

**St. Clair Terraces Condominium Association**  
**Meeting April 17, 2018**  
**Grosse Pointe City Administration Building**

Meeting started at 7 p.m.

**ATTENDING**

Board: Pat McClary, Betty Smith, Rosie Gerlach, Judy Burton, Kitty Swickard

Co-owners: Gary Bigwood, Dale Cox

**CO-OWNER REMARKS**

Gary Bigwood made an inquiry about how co-owners were notified for violations for displaying flags, banners etc. as cited in the by-laws and rules regulations; Pat McClary responded noting like other violations, co-owners are sent a letter from the property management office with a request for action; failure to do so generates a notice that a fine will be imposed if directive is not taken seriously. If co-owner complies, no further action is needed or taken.

Dale Cox presented a proposal for replacing exterior windows; window style meets guidelines and board approved lighter shade of brown; new contractor must contact and clear requirements to perform work. Tom Sabella indicated that contractor is licensed and has insurance but not workmen's comp. Tom notified owner that work otherwise submitted is approved and owners are responsible for any workmen's comp claims that may result during install would be their responsibility. Dale Cox was notified and agreed.

**REVIEW AND APPROVAL OF MINUTES, FEBRUARY 2018.**

Judy Burton made a motion for approval. Betty Smith seconded. Approved 5-0

**REVIEW AND APPROVAL OF FINANCIALS, FEBRUARY, 2018.**

Rosie Gerlach moved for approval. Judy Burton seconded. Approved 5-0.

Contracts presented: for landscape, gutters, sprinklers, rear drive repairs, basin clean-out and cover repair and landscape fertilizing, treatment and special applications were presented for review. Board did not have time to review but will do so and report at next meeting.

Stained sidewalk – 17129 Maumee: Cleaning service requested.

Survey Forms – Co-owners to fill out info about windows, doors, etc. and return forms to Susan Swickard or Rosie Gerlach. Info will be useful for the reserve study process and rewrite of the by-laws.

Condo Sheds and garage – Assessing work to be completed for areas in small and yard rear courtyard; investigating options for doing so in stages as part of the reserve study. Co-owners will be asked to remove items in early May.

Annual meeting with Elections 2018 – Scheduled for Tuesday, June 19, 2018 starting at 7 p.m.; Board positions for Betty Smith and Rosie Gerlach are expiring.

## **OLD BUSINESS:**

**Yard Sale Update** - St. Clair garage sale will be held June 2, 2018.

**Signs and Mirrors** – co-owners encountering cars coming in the wrong direction; some discussion about closing off St. Clair. Board reviewed options including suggestion to clear with public safety regarding closure. Signs have been placed as reminders for oncoming traffic going in the wrong direction. Patience and a little time but feel that all owners and visitors will soon adjust. Will continue to monitor and review. No further action at this time.

**Bylaws** rewrite is continuing.

**Reserve study** responses to inquiry for first review of draft.

Meeting adjourned, 8:30 p.m.

**Next meeting May 16 (Wednesday at request of city) at 7 pm in City Municipal Building**

### **St. Clair Terraces Condo Association Board Meeting Conduct Code**

Members -

Must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During reports, please hold all questions until the reports are finished then raise your hand and wait to be recognized.

Must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. When speaking, members must abide by time limits set by meeting chair for comment.

Must refrain from engaging in personal oral attacks on either Board Members, fellow Association Members, the Association Manager and/or anyone else present in the room.

Must confine your comments to things relevant to the agenda item being discussed.

May not speak for a second time until everyone who wants to speak has been given a chance to speak once and the as time allows.

May not speak more than twice on any one issue, subject to the discretion of the meeting chair.

Must at all times behave with common courtesy and civility and refrain from the use of abusive, rude, threatening or crude language