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## ST Clair Terraces - Executive Meeting - Jan 6, 2025

Call to Order: 2:00PM

### Attendees

Board Members: Crystal Crawford - Bryan Lane - Jay Riley - Betty Smith

### Priority Items

#### 1) Basement Water Leaks

- a) 17129 Maumee - HomeSpec assessed the root cause as a foundation issue and provided an proposal (\$5,807)
- b) Claire Gordon and Shaun Simon met with RAM Construction - RAM was unable to provide root cause and/or proposal until a small portion of the interior drywall was removed - Board requested co-owner approval prior to removing the drywall
- c) Board unanimously voted to approve HomeSpec to repair the basement water leak - Bryan Lane will contact HomeSpec

#### 2) Tuck Pointing

- a) Jay Riley and Shaun Simon met with Top Hat on October 9, 2024 to assess areas of concern and obtained an hourly rate (\$75) for additional tuckpointing - Due to low temperatures, tuck pointing is on hold until April
- b) 472 St Clair was an exception/emergency and Top Hat completed the tuckpointing under the dormer roof to help alleviate water damage
- c) Important areas of concern: 486 over back second floor window - 490 near front door bell - 492 back door sill & front lower right corner - 494 right of the back door - 508 back window ledge - 17129 right front edge of unit

#### 3) Garage Roof Leaks

- a) Board approved M Power proposal (\$28,800) - Includes fully adhered Duro-Last to new cover board on garage units 24 through 34 - M Power was to begin by the end of the 2024

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- b) Due to lack of response from M Power a second estimate was requested from Schoenherr Roofing
  - c) Jay Riley will contact DTE to cut the power line over the garage roof when the DuroLast is laid
  - d) All co-owners will be assessed approximately \$702 per garage unit - co-owners with two garage units will be assessed approximately \$1,404 (see \*\*\*\*REVISED Roof Assessment\*\*\*\* for changes)
  - e) Garage units 10, 11, 19, 35 & 41 also reported roof leaks - Action pending until pictures are received

**4) \*\*\*\*Revised Roof Assessment\*\*\*\***

- a) Building roof assessments one and two (approximately \$2k) were completed in 2024
- b) \*\*\*\*REVISED\*\*\*\*Third building roof assessment due by March 31, 2025 is replaced with a garage roof assessment of approximately \$702 per garage unit - (assessment amount may vary depending on second proposal from Schoenherr Roofing)
- c) Fourth building roof assessment (approximately \$2k) is due by September 30, 2025

**5) Landscaping & Snow Removal**

- a) Bryan Lane will contact LBI Sprinklers to install additional sprinkler heads - pending until Spring 2025
- b) Bryan Lane contacted Marshall Landscaping for the two tree issues at 508 St Clair - Board unanimously voted to obtain a quote from Marshall for all trees on SCT property
- c) Betty Smith will contact our snow removal company regarding the excessive amounts of salt
- d) Board unanimously voted to move forward with Nancy Ziemski (an Engineer) to facilitate a sub-committee to draft the Master Courtyard Landscaping Plan - The purpose of the project is to delineate common elements (HOA owned) from property that is the responsibility of each Co-owner - Jay Riley will obtain an update for this project

**6) Trash & Recycling**

- a) Discarded appliances, **porcelain toilets**, furniture and large items must be placed on Maumee the day before trash pick-up - Paint cans must be empty, dried out or filled with kitty litter before disposing (no oil based) - If a trash receptacle is full, please walk to another - We currently pay \$175 per month for pesticide control and over filling receptacles leads to this issue

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- b) All cardboard boxes must be broken down and placed in the recycle bins - Large broken down boxes may be placed to the side of the bins the day before pickup

### New & Pending Discussion Items

- SEM obtained two more roof assessments and Schoenherr Roofing was selected for the building roof/gutter project - Shaun Simon will head a sub-committee to help manage this project - Bryan Lane requested co-owners to select their preferred shingle color - Responses are as follows:
  - 63% Black Sable
  - 24% Storm Cloud
  - 13% Driftwood
- Bryan Lane contacted Schoenherr Roofing to repair the roof leak at 482 St Clair and it was completed
- The SCT Board Mission Statement was unanimously approved and adopted by the Board:
  - *Strictly uphold and enforce the governing documents of the St Clair Terraces HOA; and administer/manage the affairs of the HOA while maintaining the value of our property in a fiscally responsible manner*
- Betty Smith motioned to post financials on the website - Board approved (Jay Riley did not vote to approve due to her interpretation of the by-laws)
- Betty Smith will update the website and Co-owner contact lists
- Betty Smith reinvested the CD which matured in December 2024 for 90 days - Betty Smith will reinvest the CD maturing in January 2025 for 90 days
- Crystal Crawford will follow-up with SEM to see if they received any Boiler Inspections
- Jay Riley uploaded the requested Board Member Information for our Attorney to complete SCT's CTA filing - Filing was completed by the deadline of December 30, 2024
- Master Deed requires a correction under (5) Fireplaces - Wood burning fireplace at 484 St Clair should reflect Unit 11 (not Unit 10) - Jay Riley is working with our Attorney on this correction - Pending approval with Plat Engineer
- 500 St Clair front railing is not attached to the building - Bryan Lane and Shaun Simon will scrape and paint back porch railings at 488, 490 & 494 - repairs pending until Spring 2025

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### **Important Reminder to Co-Owners**

- **Boiler inspections are requested for the safety of all Co-owners - Co-owners who failed to complete their Annual Boiler/Furnace inspection by December 31, 2024 will be fined \$25.00 per month - Inspections must be completed by a certified HVAC company - Provide a copy of your inspection to Crystal Crawford at 500 St Clair or email: [ctcrawford25@yahoo.com](mailto:ctcrawford25@yahoo.com)**
- No signs or flags shall be displayed which are visible from the exterior of a unit or common elements (please reference the ByLaws)
- Parking is not allowed in the back or side driveways - This is a fire lane for emergency vehicles only (please reference the ByLaws)
- Co-owner's insurance policies must include a \$1MM liability coverage (please reference the ByLaws)
- Co-owner issues and problems must be emailed to all board members with pictures included

Meeting Adjourned: 3:37PM

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