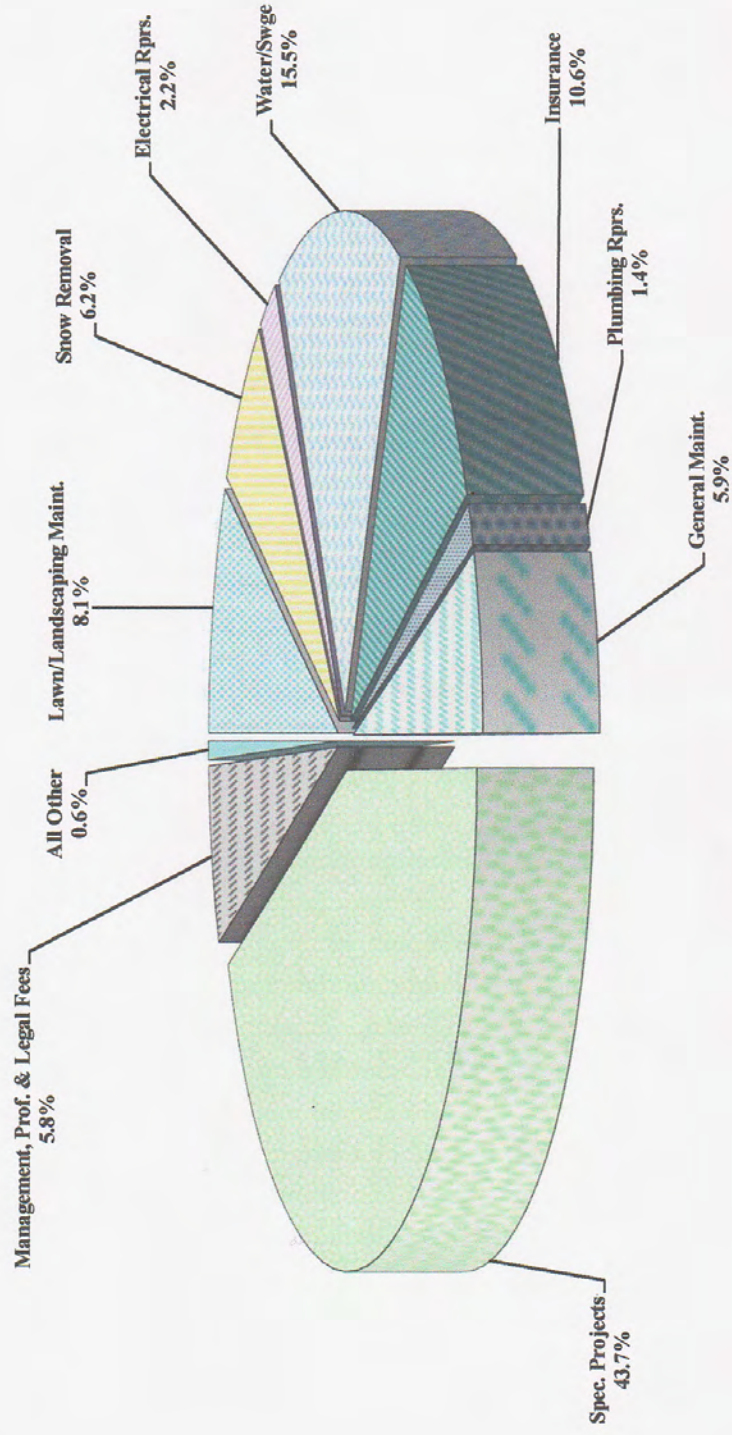
EXPENSE*

LANDSCAPING - TREE MAINT	\$	4,730
MAINT. & REPRS.- ASPHLT/CONC		4,975
MAINT. & REPRS.- BSMNTS.		2,450
MAINT. & REPRS.- MASONRY		48,226
MAINT. & REPRS.- BLDG. (ROOF)		15,616
TOTAL DISBURSEMENTS	\$	75,997

