**MINUTES**

May 19, 2020, 7 p.m. phone conference, St. Clair Terraces Condominium Association
425-436-6368, access code 442424

ATTENDING

For the Board: Phil Gerlach, Betty Smith, Kitty Swickard, Elaine Madigan, Dale Cox

Other co-owners: Tina Pesek, Jim Morris, Jim Alle, Bob Felix, Pat McClary, John Daley, Brad Birch, Nancy Ziemski, Jay Riley, Joe Ervin, Buffy Ervin. Tom Sabella, Southeastern Management

**CALL TO ORDER:** 7: 02 p.m.

**MINUTES** of April 21, 2020. *Motion to approve by Madigan, second by Smith. Motion carries 4-0. Madigan, Smith, Swickard, Cox, yes.*

**FINANCIAL REPORTS**.

1. April financial report. *Motion to approve by Swickard, second by Smith. Motion carries 4-0. Madigan, Smith, Swickard, Cox, yes.*
2. Accounting of assessment of summer 2018. Gerlach detailed expenditures of the $1,500 assessment.
3. Fee of $352 for legal opinion on management of reserve funds. *Motion to approve by Madigan, second by Cox. Motion carries 3-1. Madigan, Swickard, Cox, yes. Smith, no.*

**NEW BUSINESS**

- Introduce members and charter for St. Clair Terraces Building Infrastructure Committee. *Gerlach.*

Gerlach read the committee’s charter (last page here) and each member introduced himself and herself and explained their background and expertise and their interest in studying the building and making recommendations. They are: Joe Ervin, Jim Morris, Jay Riley, John Daley, Dale Cox, Phil Gerlach, Brad Birch and Tom Sabella.

- Standards on back doors, storm and entry. *Smith.* Two standards for replacement back entry doors are proposed. *Motion to approve by Smith, second by Madigan. Motion carries 4-0. Madigan, Smith, Swickard, Cox, yes.*

- Modification request. Jim Morris, 472, AC installation. *Gerlach.* Request tabled for additional information.

- Modification forms revised*. Madigan*. Madigan explains how to request a modification of the exterior, including air conditioners, bushes, plants, light fixtures, paint, replacement windows, replacement back doors, storm doors front and back. Any board member can work with a co-owner, help with drawings, filing the forms and describing the proposed modification for a vote.

- DTE timetable. *Gerlach.* Sprinkler system repair and sod are on the way. No information yet on Maumee bushes or concrete steps.

- For exterior painting. Paint color specified at Benjamin Moore, 20725 Mack Ave., 313-924-5563. On file there as St. Clair Terraces brown. (N401-4X, Y3 0x 4.8750, S1 1x 23.8750, W1 0x 18.0625, R3 0x 17.1875.) *Gerlach.* This is the color for decks, lattices, retouching garage doors.

- Side drive report. *Gerlach.* The board has estimates and plans for 5 ways to handle the problem of cars driving on and tearing up the grass. Referred to Building Infrastructure Committee.

- Bay window roof, 492 (Ziemski). Update. *Gerlach*. Brutell estimates $6,500 for a copper roof. Seeking one more bid with a different material of lower cost. Will sign a contract within a month.

- From 17129 Maumee (Pesek): Front porch needs repair, front bay window has bare wood, side yard where perennial garden used to be needs sod, shed attached to garage is losing bricks. *Side yard situation goes to the landscaper, the other items to Building Infrastructure Committee.*

- From 490 (Madigan): Leak in outside spigot. *To plumber*.

- From 508 (Middleton): No pressure to outside spigot. *To plumber.*

- From 17121 Maumee (Dana Constand): Leak bay window roof, squirrels or birds in attic, leak by gutter. *To roofer*.

- From 484 (Gordon-Reno): Water is coming through the bathroom ceiling light, 3rd floor. *To roofer.*

**OLD BUSINESS** (Gerlach)

- Leaning chimneys, courtyard wall repairs. *To Building Infrastructure Committee.*

- Handyman jobs. Next week will work on gutters and downspouts. It is slow getting these trades back on the property after lifting of the stay-at-home order for their businesses.

- Repair noisy baffle in gutter above front door, 484. Sabella says next week.

- Executive committee topics to be included in minutes of May 19 and future.

**ANNUAL MEETING** (*Betty Smith, Tom Sabella)* There are two board positions open, Gerlach’s and Smith’s. Co-owners may nominate themselves or someone else to be candidates. Voting can be in person with social distance or with a proxy. A date will be determined in a few days.

**Action taken between meetings by Executive Committee:**

1. Grass-snow contract by Ground Control. *(Motion to accept by Smith. Carries 4-0. Madigan, Smith, Swickard, Cox, yes.*
2. Modification request by J. Materna, 17111, to replace bushes with lattice around AC compressor. *(Motion to approve by Madigan., Carries 3-1. Madigan, Smith, Swickard, yes. Cox, no.*

**CO-OWNER COMMENTS:** (3 minutes each) Speaking were Tina Pesek, Jim Alle, Pat McClary, Brad Birch, Nancy Ziemski, Jay Riley, Tom Sabella, Joe Ervin.

**ADJOURN 8:23 p.m*.*** *Motion to adjourn by Smith. Second by Madigan. Carries 4-0, Madigan, Smith, Swickard, Cox, yes.*

**NEXT MEETINGS**: June 16 (this date may change), July 21, August 18, September 15, October 20, November 17, December 15.

St Clair Terraces Building Infrastructure Committee

CHARTER

This committee is to be formed with at least six co-owners who have various skills in condominium management: building, construction, engineering, architecture, finance, accounting, or multiple condo living experiences. These are co-owners who could objectively look at the conditions at St. Clair Terraces to help to guide the current Board and, if needed, make recommendations to answer these questions:

1. Does St. Clair Terraces require additional or immediate remediation initiatives to repair walls, chimneys, porches, gutters, driveways, water leaks, basement wall structural repairs and short- and long-term roof needs?

2. Does the current Association financial plan offer enough Reserves to cover those expenses in an expedient way? If not, what plan would make for a better short- and long-term solution to those financial challenges?

3. What are “best practices” that could be incorporated into operations that, if adopted, could demonstrate sound management practices and prudent financial investments to ensure safety and soundness and continual appreciation of our condo homes?

OUT OF SCOPE OF THE PROPOSED COMMITTEE:

• Landscaping or any landscaping rules

• Bylaws and association governing rules

• No assessment of past actions taken by the current or past St. Clair Boards

Members: Joe Ervin, Jim Morris, Jay Riley, John Daley, Dale Cox, Phil Gerlach, Brad Birch, Tom Sabella

The goal would be to have a first meeting with this committee in late May or early June to visually inspect the structures and provide a copy of the Reserve Study and offer bids and pricing as to specific issues.

Once we have a chance to review everything, questions will be raised which will necessitate some short-term research. Ultimately, the Committee will share its findings at a Board meeting sometime during the summer in July or August.