**MINUTES**

Oct. 20, 2020, 7 p.m. St. Clair Terraces Condominium Association
Telephone number: 425-436-6368. Access code: 442424

**ATTENDING:** For the board: Phil Gerlach, Betty Smith, Elaine Madigan, Dale Cox, Kitty Swickard. Co-owners: Tina Pesek, Lauren Ziemski, Pat McClary

**CALL TO ORDER:** 7:04 p.m.

**MINUTES** of Sept. 15, 2020. *Motion to approve by Madigan, 2nd by Smith, approved 5-0.*

**FINANCIAL REPORT** for September. Motion to approve by Swickard, 2nd by Smith, approved 5-0.

-Gerlach comments:

- Special assessment income: It’s on track for this point in the collection process. Some have paid monthly, some all at once, some not yet. For those who have not yet made payments on the special assessment, this is a great time to get caught up. The brickwork project is finished and final payments to the masons will be made this month.

- Budgeting for 2021: Tom Sabella will have his first pass at the 2021 budget to the board in a few days. By the next meeting, we should have a good sense of the special assessment income, dues payments and how we finish the year relative to the budget.

**COMMITTEES:**

Bylaws

- Betty Smith: Bylaws committee sent recommendations to the board. The board added comments and sent them to Tracy Danner-Bond, our attorney on this project. The board had a zoom meeting with her to go over some of our unique situations. She suggested an idea of measuring out patios and decks in a more official capacity than we have done so far and to make it clear that co-owners would be responsible for taking care of the patios and decks on the behalf of the association.

- Kitty Swickard: Danner-Bond has had experience in helping communities with new bylaws. She plans to send a draft to the board, then later to have a meeting with co-owners to explain the points and the process. She said that would not be this year.

Building Infrastructure

- Phil Gerlach: The report is back from a premier roofing company. The Building Infrastructure Committee will have a Q&A with the company in the next few weeks before reporting back to the board. The roofing company’s report is expected to further guide the association on planning for and financing a roof.

**DESCRIPTION OF RECENT/CURRENT/UPCOMING WORK** (Gerlach).

- Brickwork, chimneys, tuckpointing

- Inspection of bricks on recently sold unit and on one under contract. New buyers are requiring tuck-pointing in purchase agreements.

- Mainline Plumbing repairing common water supply line this week

- Bruttell Roofing set replacement of Ziemski bay window roof by this weekend.

- Bruttell scheduled 3 shed roof repair in 2-3 weeks.

- Electrician finished this week with Bommarito garage electrical repair

- Landscape: Ground Control worked all day today — hydrangeas, hostas, bushes, hedge, vines. Sprinkler system will be shut down for the season next week (it is turned off now). Nov. 11 is set for a gutter cleaning, the first week in December for the next.

**TRASH AND RECYCLING** (Gerlach). We need to work on reminders and information on bagging things that go into the dumpsters and to learn what goes into recycling bins. Even with the best of care, trash often is spilled on the driveway by the trash and recycling trucks.

**NEXT YEAR’s PROJECTS** (Gerlach). Fence extension, security gates, side drive repair, asphalt curbs at garbage areas, dumpster enclosures, continuing tuckpointing. These are among items for discussion.

**CO-OWNER COMMENTS:** (3 minutes each)

Tina Pesek: Not in favor of a dumpster near her outside wall, reports cracked steps on front porch for future repair, likes the repair on the shed near her patio.

Lauren Ziemski and Pat McClary had no comment.

**ADJOURN: 7:39 p.m.**

*Motion to adjourn by Smith, 2nd by Madigan, approved 5-0.*

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