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# ST Clair Terraces - Executive Meeting - Sept 3, 2024

Call to Order: 3:30PM

## Attendees

Board Members: Crystal Crawford - Bryan Lane - Shaun Simon - Jay Riley -  
Claire Gordon

## Board of Directors

- President - Bryan Lane
- Vice President - Crystal Crawford
- Shaun Simon - Treasurer
- Claire Gordon & Jay Riley - Secretary

## Priority Items

### 1) Basement Water Leaks

- a) 17129 Maumee - It appears the dirt added to pitch water away from the building did not resolve the issue - HomeSpec assessed the root cause as a foundation issue - Claire Gordon will contact a second contractor to provide an estimate and root cause

### 2) Tuckpointing

- a) Additional tuckpointing will be completed fall 2024
- b) Jay Riley will contact Top Hat for hourly rate and a budget will be decided
- c) Areas of concern: 490 near front door bell - 492 back door sill & front lower right corner - 494 right of the back door - 508 back window ledge

### 3) Garage Roof Leaks

- a) M Power submitted three estimates for overlaying Duro-Last on the existing roof (\$22,600) to a full replacement (\$32,450 + \$8.00 per linear foot for lumber - Board approved Second Option (\$28,800) which includes fully adhered Duro-Last to new cover board on garage units 24 - 34

- b) All co-owners will be assessed \$702 per garage unit - co-owners with two garage units will be assessed \$1,404 (see \*\*\*\*REVISED Roof Assessment\*\*\*\*) for changes
- c) Garage units 10, 11, 19 & 35 also reported roof leaks - Action pending until pictures are received

#### **4) Railing Replacement**

- a) Railing replacement/repairs at 498 & 514 St Clair - Completion pending
- b) Bryan Lane and Shawn Simon will repair (scrape & paint) 488, 490 & 494 St Clair - Repairs pending

#### **5) Master Deeds and ByLaws**

- a) Master Deed and ByLaws are completed and will be sent to co-owners within the next 30 days

#### **6) \*\*\*\*REVISED\*\*\*\* Roof Assessment**

- a) Second roof assessment payment (approximately \$2k per unit) was due September 30, 2024
- b) \*\*\*\*REVISED\*\*\*\* Third roof assessment due by March 31, 2025 will be replaced with a garage roof assessment of \$702 per garage unit
- c) Fourth roof assessment payment (approximately \$2k) is due by September 30, 2025

### **New & Pending Miscellaneous Discussion**

- Bryan Lane obtained new estimates from Russell Landscaping for snow removal and landscaping - Board will review current contracts prior to voting
- Citizens Bank began charging an annual checking account fee of \$562 - Brian Lane found a no fee checking account with Comerica Bank - SEM is checking with Citizens to see if they will honor a no fee checking account
- Shaun Simon will contact SEM/Bruttell Roofing for third floor roof leak at 486 St Clair
- Back drive drains are cleaned every two years - Next cleaning will be Spring 2026
- 484 St Clair roof leak on the third floor is pending until pictures are received
- Damaged Cedar trees in the large courtyard will be revisited in Spring 2025
- GFL damaged a recycle bin - Jay Riley will purchase new bin from the City

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- 494 St Clair and the corner of St Clair and Maumee are without sprinkler heads - Jay Riley will obtain cost estimate from LBI Sprinklers  
- Pending until the waterline work on St Clair is completed
  - Electricity line over the garages (unit 24-34) is sagging - Electrician will be called prior to the garage roof repairs
  - Shaun Simon and Jay Riley trimmed the large tree branch in front of 482 St Clair

### **Important Reminder to Co-Owners**

- **Co-owner questions/issues/problems must be emailed to all board members and pictures must be included**

Meeting Adjourned: 5:15PM

jr