

February 4, 2026

Call to Order: 9:00 a.m.

Attendees

Board Members: Crystal Crawford, Jay Riley, Betty Smith, Terri Simon

Co-Owner: Cheri Carleton for the portion of the meeting relating to the Reserve Study project.

Important Reminders:

- Boiler/furnace annual inspections are due by the end of the year. Please send confirmation of completion (by a licensed inspector) to Crystal Crawford: ctcrawford25@yahoo.com / or drop off at 500 Saint Clair. These are necessary for insurance purposes. Update: Several additional inspections have been received; however, there are still eight inspections outstanding. Please get these inspections completed and the certificate (or copy of the invoice) to Crystal by **February 28**. Co-Owners who have not complied with this request by then will be assessed a \$25 late fee each month, starting in March.
- We continue to see cardboard boxes not broken down/stacked neatly between the recycle bins when the bins are full. Please stop dumping boxes around the recycle bins that are not broken down. Boxes fly around on windy days, landing on the driveway and are also unsightly. Please break them down (flat) and position them in between the recycle bins or dispose of them in the trash receptacle.
- Parking in the back driveway is limited to loading and unloading (usually less than an hour, but could vary, especially if it's a service vehicle). Vehicles parked on the driveway should not be left unattended for any length of time. Under no circumstances should vehicles be parked overnight on the back driveway. This is stated in the Rules and Regulations.

Agenda Items

1. **Reserve Study/Budget Planning.** The Board met at the start of the meeting to update the condo's structural elements with new cost estimates. Research into costs is ongoing. The purpose is to better prepare us financially for long-term improvements and maintenance items.
2. We have received notice from Scott Tucker that he has resigned from the Board, effective February 4, 2026. Since he was stepping in for Bryan Lane after his resignation last July, his term would have been up in July of this year. The position will remain unfilled until the July election.

3. Garage Roof Replacement for Remaining Garages. The Board has accepted a bid from MPower to replace all remaining garage roofs, starting with the second garage bank which has a serious leaking issue. The cost for this project is being funded by a special assessment of \$525 per garage, per quarter in 2026. The first assessment is due March 1, 2026. Work will begin when the weather permits.

4. Tree Removal—Large Back Courtyard. The board has received a very reasonable quote from Amezola for the removal of the unsightly trees that were damaged several years ago. This work will be conducted in Spring 2026. A quote from Soulliere was unanimously approved to replant the area with arborvitaes once the trees are removed. **Pending.**

5. Alta Survey and Master Courtyard Landscape Plan. Upon completion of the Alta Survey and to comply with the Second Amended and Restated Bylaws, the new survey must be forwarded to the Wayne County Register of Deeds to reflect the decks and patios that are attached to their respective Units. These hardscapes become formally attached to the Unit. A communication to all Co-Owners is being drafted, with help from the attorney, to describe the actions needed to satisfy the Master Courtyard Landscape Plan requirements. **Pending.**

6. Potable Water Intake “Pits.” There are three incoming water valves which service SCT Condominiums (each intake services 10 units). The valve at 520 is leaking. **Resolution is pending.**

7. The Board unanimously voted to invest \$20K into a four-month CD.

8. The Board unanimously voted to obtain an independent certified public accountant to conduct an annual audit of financials.

Miscellaneous and Pending Discussion Items

- **Tree trimming.** We are aware of a number of trees that are in need of trimming. Members of the community have, with approval, been trimming lightly where it is safe to do so; however, more extensive trimming will be addressed in 2026, as this was not included in the 2025 budget. **Pending.**

- **Chimneys.** Brickworks will conduct chimney inspections for units with wood-burning fireplaces. For the exterior, they will use a drone; however, they will need to inspect inside as well, which we will coordinate with homeowners. **Pending.**

Meeting Adjourned: 12:30 p.m.