St. Clair Terraces Condominium Association

Distribution of Expenses

01/01/20 - 12/31/20*

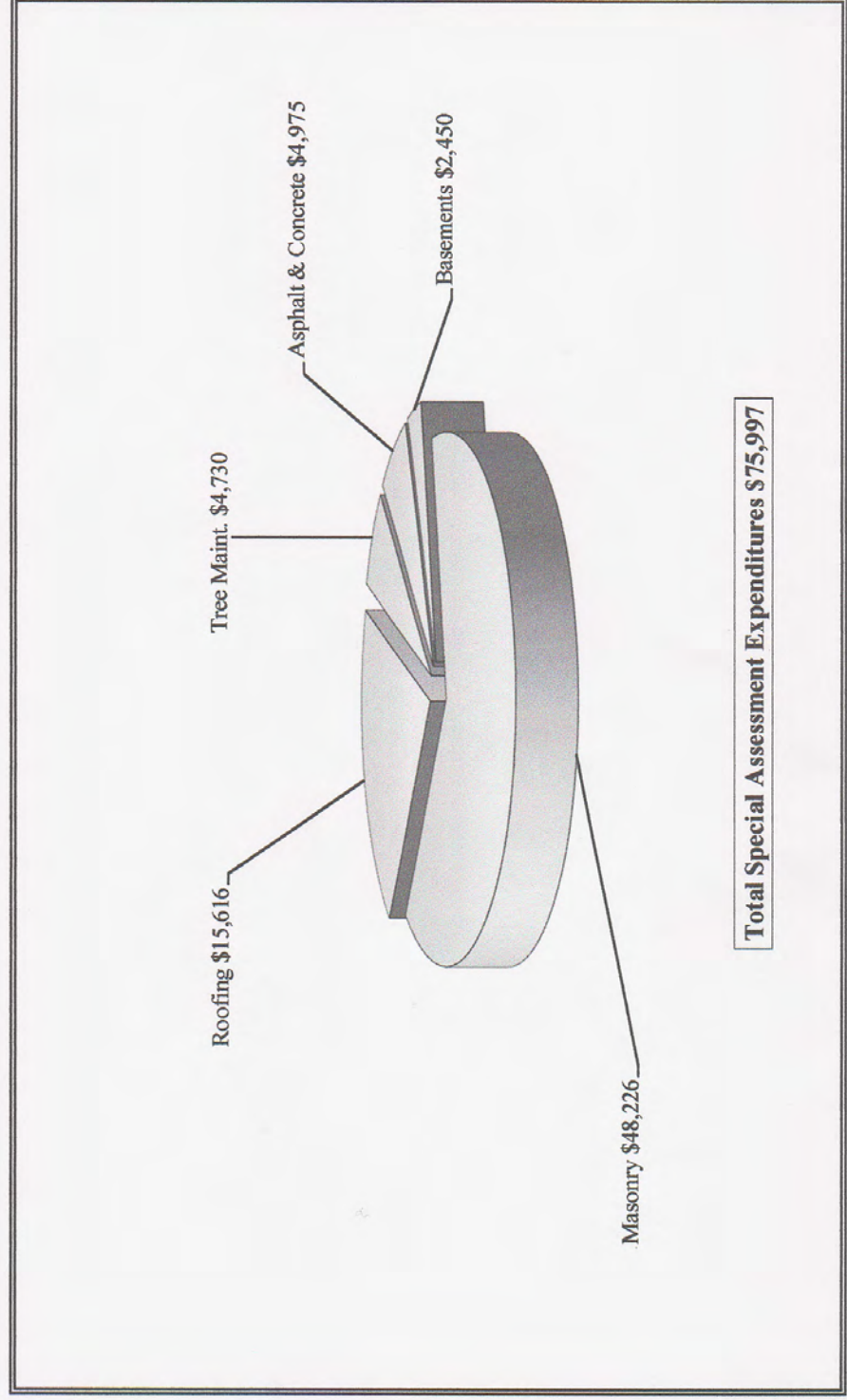


Total Expenses: \$199,120

St. Clair Terraces Condominium Association

Distribution of Special Assessment Expenditures Special Projects

01/01/20 - 12/31/20*



488 St. Clair
Grosse Pointe, MI 48230
October 5, 2020

To St. Clair Terraces Condominium Board Members:
Betty Smith, Elaine Madigan, Kitty Swickard, Dale Cox

From: Phil Gerlach, President

Dear Board Members:

I am requesting your unanimous consent, in writing, to allow voting to take place outside of a meeting. This consent is requested for two reasons:

1. To help the condominium board respond quickly to needs and requests.
2. To facilitate business in light of our recent vote to have quarterly meetings beginning in 2021.

We began to use this method this spring to finalize contracts with companies that had been on lockdown during the early part of the pandemic. We found that it was efficient in keeping the condominium business moving.

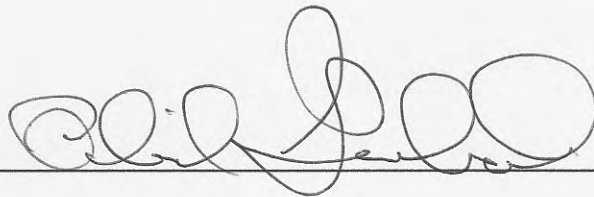
To make sure there is transparency, we will endeavor to send an email blast of every voted action within two days of the vote.

These consents will be included in the minutes of the upcoming monthly meeting.

Please print out, sign and date this consent. Please get it to Kitty at 502 St. Clair. If anyone needs a paper copy delivered, please text Kitty at 313-460-2520.

I consent to allowing votes to take place outside of a meeting.

