

**St. Clair Terraces Condo Meeting Minutes
February 20, 2018**

Attendance: Pat McClary, Betty Felix, Susan Swickard, Board Members (Rose Gerlach and Judy Burton excused). Co-owners: Dale Cox, Brad Birch

Called to Order: 7:01 p.m.

Open Forum: Co-owner's Remarks : Dale Cox reported that Wallside Windows has changed their style and no longer offer an option for replacement windows in our condo community. Dale continues to seek contractor that does. Board will also research companies and report results of their findings.

Review and Approval of Previous Minutes – February 2018, by Betty Smith, seconded by Susan Swickard

Review and Approval of Financials – February 2018, by Susan Swickard, seconded by Betty Smith

Rental Contracts/Leases Bylaw- Discussion and strong recommendation for Board to investigate other condo practices of developing a St. Clair Condo Association lease application form that must be completed and submitted to the Board with a background check (paid for by the co-owner); charge a \$100 inconvenience fee condo association, add a clause for maximum time lease can be renewed and provide restriction that property can't be rented for a minimum number of years before it can be rented. This recommendation will be forwarded to our agent and attorney for review and consideration, to be included in the 2011 Bylaw regarding leasing units.

Cement stairs: Discussion about poor quality and resistance to severe weather and melting products used for snow and ice. Back courtyard stairs between 488 and 490; where a co-owner step through one of the top stairs were replaced. Sealants and seeking other contractors were a couple of options discussed, but advisement is that there is no resolution and we just need to keep stoops and stairs in good repair using patching whenever possible.

Sewer overflow in basement - 17111 Maumee. In December 2017, owner had service for clean-up and sanitizing in basement following sewage coming into basement. Request for \$170 invoice presented requesting reimbursement was approved.

Basins and cover in back drive - Reported cover over basin near Maumee is deteriorating and sinking. While management seeks service contract to clean and check five (5) basins and replace the cover, they have ordered a metal sheet to cover the damaged one; it will be rented, delivered and then removed when the company can schedule the completion of check and cleaning out the basins.

Chimney request for 490 to replace screen - Management is trying to get someone who will climb the chimney from the roof (since they are high) with current weather conditions.

Bylaws rewrite update - The 2011 bylaw to limit leasing/renting to only 2 units did not go far enough and condo attorney Richard Wagner is addressing language for rules and regulations that provides management tools for this provision; however in the meantime, notices will be sent to all co-owners notifying them to submit a copy of deed or other evidence of ownership and the top sheet (certification) of their homeowner's insurance. This is mandatory by condo law and is necessary in order for us to proceed with voting for by-law changes. A letter will be following, quoting the language of the law and directions with deadlines to submit documents.

Brick columns at at Maumee entrance (French wall at building and remaining (leaning) column was discussed, the option of restoring it was also suggested. More discussion while we wait until the City resolves what they are doing about the DPW and Public Safety Building.

Gutters were discussed because there had been a lot of ice and water from the thaw. There was discussion about the last cleaning not being completed, the gutters not being efficient and replacement of broken parts. For the upcoming season, we will address repair and replacement of downspouts directing rain water away from the buildings and addressing the schedule for keeping them cleaned out so that we are not just counting on the last of the season so close to the season's change. Replacement of a gutter system if desired should be done in conjunction with the slope roof replacement.

St. Clair Condo Garage Sale 2018 - Discussion to host a sale in Summer 2018 and a notice will be sent out when details are available.

Meeting Adjourned: time: 8:05 p.m.

Next meeting Tuesday, March 20, 2018 @ 7 p.m.

Reserve Study Launch

**Tom Sabella, Southeastern Management
joins us to help answer questions.**

- 1. Overview on Projects - Where will we start?**
- 2. Setting up New Reserve Accounts**
- 3. What about our Roof Reserve Account?**
- 4. Monthly deposits - what for and how much?**
- 5. Increases scheduled for Monthly Association Fees**
- 6. What happens to Budget 2018 and Beyond**