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# ST Clair Terraces - Executive Meeting - Feb 1, 2025

Call to Order: 11:07AM

## Attendees

Board Members: Crystal Crawford - Bryan Lane - Jay Riley - Betty Smith

Co-Owner: Nancy Ziemski (20 minutes)

## Priority Items

### 1) Tuck Pointing

- a) Shaun Simon and Jay Riley met with Top Hat on October 9, 2024 to assess areas of concern and obtained an hourly rate (\$75) for additional tuckpointing - Due to low temperatures, tuck pointing is pending until April 2025
- b) Important areas of concern: 486 over back second floor window - 490 near front door bell - 492 back door sill & front lower right corner - 494 right of the back door - 508 back window ledge - 17129 right front edge of unit

### 2) Garage Roof Leaks/Repairs

- a) Due to lack of response from M Power a second estimate was requested from Schoenherr Roofing - Bryan Lane motioned to approve Schoenherr Roofing and the board unanimously approved
- b) All co-owners were assessed \$677 per garage unit - Co-owners with two garage units will be assessed \$1,354 (see \*\*\*\*Revised Roof Assessment\*\*\*\*)
- c) Garage units 10, 11, 19, 35 & 41 also reported roof leaks - Action pending until pictures are received

### 3) \*\*\*\*Revised Roof Assessment\*\*\*\*

- a) First and second building roof assessments (approximately \$2k) were completed in 2024
- b) Third building roof assessment was replaced with a garage roof assessment of \$677 per garage unit - Due by March 31, 2025

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- c) Fourth building roof assessment (approximately \$2k) is due by September 30, 2025

#### **4) Landscaping & Snow Removal**

- a) Nancy Ziemski expressed concerns with over salting on the porches and sidewalks - Betty Smith continues to work with our snow removal company to spread the correct amount of salt - Betty Smith purchased three 50lb bags of magnesium chloride (pet friendly) - Magnesium chloride is stored in each of the courtyard sheds and available to co-owners
- b) Nancy Ziemski expressed concerns with a hornets nest in the tree in front of 492 St Clair - Jay Riley will contact the City regarding this matter
- c) Nancy Ziemski presented a draft document for a Landscape Plan - Attorney advised us the Master Courtyard Landscape Plan must include an ALTA Survey to identify general common elements in each courtyard - Upon completion of the survey a Landscape Architect must be hired to complete a detailed landscape rendering of each courtyard
- d) Bryan Lane will contact LBI Sprinklers to install additional sprinkler heads - Pending until Spring 2025
- e) Bryan Lane contacted Marshall Landscaping for the two tree issues at 508 St Clair - Board unanimously voted to obtain a quote from Marshall for all trees on SCT property

### **New & Pending Discussion Items**

- Bryan Lane motioned to approve HomeSpec to for the basement water leak at 17129 Maumee (\$5,913) and the board unanimously voted to approve - Bryan Lane contacted HomeSpec to begin this project - Pending until weather permits
- Schoenherr Roofing was selected for the building roof/gutter project - Thank you Shaun Simon for managing this project and obtaining bids - New roof is scheduled to begin April 2025
- Betty Smith will update the SCT Website, Co-owner Contact Lists and Rules & Regulations
- Betty Smith reinvested the CD's which matured in December 2024 and January 2025 for 90 days
- Crystal Crawford and Jay Riley contacted co-owners who did not comply with their boiler inspections - Deadline extended to February 28, 2025 - Co-owners who fail to meet the deadline extension will be fined \$25.00 per month

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- Betty Smith will attend the next City Council Meeting to propose adding parking lines on St Clair and parking on both sides of the street and/or permit parking
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  - Master Deed requires a correction under (5) Fireplaces - Wood burning fireplace at 484 St Clair should reflect Unit 11 (not Unit 10) - Jay Riley is working with our Attorney on this correction - Pending approval with Plat Engineer
  - 500 St Clair front railing is not attached to the building - Bryan Lane and Shaun Simon will scrape and paint back porch railings at 488, 490 & 494 - Repairs pending until Spring 2025

### Important Reminder to Co-Owners

- Co-owner's insurance policies must include a \$1MM liability coverage (please reference the ByLaws)
- Co-owner issues and problems must be emailed to all board members with pictures included

Meeting Adjourned: 12:50PM

jr