NAME



DATE

October 3, 2020

488 St. Clair
Grosse Pointe, MI 48230
October 5, 2020

To St. Clair Terraces Condominium Board Members:
Betty Smith, Elaine Madigan, Kitty Swickard, Dale Cox

From: Phil Gerlach, President

Dear Board Members:

I am requesting your unanimous consent, in writing, to allow voting to take place outside of a meeting. This consent is requested for two reasons:

1. To help the condominium board respond quickly to needs and requests.
2. To facilitate business in light of our recent vote to have quarterly meetings beginning in 2021.

We began to use this method this spring to finalize contracts with companies that had been on lockdown during the early part of the pandemic. We found that it was efficient in keeping the condominium business moving.

To make sure there is transparency, we will endeavor to send an email blast of every voted action within two days of the vote.

These consents will be included in the minutes of the upcoming monthly meeting.

Please print out, sign and date this consent. Please get it to Kitty at 502 St. Clair. If anyone needs a paper copy delivered, please text Kitty at 313-460-2520.

I consent to allowing votes to take place outside of a meeting.

NAME Betty J Smith DATE 10-7-2020

488 St. Clair
Grosse Pointe, MI 48230
October 5, 2020

To St. Clair Terraces Condominium Board Members:
Betty Smith, Elaine Madigan, Kitty Swickard, Dale Cox

From: Phil Gerlach, President

Dear Board Members:

I am requesting your unanimous consent, in writing, to allow voting to take place outside of a meeting. This consent is requested for two reasons:

1. To help the condominium board respond quickly to needs and requests.
2. To facilitate business in light of our recent vote to have quarterly meetings beginning in 2021.

We began to use this method this spring to finalize contracts with companies that had been on lockdown during the early part of the pandemic. We found that it was efficient in keeping the condominium business moving.

To make sure there is transparency, we will endeavor to send an email blast of every voted action within two days of the vote.

These consents will be included in the minutes of the upcoming monthly meeting.

Please print out, sign and date this consent. Please get it to Kitty at 502 St. Clair. If anyone needs a paper copy delivered, please text Kitty at 313-460-2520.

I consent to allowing votes to take place outside of a meeting.

NAME Elaine Madigan DATE 10-5-2020

488 St. Clair
Grosse Pointe, MI 48230
October 5, 2020

To St. Clair Terraces Condominium Board Members:
Betty Smith, Elaine Madigan, Kitty Swickard, Dale Cox

From: Phil Gerlach, President

Dear Board Members:

I am requesting your unanimous consent, in writing, to allow voting to take place outside of a meeting. This consent is requested for two reasons:

1. To help the condominium board respond quickly to needs and requests.
2. To facilitate business in light of our recent vote to have quarterly meetings beginning in 2021.

We began to use this method this spring to finalize contracts with companies that had been on lockdown during the early part of the pandemic. We found that it was efficient in keeping the condominium business moving.

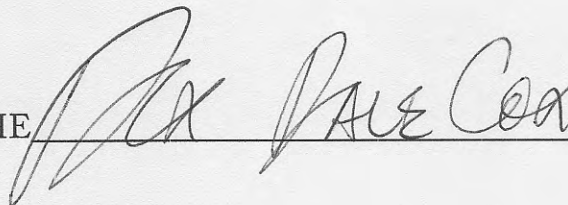
To make sure there is transparency, we will endeavor to send an email blast of every voted action within two days of the vote.

These consents will be included in the minutes of the upcoming monthly meeting.

Please print out, sign and date this consent. Please get it to Kitty at 502 St. Clair. If anyone needs a paper copy delivered, please text Kitty at 313-460-2520.

I consent to allowing votes to take place outside of a meeting.

NAME

DALE COX

DATE

10/5/2020

488 St. Clair
Grosse Pointe, MI 48230
October 5, 2020

To St. Clair Terraces Condominium Board Members:
Betty Smith, Elaine Madigan, Kitty Swickard, Dale Cox

From: Phil Gerlach, President

Dear Board Members:

I am requesting your unanimous consent, in writing, to allow voting to take place outside of a meeting. This consent is requested for two reasons:

1. To help the condominium board respond quickly to needs and requests.
2. To facilitate business in light of our recent vote to have quarterly meetings beginning in 2021.

We began to use this method this spring to finalize contracts with companies that had been on lockdown during the early part of the pandemic. We found that it was efficient in keeping the condominium business moving.

To make sure there is transparency, we will endeavor to send an email blast of every voted action within two days of the vote.

These consents will be included in the minutes of the upcoming monthly meeting.

Please print out, sign and date this consent. Please get it to Kitty at 502 St. Clair. If anyone needs a paper copy delivered, please text Kitty at 313-460-2520.

I consent to allowing votes to take place outside of a meeting.

NAME Kitty Swickard DATE 10/3/2020