**MINUTES**

Sept. 15, 2020, 7 p.m. St. Clair Terraces Condominium Association   
Telephone number: 425-436-6368. Access code: 442424

**CALL TO ORDER:** 7:06 p.m.

Attending

Co-owners: Bob Felix, Rosie Gerlach, Pat McClary

Board: Phil Gerlach, Betty Smith, Elaine Madigan, Dale Cox, Kitty Swickard

**MINUTES** of Aug. 18, 2020. *Motion to approve by Smith, second by Swickard. Approved 5-0, Gerlach, Smith, Swickard, Madigan, Cox, yes.*

**FINANCIAL REPORT** for August. *Motion to approve by Swickard, second by Smith. Approved 5-0, Gerlach, Smith, Swickard, Madigan, Cox, yes.*

- Update lien

- Budget for 2021

**PRESIDENT’S UPDATE**

- Individual notices being prepared about co-owner repairs to make with generous lead-time, paint, AC surrounds, porch lights, etc.

- Brickwork update plus chimney plans

- Basement waterproofing,

- Driveway patching

- Ground Control meeting. Labor, spring repair, vines, hedge, fall cleanup, snow removal.

- Update Bruttell Roofing Co. on bay window roof, 492. Problem in copper supply line.

- Comprehensive roof bid info.

COMMITTEES

- Bylaws committee, Betty Smith. Recommendations to the Board before next meeting.

- Landscape committee, Kitty Swickard. Introduced Rosie Gerlach and Nancy Ziemski and herself in newly created committee to help the Board plan and to make recommendations.

- Meeting frequency, monthly or quarterly?

Betty Smith speaks in favor of monthly meetings as a way to ensure that co-owners have a powerful voice in governing the condominium and that business remain transparent.

Phil Gerlach speaks in favor of quarterly meetings .He has learned many condominiums have quarterly meetings successfully and are still efficient in business while keeping up with the repair and maintenance of the building and grounds With quarterly meetings, we would distribute financial reports monthly and could call Special meetings as needed.

*Motion to approve quarterly meetings beginning in 2021 by Gerlach, second by Madigan. Approved 4-1, Gerlach, Swickard, Madigan, Cox, yes. Smith, no.*

**Action taken between meetings by Executive Committee:**

July 13, 2020, email, conversation, viewing and signing modification forms.

Approval of Crawford modification request to install new garage door. Approved 5-0 with specification that it be painted approved brown. *Gerlach, Smith, Madigan, Swickard, Cox, yes.*

**CO-OWNER COMMENTS:** (3 minutes each) Pat McClary.

**ADJOURN:** 7:30 p.m.*Motion to adjourn by Smith, second by Cox. Approved 5-0, Gerlach, Smith, Swickard, Madigan, Cox, yes. .*

**NEXT MEETINGS**: October 20, November 17, December 15.