
ST Clair Terraces - Executive Meeting - Dec 7, 2024

Call to Order: 10:04AM

Attendees

Board Members: Crystal Crawford - Bryan Lane - Jay Riley - Claire Gordon
(attended first 30 minutes - prior to voting)

Co-owners: Matt Reno - Bob Felix - Shaun Simon - Gary Bigwood - Betty Smith
- Marcena May

Priority Items

1) Basement Water Leaks

- a) 17129 Maumee - HomeSpec assessed the root cause as a foundation issue - Claire Gordon and Shaun Simon met with RAM Construction - RAM is unable to provide root cause and/or proposal until a small portion of the interior drywall is removed
- b) Board is requesting co-owner consent before allowing RAM to remove the section of the drywall - Claire Gordon is working with the co-owner on this issue

2) Tuck Pointing

- a) Jay Riley and Shaun Simon met with Top Hat on October 9, 2024 to assess the areas of concern and obtain an hourly rate for additional tuckpointing - Due to low temperatures, tuck pointing is on hold until April - 472 St Clair is an exception and Top Hat was contacted to tuck point if temperatures move above 40 degrees
- b) Important areas of concern: 472 under dormer roof - 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

3) Garage Roof Leaks

- a) Board approved Second Option (\$28,800) from M Power - Includes fully adhered Duro-Last to new cover board on garage units 24 through 34 - M Power will begin before the end of the

year - Jay Riley will contact DTE to cut the power when M Power lays the roof

- 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 & 41 also reported roof leaks - Action pending until pictures are received

4) Landscaping & Snow Removal

- a) Spring 2025 Bryan Lane will contact LBI Sprinklers to install additional sprinkler heads - pending until Spring 2025 -
- b) LBI blew out the lines and shut down the sprinkler system for the winter
- c) Bryan Lane contacted Marshall Landscaping for the two tree issues at 508 St Clair - Board voted to obtain a quote from Marshall for all trees on SCT property
- d) Nancy Ziemiński will facilitate a committee to draft the Master Courtyard Landscaping Plan - Board voted to move ahead with Nancy Ziemiński who is an Engineer - The purpose of the project is to delineate common elements (HOA owned) from property that is the responsibility of each co-owner

5) Trash & Recycling

- a) Discarded appliances, furniture and large items must be placed on Maumee the day before trash pick-up - Paint cans must be empty, dried out or filled with kitty litter before disposing (no oil based) - Crystal Crawford and Jay Riley disposed of these items that were left near the trash bins
- b) All cardboard boxes must be broken down and placed in the recycle bins - Large broken down boxes may be placed to the side of the bins the day before pickup

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

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- Various questions and comments regarding board meetings, roof/gutter, cable dish installation and financials were discussed with co-owners who attended the Board Meeting
 - Board unanimously voted to approve the 2025 budget presented by Bryan Lane - Board unanimously voted to designate \$100k of cash on hand to the Roof Reserve
 - Schoenherr Roofing revisited the property to access internal attics and venting - Bryan Lane scheduled a follow-up meeting with Schoenherr on November 5th and an estimate was received - SEM will obtain two more roof estimates - Shaun Simon will head a sub-committee to help manage the roof/gutter project
 - Bryan Lane is working with SEM to fix the roof leak at 482 St Clair - Board previously voted to repair up to \$2,500 - SEM/Bruttell have yet to address this issue - Once a roofer is scheduled 488 & 492 St Clair issues will be repaired
 - Crystal Crawford contacted SEM and the second sewer clean out was completed
 - Jay Riley set up a Zoom meeting to use for future board meetings
 - Bryan Lane will work with SEM in order to address any potential sidewalk "trip hazards"
 - Master Deed requires a correction under (5) Fireplaces - Wood burning fireplace at 484 St Clair should reflect Unit 11 (not Unit 10) - Jay Riley contacted our Attorney and the correction is in process
 - 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
 - Maturing CD's in December 2024 and January 2025 will be reinvested for 90 days
 - Betty Smith was unanimously elected to fill the vacant position on the Board of Directors - Positions will be reassigned
 - Betty Smith will update the website and co-owner contact lists
 - Attorney is working on our CTA filing - Jay Riley will upload requested Board Member information into the Attorney's website - Completion date is December 30, 2024
 - SCT is pleased to welcome 4 new co-owners
 - 480 St Clair - Jill & Scott Tucker
 - 504 St Clair - Lisa & Chris Fox

Important Reminder to Co-Owners

- **Annual Boiler/Furnace inspections must be completed by a certified HVAC company no later than December 31, 2024 - Provide a copy of your inspection to Crystal Crawford at 500 St Clair or email:**

ctcrawford25@yahoo.com. Failure to do so, may result in monetary fines

- In accordance with the ByLaws, co-owner's insurance policies must include a \$1MM liability coverage
- Co-owner issues and problems must be emailed to all board members and include pictures

Meeting Adjourned: 11:47AM

jr