**St. Clair Terraces Condominium**

**Meeting Minutes- November 27, 2018 - 7pm -**City of Grosse Pointe Municipal Building

Call to Order: 7:00

Attendance: Betty Felix, Judy Burton, Rosie Gerlach, Pat McClary, Tom Sabella, Elaine Madigan, Phil Gerlach.

Open Forum: Co-Owners Remark Only - limited to 3 minutes.

Crystal Crawford approached the Board about the invoice received for work completed last winter; there were four units that had reported roof leaks that may have been related to gutter ice and insufficient drainage. The report did not have anything conclusive about the whereabouts of the leaks but caulking to seal around the windows particularly those directly adjacent to the gutters near the roof; which would be charged to the owner. The Board has advised the property manager that caulking windows is the responsibility of the owners and moved to pay the $750 invoice for all owners in this instance.

Betty Smith made a motion that the Board pay the invoice and waive charges to four owners following this discussion. Judy Burton moved for approval Betty second for approval. Tom Sabella and Jan Russo are requested to pay the invoice and remove the charge from the four units charged per letters sent out requesting payment.

Further discussion regarding contract charges for coming out for each call led to the idea of asking owners and residents to use the email

**Review and Approval of Previous Minutes: October 16, 2018 with corrections**

Betty motioned to move, Judy seconded. Approved 4-0.

**Review and Approval of Financials: September 2018 -**

Betty motioned to move, Rosie seconded. Approved 4-0. Tom Sabella said he would separate the reserves and show deposits in financial reports; as he was waiting for direction from the Board.

**Old Business:**

Rear Drive - Resin patch work is done. It is said to last longer and be more durable then asphalt.

Gutter Cleaning: The company is coming back for a second round to clean gutters and downspouts.

Roof Update: We have had a lot of repairs over the past winter. due to weather conditions. Report from roofing company Bruttell Roofing says roof is in good shape, but there are loose shingles and regular monitoring will be needed since those singles were installed  improperlytand are coming. Ceiling leak was reported from co-owner on St Clair.

Leaks: All have been repaired. A few co-owners reported .from windows. Caulking was done. Gutter leaks were done at the same time. Bay window was also repaired on unit facing St Clair

Tuck pointing: Completed for this season. Will continue in the spring and summer months.

Chimneys: Completed for this season. Will continue in the spring and summer months

Final proposal from Bruttell late in November included final gutter, tuckpointing, chimney and roof repairs.

**New Business:**

Door Guidelines: Some controversy has come up on style for back door if replacement is needed. This will be discussed as part of the rules and regulations with the re-written by-laws.

We want to be flexible but need to keep some sort continuity and choose something that works with the English Tudor architecture of our buildings.

Air Conditioning units: Guidelines to camouflage compressors are outside are necessary. Pipes on walls leading to unit compressor outside must be hidden No air conditioning units are allowed in front courtyards (this a Grosse Pointe City ordinance).

Enforcing our by-laws and rules and regs: Sometimes it is frustrating to follow the rules when it comes to what owners desire, but part of maintaining the beauty of this condominium is what makes it so desirable. We should always work as a team for the good of our community. Question or suggestion are always welcome.

Budget Planning: Will be discussed at November meeting.

**Updates:**

DPW Project Update and City Council Meeting Update: Since City approved DPW we will keep a close watch on changes that impact us.

By-law Updates and Owners Information Sheets- We have had some time setbacks due to our involvement with City's DPW building, so we are continuing toward completion for by-laws.

**Owner’s Information Forms:**

Southeastern Management for questions about owners Information Sheets: 313-640-1788. Everyone must return this information sheet.

Assessment and Monthly Condo Fees in Arrears: Discussion regarding monthly fees and assessments.  All assessments should be paid and current. Phil Gerlach says if dues are continuously delinquent month after month then the board should take severe legal action. This kind of delinquency effects all of us and is a burden on our cash flow and continuous community projects.

Fees and Finds: $25.00 first month $50.00 second month $75.00 third month $100.00 each month thereafter - Discussion.

Meeting adjourned 8:40 p.m.

**Next Meeting**

**Tuesday December 19, 2018 at 7pm**