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# ST Clair Terraces - Executive Meeting - May 4, 2024

Call to Order: 10:03AM

## Attendees

Board Members: Betty Smith - Crystal Crawford - Bryan Lane - Shaun Simon - Jay Riley

Co-owners: Brad Birch - Linda Birch

## Priority Items

### 1) Master Deed and ByLaws

- a) Title searches were performed on properties where co-owners failed to submit mortgage information - Association was charged \$414.80 for the title searches - Prospective co-owners will be charged \$69.14
- b) Betty Smith will obtain mortgage information from the new co-owners at 508 St Clair
- c) Approved Master Deed and Bylaws will be distributed prior to June 30, 2024

### 2) Tree Trimming and Replacement

- a) Shaun Simon pruned one small tree and facilitated the planting of one replacement tree on St Clair - These two items were originally in the proposals from Camelot and Davey Tree Services (approximate savings \$1,000)
- b) Revised proposals were received and Camelot (\$4265) was selected
- c) Shaun Simon and Bryan Lane planted a replacement tree (Dogwood) in the small courtyard
- d) Work will be completed on Thursday, May 9, 2024 at 8:30AM

### 3) Basement Water Leaks

- a) 516 St Clair - Bryan Lane added dirt to pitch water away from the building - Shaun Simon re-checked the basement and found efflorescence on the brick which can be scraped away by the co-owner

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- b) 17111 Maumee - SEM obtained estimate (\$6,800) from Kleiner Construction - Bryan Lane added dirt to pitch water away from the building - It was also recommended to the co-owner to raise the air conditioner by installing a pad to raise the unit - Additional steps will be taken if dirt does not remedy the problem
  - c) 494 St Clair - Pictures were received and Bryan Lane added dirt to pitch water away from the building - Additional steps will be taken if dirt does not remedy the problem
  - d) 17129 Maumee - Bryan Lane added dirt to pitch water away from the building - Bryan Lane determined the pitch of the patio is not the root cause - Additional steps will be taken if necessary
  - e) 492 St Clair - Pictures were received and dirt will be added to pitch water away from the building - Shaun Simon will provide a Tamper to ensure dirt is compacted - Additional steps will be taken if dirt does not remedy the problem
  - f) (No issues were reported during the most recent heavy rain)

#### **4) Roof Assessment**

- a) Next roof assessment payment is due September 30, 2024

#### **5) Railing Replacement**

- a) Bryan Lane inspected the railing at 514 St Clair and board approved to replace
- b) Betty Smith obtained additional details on the current estimate (\$400)
- c) Crystal Crawford will follow-up with Brennan Construction on the installation date

#### **6) Garage Roof Leaks**

- a) Jay Riley met with M Power to research the effects of patching vs full replacement of garage roofs (units 24 through 34) - M Power confirmed the Duro-Last material may be overlayed on the existing roof - Full tear will not be necessary - Cost estimate is pending
- b) Jay Riley met with DTE regarding the sagging power line over the section of the garage roof - DTE is unable to tighten the power line - DTE offered to turn the power off when the roof work is scheduled
- c) Garage unit 35 reported a leak - Action pending until pictures are received

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## New & Pending Miscellaneous Discussion Items

- Back drive drains are cleaned every two years - Most recent cleaning was completed April 12, 2024
- Betty Smith will obtain estimates for back drive (patching vs cement squares vs total replacement)
- SCT board members mulched the beds - resulting in a savings of \$3,000 - Thank you Dale Cox and Nancy Ziemski for your help
- Additional tuckpointing (including garages, french walls and 508 St Clair window ledge) will be completed in spring/summer 2024
- The north drive fence was damaged by GFL Recycling - Betty Smith is working with the GFL insurance adjuster on reimbursement - Kimberly Fence will install the replacement fence in approximately 2 - 3 weeks
- 17107 Maumee reported a first floor ceiling water leak - Action pending until pictures are received and/or access to the unit
- Bryan Lane and Jay Riley will contact co-owner's regarding infractions (dead shrubs, light fixtures, deck repairs, torn screens, etc)
- Betty Smith will obtain estimates for window washing (inside and out)
- The board addressed miscellaneous items and suggestions from Linda and Brad Birch

## Important reminder to Co-Owners

- Co-owner issues/problems must be emailed to **all** board members - including pictures
- Board Meetings are held on the first Saturday of each month (10:00AM) - Meetings are open to co-owners - Contact Betty Smith for meeting location

Meeting Adjourned: 11:15AM