

Statement of Cash Flow
ST. CLAIR TERRACES CONDO ASSOC
For the Period Ended September 30, 2018

Acct ID	Description	Actual Month	Budget Month	Month per Unit	Actual YTD	Budget YTD	YTD Budget \$ Variance	Annual Budget
INCOME								
4080.000	INTEREST INCOME	.61	0.00	.02	5.41	0.00	5.41	0.00
4105.000	OTHER INCOME	750.00	0.00	25.00	(668.00)	0.00	(668.00)	0.00
4200.000	LATE, NSF & COURT FEES	75.00	0.00	2.50	475.00	0.00	475.00	0.00
4600.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	45,000.00	0.00	45,000.00	0.00
4900.000	CONDO ASSOCIATION DUES	<u>12,262.00</u>	<u>10,956.66</u>	<u>408.73</u>	<u>102,558.00</u>	<u>98,610.00</u>	<u>3,948.00</u>	<u>131,480.00</u>
	TOTAL INCOME	13,087.61	10,956.66	436.25	147,370.41	98,610.00	48,760.41	131,480.00
EXPENSES								
6050.000	ADMINISTRATION	0.00	416.66	0.00	801.98	3,750.00	(2,948.02)	5,000.00
6100.000	LEGAL	867.50	625.00	28.92	13,395.50	5,625.00	7,770.50	7,500.00
6120.000	PROFESSIONAL/CONSULTING FEES	0.00	0.00	0.00	2,450.00	0.00	2,450.00	0.00
6150.000	AUDIT & ACCOUNTING FEES	0.00	70.84	0.00	250.00	637.50	(387.50)	850.00
6200.000	BANK CHARGES	.15	0.00	.01	1.35	0.00	1.35	0.00
6400.000	LAWN CONTRACT	0.00	625.00	0.00	0.00	5,625.00	(5,625.00)	7,500.00
6400.010	LAWN FERTILIZATION	0.00	183.34	0.00	198.21	1,650.00	(1,451.79)	2,200.00
6400.040	TREE TRIMMING/MAINT/FERT	0.00	0.00	0.00	545.00	0.00	545.00	0.00
6400.050	GARDENING/WEEDING	3,510.00	583.34	117.00	3,244.00	5,250.00	(2,006.00)	7,000.00
6430.000	SPRINKLER REP/MAINT	0.00	50.00	0.00	318.15	450.00	(131.85)	600.00
6450.000	SNOW CONTRACT	0.00	750.00	0.00	6,922.00	6,750.00	172.00	9,000.00
6450.010	SALT	0.00	0.00	0.00	3,375.00	0.00	3,375.00	0.00
6460.000	CALICUM CHLORIDE	0.00	0.00	0.00	7,050.00	0.00	7,050.00	0.00
6480.000	PEST CONTROL	0.00	33.34	0.00	0.00	300.00	(300.00)	400.00
6700.000	BUILDING REPAIR/MAINT	375.00	250.00	12.50	9,262.84	2,250.00	7,012.84	3,000.00
6700.010	ROOF REPAIR/MAINT	0.00	0.00	0.00	1,403.50	0.00	1,403.50	0.00
6700.030	WINDOW REP/MAINT	0.00	0.00	0.00	750.00	0.00	750.00	0.00
6700.040	GUTTER,EAVES REPAIR/MAINT	0.00	83.34	0.00	0.00	750.00	(750.00)	1,000.00
6700.070	STEP REPAIR/MAINT	0.00	0.00	0.00	1,700.00	0.00	1,700.00	0.00
6700.080	BASEMENT REPAIR/MAINT	0.00	166.66	0.00	170.00	1,500.00	(1,330.00)	2,000.00
6700.100	PORCH REPAIR/MAINT	0.00	416.66	0.00	0.00	3,750.00	(3,750.00)	5,000.00
6710.000	PARKING LOT REPAIR/MAINT	0.00	333.34	0.00	789.49	3,000.00	(2,210.51)	4,000.00
6710.020	SIDEWALK REPAIR/MAINT	0.00	0.00	0.00	677.50	0.00	677.50	0.00
6710.040	MISC. CEMENT WORK	5,500.00	0.00	183.33	5,500.00	0.00	5,500.00	0.00
6720.000	ELECTRICAL REPAIR/MAINT	0.00	25.00	0.00	0.00	225.00	(225.00)	300.00
6740.000	PLUMBING REPAIR/MAINT	1,450.00	166.66	48.33	2,020.00	1,500.00	520.00	2,000.00
6800.000	MANAGEMENT FEES	480.00	480.00	16.00	4,320.00	4,320.00	0.00	5,760.00
6905.000	LICENSES/FEES	0.00	1.66	0.00	5.00	15.00	(10.00)	20.00
7100.000	ELECTRIC	116.26	133.34	3.88	1,167.54	1,200.00	(32.46)	1,600.00
7105.010	OFFICE EXPENSE (BRD MEMBS ONLY)	0.00	0.00	0.00	172.81	0.00	172.81	0.00
7200.000	WATER/SEWER USAGE	6,374.71	1,833.34	212.49	21,625.53	16,500.00	5,125.53	22,000.00
8300.000	INSURANCE - LIABILITY/FIRE	0.00	1,145.84	0.00	13,747.37	10,312.50	3,434.87	13,750.00
8300.100	INSURANCE - WORK COMP	<u>0.00</u>	<u>83.34</u>	<u>0.00</u>	<u>509.00</u>	<u>750.00</u>	<u>(241.00)</u>	<u>1,000.00</u>
	Total Expenses	18,673.62	8,456.70	622.45	102,371.77	76,110.00	26,261.77	101,480.00
	RESERVE REPLACEMENT (DEFICIT)	<u>(5,586.01)</u>	<u>2,499.96</u>	<u>(186.20)</u>	<u>44,998.64</u>	<u>22,500.00</u>	<u>22,498.64</u>	<u>30,000.00</u>

