**MINUTES**

OCT. 15, 2019, 7 p.m. Whiskey 6, St. Clair Terraces Condominium Association

**CO-OWNERS present:** Bob Felix, Pat McClary, Sally Abdella, Tina Pesek, Gary Bigwood, Brad Birch, Rosie Gerlach.

**Guest:** Tom Sabella, Southeastern Management

**Board present:** Phil Gerlach, Kitty Swickard, Elaine Madigan, Betty Smith, Dale Cox

**CALL TO ORDER:** 7:01

**CO-OWNER COMMENTS:**

- Tina Pesek (17129) modification request for AC. *Cox motion to approve, vote 4-0 to approve.*

- Brad Birch, described interior repairs and renovation.

- Gary Bigwood, questioned board decision on settlement with Fossee.

- Tom Sabella said contractor is ready to start on small courtyard wall and he needs information about owner of the garage next to it.

**MINUTES** of SEPT. 17, 2019. Review. *Motion, vote 4-0 to approve.*

**FINANCIAL REPORTS** of SEPT. 1-30. Review. *Motion, vote 4-0 to approve.*

**TOM SABELLA**

- Description of operations and reserves funds.

McClary asks about specifics of reserve fund, roof fund, cash reserve fund.

Bigwood asks about roof fund.

One of the concerns is that the Statement of Cash Flow does not show the monthly transfer of funds from dues into the reserve funds. It does not separate how much is in the replacement reserve fund and how much in the roof reserve fund.

After several minutes of discussion, Gerlach said board would confer with Sabella and describe these funds in more detail at next meeting.

- Bruttell Roofing Inc.

Association commissioned a report and estimate of replacement roof from our roof contractor that has been making extensive repairs to shingles, flashing, gutters. Estimate is for $332,505, without an estimate of how long current roof could last.

Cox said he believes the Bruttell dollar bid is high and the 396 estimated number of roofing squares seems high.

Sabella said that at the time a roof is needed, there would be more bids and comparisons.

**SEASONAL PROJECTS** (with Sabella info)

- Gutter cleaning. Sabella said we are in the second year of a 2-year contract with one company. There are 2 more cleanings this season of a total 3 for the year. One is after the leaves fall and there is one after that.

- Catch basins were jetted last year.

-4 sewer drains in front, need to have cabled. Sabella will call Mainline or Youngs to have them serviced.

**CONTRACTS SIGNED, WORK BEING SCHEDULED:**

**- Mainline Plumbing,** $2,195, break up basement floor in 520 (Greene) and 522 (Abdella) and repair sanitary sewer, video to see if other problems and price can increase, re-cement floor. Described in September meeting. *Approved specific bid 3-0 between meetings.*

**- Grunwell-Cashero,** $19,750 to rebuild small courtyard wall including reattach roof.

Dish antennas need to be moved and put back in place by the owners of the antennas. Board will need to figure out a way to notify Dish owners of this job..

- **Camelot**, $7,160. Remove dead elm in front of 492. $6,140 including trench and stump grinding. Remove spruce, from large back courtyard, $625 including stump grinding. Prune magnolia south front courtyard, $395. $7,160 total*.*

**WORK COMPLETED:**

**Brutell,** $995 for 492 (Ziemski) and $1,500 for 494 (Collins-Figurski). Fix fascia board, reset gutter, place gutter guard, caulk.

**- AC** and screening plants installed 474 (Ervin)

**FALL FIX-UP REPAIRS BY CO-OWNERS:**

Southeastern Management has sent letters to owners about exterior repairs and painting to finish by Oct. 31. Some projects have been completed.

A second set of letters will go out asking co-owners to respond with a timeline for when the work will be finished.

**BOARD MEMBER PROJECTS UPDATES/ REPORTS:**

- Rocks or curb on side driveway. Cox is working on bids.

- Tuckpointing contractor search. Cox is working on bids.

- Recycle/trash facts sheet. Elaine Madigan is working on facts sheet. In the meantime, she reported on new information from the city on what is acceptable in recycling. It is ok to leave caps on plastic bottles, leave staples in paper. Plastic bags are not acceptable, remove bags from newspapers, dump recycling items loose into bins without bags.

- Today terminated contract with Richard Wagner. Phil and Betty interviewed one, plan to talk with somebody in Wagner’s firm, plus another.

- Receipts of annual inspections for furnace inspection are due by Oct. 31 to 490 (Madigan).

- Bylaws committee. Meeting next week.

- Rules and regulations refresh. Smith motion that the current version be adopted and they can be revised as bylaws project continues and conditions change. *Motion to approve, Smith. Vote 4-0.*

**LOOKING AHEAD:**

2020 budget. Planning $3,000 for Camelot tree work, part of bid from this summer. Ongoing tuckpointing, seeking contractor.

- Making 2020 plans for tuckpointing contract plus 2 porches.

**ADJOURN.** 8:30 p.m.

**NEXT MEETINGS**: Nov. 19, Dec. 17, 7 p.m. Whiskey 6

To ensure better answers to co-owner questions, please submit questions in writing before the meetings.