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# ST Clair Terraces - Executive Meeting - July 27, 2024

Call to Order: 10:05AM

## Attendees

Board Members: Crystal Crawford - Bryan Lane - Shaun Simon - Jay Riley -  
Claire Gordon

## New Board of Directors

Bryan Lane and Claire Gordon were elected to fill the two open Board of Director positions - SCT's Board of Directors will share all positions and responsibilities equally

## Priority Items

### 1) Basement Water Leaks

- a) 17129 Maumee - It appears the dirt added to pitch water away from the building did not resolve the issue - Home Tech assessed the root cause as a foundation issue - Claire Gordon will contact a second contractor to provide a specific and detailed root cause
- b) 492 St Clair - Pictures received and limestone slab under the back door will be added to the tuckpointing list
- c) 494 St Clair - Pictures received and Bryan Lane added dirt to pitch water away from the building - Adding dirt did not resolve the issue and ground level tuckpointing will be added to the list

### 2) Garage Roof Leaks

- a) M Power submitted three estimates from overlaying Duro-Last on the existing roof (\$22,600) to a full replacement (\$32,450 + \$8.00 per linear foot for lumber) - Jay Riley will contact M Power to obtain details regarding a partial tear down
- b) Garage units 19 and 35 reported roof leaks - Action pending until pictures are received

### 3) Railing Replacement

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- a) Board approved replacement railing at 498 & 514 St Clair - Crystal Crawford will contact T & M Home Improvement for wrought iron railing estimates
  - b) Bryan Lane and Shawn Simon will repair (scrape & paint) 488, 490 & 494 St Clair - Repairs pending until September

#### **4) Master Deeds and ByLaws**

- a) Title searches were performed on properties where co-owners failed to submit mortgage information - Association was charged \$414.80 to perform the title searches - SEM invoiced co-owners \$69 for title searches
- b) Jay Riley will follow-up on the status of the approved Master Deed and ByLaws - Communication from the Attorney will be forwarded to Jay Riley

#### **5) Roof Assessment**

- a) Next roof assessment payment is due September 30, 2024

### **New & Pending Miscellaneous Discussion Items**

- The new Board of Directors will consist of five equal positions -
- Bryan Lane will obtain a new estimate from a local company for snow removal and landscaping
- Citizens Bank began charging an annual checking account fee of \$562 - Bryan Lane will check fees at Comerica Bank
- Back drive drains are cleaned every two years - Next cleaning will be Spring 2025
- 484 St Clair roof leak on the third floor is pending until pictures are received
- Damaged Cedar trees in the large courtyard will be revisited in Spring 2025
- Additional tuckpointing will be complete Summer/Fall 2024 - Including garages, french walls, 490 near front doorbell, 492 back door sill, 492 front lower corner, 494 back ground level and 508 St Clair back window ledge
- The north drive fence was damaged by GFL Recycling and the insurance reimbursement check was received - The replacement fence was installed by Kimberly Fence (\$1,400)
- Bryan Lane, Crystal Crawford and Jay Riley identified infractions (dead shrubs, light fixtures, deck repairs, torn screens, etc) - The list of infractions will be sent to all co-owners within the next 60 days - Unremedied infractions may result in a monetary fee

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- Windows Full of Light washed the outside windows and submitted a bid for gutter cleaning - Crystal Crawford reviewed our existing contract with GNS and the board unanimously agreed to stay with GNS
  - 494 St Clair is without a sprinkler head - Jay Riley will obtain cost estimate from LBI Sprinklers - Pending until the waterline work on St Clair is completed
  - North front courtyard light needs repair and electric line over the garages (unit 24-34) is sagging - Electrician will be called prior to the garage roof repairs
  - Thank you - Nancy Ziemski cleaned up several flower beds around the property

### Important Reminder to Co-Owners

- Co-owner questions/issues/problems must be emailed to **all** board members - Pictures must be included

Meeting Adjourned: 11:50AM