Cash Report:	Account	Opening Balance	Debit Activity	Credit Activity	Closing Balance
CASH IN BANK	1100.000	39,420.86	20,748.20	(18,388.47)	41,780.59
MAINT. RESERVE FUND	1250.000	15,567.30	.61	(.15)	15,567.76
ROOF RESERVE FUND	1255.000	<u>21,816.82</u>	<u>0.00</u>	<u>0.00</u>	<u>21,816.82</u>
		76,804.98	20,748.81	(18,388.62)	79,165.17

St. Clair Terraces Condominium
Meeting minutes – September 19, 2018 - 7 pm

CALL TO ORDER: 7 P.M.

Attending:

Pat McClary, Judy Burton, Betty Smith, Kitty Swickard, board members. Excused, Rosie Gerlach.

Tom Sabella, Southeastern Management Co.

Elaine Madigan, Bob Felix, Brad Birch, Linda Birch, Brian Fosse, co-owners

CO-OWNER REMARKS

Elaine Madigan requests approval to replace back door and storm door with one similar to Judy Burton's back door. She requests Protector Window & Door Co., model number WK21, 15 windows in a grid of 3 across, 5 down, dark brown, steel, with a storm door, black, full glass.

Written application from Crystal Crawford to replace back entry door and storm

With the two requests suggesting "different" styles, with a more recent incident of changing the colors on the door, Pat McClary suggested that the Board consider back door (storm and entry) style standards. Recent replacement back doors have been included a grid of windows on entry door with a full-glass storm door.

Discussion. Kitty Swickard notes that her replacement back door has one window and was acceptable replacement at the time. McClary clarifies suggested that doors in place as of the meeting are acceptable, but that there needs to be clarification for replacement doors. Replacements in the 3 small clear window panes or may have 15 window clear panes. The entry door must be painted dark brown in keeping with the current standard. The storm door may be full glass with 15 windows in a grid of three across and five down. Modification requests must be submitted with samples for review and approval when owners for entry or storm door replacement and would need to conform to a new standard.

Betty Smith moved to create a standard for a dark-brown entry door with 15 windows in a grid of three across and five down in back with a black storm door with full glass.

Kitty Swickard seconded. Vote 4-0 to approve.

McClary said she will change the modification form to reflect new policy. She asked Swickard to communicate with Crystal Crawford about the action.

Brad Birch reports a light out in the rear back of the front courtyard closest to St. Paul. He said that he and Bob Felix will try to repair. They suspect there is a problem with the photocell and that is in the rear back courtyard.

Birch asks about plans for the diseased elm near 520 St. Clair. Sabella says has one estimate of \$6,000 to take the tree down and is getting additional estimates. He said Camelot Company will trench between the two elms in an effort to keep disease from spreading, although he said it may be too late to prevent that. Tree contractors are backed up with jobs at this time.

