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# ST Clair Terraces - Executive Meeting - Dec 2, 2023

Call to Order: 1:02PM

## Attendees

Betty Smith - Bryan Lane - Shaun Simon - Jay Riley  
(Crystal Crawford - Excused)

## 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/replacements and wood replacement on the facade of the buildings are complete

### 3) Master Deed and ByLaws

- a) Master Deed and ByLaw Zoom call was held on November 20th to complete the review - Board unanimously voted to retain rentals to a maximum of two as currently stated in the ByLaws- Once revisions are received from the Attorney, co-owner voting will take place

### 4) Tree Trimming and Replacement

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

### 5) Basement Water Leaks

- a) 516 St Clair - Bryan Lane added dirt to pitch water away from the building - additional work pending until it is determined if this will remedy the root cause
- b) 488 St Clair - SEM obtained estimate (\$2,600) from Kleiner Construction - Bryan Lane added dirt to pitch water away from

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the building - Downspout will be moved away from the building if dirt does not remedy the problem

- c) 17111 Maumee - SEM obtained estimate (\$6,800) from Kleiner Construction - Bryan Lane added dirt to pitch water away from the building - Additional steps will be taken if dirt does not remedy the problem
- d) 494 St Clair & 17129 Maumee - Pending until pictures are received

## New & Pending Miscellaneous Discussion Items

- Modification Form was received and approved for 486 St Clair to install a vent in the back of their unit
- SEM will provide 2024 budget with approved changes in December
- Betty Smith coordinated with LBI and 498 St Clair to bleed sprinklers
- Request to revise the snow removal contract to plow at 1 inch instead of 2 inches was completed and approved - Calcium chloride helps to melt ice quickly for the safety of all co-owners and is non-toxic to plants and animals
- Betty Smith will follow-up with SEM regarding multiple checks written to Young's Plumbing
- Back drive drains are cleaned every two years - next cleaning will be spring 2024
  - Pat McClary submitted pictures to SEM regarding standing water in the back alley - Betty Smith will check with the City to ensure the root cause is not an infrastructure issue
- Additional tuckpointing (including garages and French walls) will be completed in spring/summer 2024
- All co-owners are required to provide boiler/furnace inspections by a licensed HVAC vendor by December, 31 2023 - A monetary infraction violation of \$100 per month (up to \$500) will be assessed to co-owners who do not comply
- Further research is needed for roof leak on garages 33 & 34 - Repair is pending until spring 2024
- Jay Riley contacted SEM to repair loose shingles on the back roof (over dormer) at 496 St Clair

## Reminder to Co-Owners

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

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Meeting Adjourned: 1:51PM