

**St. Clair Terraces Condominium Association
Minutes – May 16, 2018 - 7 pm
City of Grosse Pointe Municipal Building**

Attending:

Board: Pat McClary, Betty Smith, Rosie Gerlach, Judy Burton, Kitty Swickard
Co-owners: Brad Birch, Bob Felix, Dale Cox

Call to Order: 7 p.m.

Open Forum: No co-owner comments

Review and Approval of Previous Minutes – April 2018. Betty Smith made a motion to approve, Judy Burton seconded. Motion carried 5-0.

Review and Approval of Financials – April 2018. Betty Smith made a motion to approve, Judy Burton seconded. Motion carried 5-0.

Old Business

Pat McClary report

Reserve Study Update: The board and residents had presentation of Reserve Study findings and recommendations. We requested edits and those have been presented to the company. Tom Sabella is working with them to refine it, including a tree survey. Sabella and the board have been looking for ways to buy time on some projects as they come up, moving things around. McClary to contact Reserve Management team for updates.

By-Laws Update: The board met with Richard Wagner, suggested changes and he is working on those. Recently contacted Board for second meeting to review edits/add-ons.

Signs and Mirrors: Reminder to use the new direction. One option is to close the St. Clair entrance, but that request would have to go through City Council. Bob Felix installed stop sign and we are going to give it a little more time for people to get used to the directions.

No Trucks Sign: Brad Birch offered to remove it.

Co-owner plantings: Please review by-laws with regard to landscape, garden, planting. Co-owners must have Board approval for removal and planting.

Rear Drive Repairs Basin Cover repair and Clean-out Update: Reported that asphalt drive will be patched 2nd or 3rd week of June. Catch basins will be cleaned and repaired after driveway is done; due to residual materials that are left behind following the work on the back drive. This repair to the back drive resurfacing can last 3-5 years. It would cost \$30,000 for complete replacement.

Seasonal Contracts Awarded. Ron Tyjenski for lawn, shrubbery. Marshall's for herbicides. We had our sprinkler system turned on; No contract yet for gutter cleaning but 2017 contractor was called back to inspect gutters and downspouts to report why there were problems with blocking and material splitting. Association received complaints about water getting into their units with each winter season thaw.

Regular service to clean gutters has generated complaints and reports to the Board regarding the process of using a blower to clean the gutter leaving mud and dirt on unit

windows. While there is a search for a contractor who hand cleans; a search has not been successful to date.

Info for Yard Sale June 2 – Betty Smith rain date next Saturday, Craig's list and GPN in front. (Update, The sale was canceled on May 26.)

Sidewalk stains on public sidewalk and walkway of unit on Maumee have been removed; Board is awaiting invoice for cleaning. Co-owners are reminded to take every precaution to avoid damage or spills near their unit to avoid fines or invoice charges.

Co-owner Surveys – Reminder to co-owners to turn in their building surveys, to assist with reserve study and bylaws. There are still just a few not turned in. Please fill out your form or contact Susan Swickard or Betty Felix for a new form. We will be using this information in the rewrite of the by-laws and rules and regulations.

Old business: Dale Cox said he will start window installation with one, due in about a week, to make sure it's what you like and we like. Others on order.

New business:

Tree Service -reviewed tree inspection submitted following horticulture assessment for care, trim/cutting and removal; will be added to reserve study for landscaping.

Trash Receptacles - Several recycle and one large trash receptacle (to replace one that had a hole in it) were purchased and placed for use. Bob Felix reported water collects in one garbage dumpster. He suggested holes be drilled. General conversation decided to hire that work.

Budget/Reserves/Fee Increase:

Capital Projects pending: The Board began discussion about emergency calls for service and repair this past winter season brought attention to a number of projects that are now more urgently in need of completion. Working with property manager Tom Sabella, initial estimates were submitted to the Board to plan working with the reserve study to plan.

Chimneys - Unit 490 St. Clair had requested chimney repair during the winter severe weather and when a contractor came out to review the work requested, he found 11 chimneys missing screens and / or caps with some chimneys starting to bend. Replacement cost is \$7,000 per chimney if needed. Along with Contractor's recommendation for the requested work, he also proposed tuckpointing all chimneys, securing screens and caps for an estimated \$10,000.

Tree service, Camelot recommendations and cost estimates:

Last summer and most recently this spring, the Board had a tree survey completed with recommendations for their care. The existing trees on our property will be part of a landscape plan in our reserve study; we will review which trees need immediate attention. Since many are not recorded, we will be looking at our existing "forest" in a future landscape map that can be implemented in stages over time. In the meantime, the Board will not be approving any request for new trees, shrubs or bushes but will consider the recommendations submitted for existing trees as budget allows.

Ivy -The board has been discussing a process of removing the ivy from our exterior walls with our property manager to plan the extensive tuck pointing and wall repair estimated at \$24,000.

Increase in dues is recommended by the Reserve Study. The discussion regarding the discovery of the chimney project, the fact that the large elms and perhaps other mature trees should be topped off to avoid the \$5000-6000 cost to remove them if they fall, the bulging courtyard garage walls project, tuckpointing, gutter repair and overall regular maintenance and care that has been postponed over the years reveals that it will take a long period of time for our community to catch up.

The number of emergency work calls have increased and affect our budget planning for operations throughout the year. Following the pros and cons of assessments and in line with our notice to owners when we shared the 2018 budget that we may increase monthly fees again mid-year, it was decided that the board would increase the monthly fees by \$42/month, per unit starting July 1, 2018 according to the recommendations of the Reserve Study. This portion of the monthly fees paid will go directly to the reserve fund to support the projects outlined in the study. These funds are dedicated to specific projects and will not be used for operations and general maintenance.

In addition, after extensive discussion of options and noting the increasing concern of greater costs for postponing scheduled care and maintenance of our properties over time, the Board has also decided to assess each co-owner a one-time \$1500 to complete urgent and desperately needed work on chimneys, roof repair, tuckpointing, gutters and work on the bulging walls.

Meeting adjourned 9:33 p.m.

Next Meeting – Annual Meeting

Tuesday, June 19, 2018 at 7 p.m. - Voting Registration starts at 6:30 p.m.

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