REVIEW AND APPROVAL OF PREVIOUS MINUTES – AUGUST 2018

McClary asks for an addition: The board approved Steve Nadeau's installing an air-conditioning condenser on his deck shielded by lattice in accordance with standards already in place; electrical conduit and wiring hidden in downspout. Betty Smith made a motion to approve the minutes as amended, Judy Burton seconded, approval 4-0

REVIEW AND APPROVAL OF FINANCIALS – AUGUST 2018

Brad Birch points out overages in the budget. Although he said he realized he was looking only at one month of cash flow, he said he is concerned that the assessment could be intermingled with the operating budget and it would be difficult to go back to a non-assessment budget. Some work was reported as a unit request before assessment work was started; expenditures for assessment work will be reported out. There are still outstanding balances on monthly and assessment fees for which letters will be sent out requesting payment to avoid penalties.

Betty Smith moved to accept financial report, Judy Burton seconded, vote 4-0 to accept. Sabella reported that

OLD BUSINESS, DISCUSSED BY PAT MCCLARY AND TOM SABELLA:

Rear drive – A contractor is hired to fill holes to get through the winter. There had been a contract to resurface, but we canceled and got deposit refunded when the city began to plan their construction next door.

BASIN COVER REPAIR AND CLEAN-OUT /JET UPDATE

Basin covers were replaced. Recently the catch basins were jetted as they filled with water in a storm.

Tom Sabella noticed that the sanitary cleanout caps of each of 3 basins were installed incorrectly and he asked a plumber to reinstall.

GUTTERS CLEANING; REPAIRS

Tom said that gutter cleaning is finished. The same contractor will return after the fall of the leaves.

Contractors made a list of problem areas. Sabella forwarded concerns to Bruttell Roofing. Brutell has the roofing job. Brutell been asked to give an estimate to fix gutters pitched the wrong way. Sabella said he will get additional estimates for gutter repair.

Here are some of the areas of concern:

500 roof back.

502 flashing by chimney.

494, flashing on bay window

472 repitch gutters

476 back, downspout extension smashed down

480-482 front, gutter loose,

490-492 front, repitch gutters

490-492 back, roofing and shingles

504-506 front, gutters bent

508-510 front, gutters bent

520 facing courtyard, gutter renail, and pitch to downspout

514-516 front, pitch to downspout

508 back, detached downspout over garages

Left shed in large back courtyard, fix drip edge, fix roof or get rid of fascia board or replace roof

Garages outside large courtyard in back, gutter needs to be repitched

Caulking of replacement windows was done in winter. At least 4 were charged through the condominium association in error and need to be charged back to the owner as maintenance of replacement windows is co-owner responsibility.

Incomplete list is 500, 498, 494, 491.

Sabella presented 3 bids from R.A.R. Construction:

1. Add-on masonry repairs, \$1,200
2. Revised chimney repairs, \$2,000
3. Chimney screens, \$3,200

Contracts were approved after the meeting on Sept. 29 by majority vote of the board with the addition of tuckpointing at front of 510 and rear of 498. See attached pages for details of the R.A.R. jobs.

Pat McClary noted that these tuckpointing repairs will not take care of all of the needs of the community.

She asked for an announcement in the minutes requesting co-owners inspect their tuckpointing needs and put those in writing for future continuing masonry repairs.

Reminders for co-owners:

- Please inspect and report in writing any problems with masonry that you see.
- Please keep track of any leaks in your unit, report them in writing. Add your contact information and all details

- Watch for email about a second round in filling out owner information. Several co-owners did not fill them out and others left out information. Richard Wagner, our lawyer, says these forms are needed in the files of condominium managers.

A continuation of a snow removal contract was presented and no action was taken.

McClary said budget planning for 2019 will be done at the November meeting

Betty Smith's work on a community website was recognized and congratulated. Betty Smith suggested a graduated schedule of fines as there is not clarity on fines for infractions to bylaws or rules and regulations.

Her motion: I move to institute a graduated fine schedule that starts with a warning letter. If the infraction is not resolved, the next month there is a \$25 fine. The fine will be increased \$25 every month until it reaches \$100 for one infraction. If that is not resolved, then the fine will be \$100 for each successive month until it is resolved.

Kitty Swickard seconded the motion. The vote was 4-0 to approve.

The meeting was adjourned at 9:5 p.m.

Next Meeting Tuesday, October 16, 2018 at 7 p.m.