
ST Clair Terraces - Executive Meeting - Nov 4, 2023

Call to Order: 10:04AM

Attendees

Betty Smith - Crystal Crawford - Bryan Lane - Shaun Simon - Jay Riley - Nancy Ziemski

Priority Item

1) 492 St Clair Roof and Chimney Repair

- a) Bruttell completed the roof repair - Chimney repair is pending until it is determined if the roof leak was the root cause of the problem - if water continues to seep on the interior wall the chimney repair may be needed

2) Railing Replacements

- a) Railing repairs and wood replacement on the facade of the buildings are completed - Betty Smith will follow up on railing replacements for 518 St Clair

3) Master Deed and ByLaws

- a) Master Deed and ByLaw Zoom call was held on October 23rd for all co-owners to review modifications and revisions with the Attorney - A second call will be held on November 20th to complete the review

4) TuckPointing

- a) Top Hat completed ground level (first floor) tuckpointing and replaced the chimney cap at 502 St Clair
- b) Additional tuckpointing (including garages and french walls) will be completed in 2024

5) Tree Trimming and Replacement

- a) Camelot provided an estimate (\$5,935) for trimming, maintenance and planting replacement trees on St Clair - Jay Riley will obtain a second estimate
- b) Tree services will be completed in spring of 2024

6) Basement Water Leaks

-
- a) 494, 516 St Clair and 17111, 17129 Maumee -
 - i) Once pictures are received and root cause is determined - estimates will be obtained from Kleiner Construction
 - b) Pictures received for 488 St Clair - Betty Smith will obtain estimate to move downspout away from the building (downspout is currently running along the basement wall) and Bryan Lane will add dirt to help with the grading
 - c) New window well cover Modification Form approved for 520 St Clair - installation was completed

New & Pending Miscellaneous Discussion Items

- Nancy Ziemiński attended the Board Meeting and provided comments, recommendations and questions regarding the Master Deed and ByLaw modifications - the Board will review the items and respond
- Bryan Lane presented the Budget for 2024 and the Board unanimously voted to approve his recommended changes
 - Add an "Interest Income" line and add \$10,000 for the estimated interest on our CD's
 - Adjust the "Dues line" to \$160k to reflect amount of HOA dues anticipated in 2024
 - Combine "Maintenance/Repairs-General" lines to reflect \$33,600
- Bryan Lane shut off the sprinkler system - Betty Smith is coordinating with LBI and 498 St Clair to bleed the sprinkler system for the upcoming winter
- Request to revise the snow removal contract to plow at 1 inch instead of 2 inches
- Back drive drains are cleaned every two years - next cleaning will be spring 2024
- All co-owners are required to provide boiler/furnace inspections by a licensed HVAC vendor by December, 31 2023 - A monetary infraction violation will be assessed to co-owners who do not comply
- Three estimates were received to repair a roof leak for garages 33 & 34 - Betty Smith will obtain coring estimates from Bruttell and Paramount - Coring is not yet approved and repair is pending until spring of 2024
 - M Power - \$24,800 roof replacement & \$29,450 if coring finds multiple roof layers
 - Bruttell - \$26,984 roof replacement
 - Paramount - \$31,400 roof replacement

-
- Jay Riley will contact Bruttell regarding loose shingles on the back roof at 496 St Clair

Reminder to Co-Owners

- Co-Owner issues/problems should be emailed to **all** board members along with pictures

Meeting Adjourned: 11:52AM