

## MINUTES

La Croft Condominium Association  
Board of Directors Meeting  
January 12, 2024  
8:30 a.m.  
Via Zoom

**Call to Order:** President Steve Waterbury called the meeting to order at 8:30 a.m.

**Present:** Steve Waterbury, President; Doug Walker, Vice-President; Sue Conway, Secretary; Carl Weiss, Treasurer; Diane Herder; and Anita Laurila.

**Absent:** Paula Silver

**Resident Manager:** Scott Richards.

**MINUTES OF DEC. 8 MEETING.** A **MOTION** by Carl, seconded by Diane, to adopt the December Board meeting minutes was unanimously approved.

### **LANDSCAPE & ARCHITECTURE COMMITTEE (Doug Walker, Chair)**

**Foundation Stabilization Project.** Doug reported that subcontractor Hardman Construction has completed twelve micropiles and is now drilling grout tubes. Doug and Scott narrated several slides of the property depicting implementation of the project, showing hydraulic lines, pipes, drills, micropiles, grouting tubes, etc. It was agreed that slides be presented at the July annual meeting along with a script describing the work being illustrated.

Doug noted that the majority of the slower work has been completed and the next step, filling the tubes and depositing the grout, will proceed faster. The project may not be 100% complete until this spring. This will affect timing of the second assessment which will be discussed later in the meeting.

In response to a question, Scott noted that additional strain gauges have been placed on the south side of the building and no movement has been measured other than normal fluctuations.

#### **Status of Fall L&A Projects.**

**Community Room.** A new lock for the Community Room lock has been installed. Scott will have the current combination (8141) changed to 0103 to reflect the building address (103 West Dixon), same as the old combination.

**Owner Roster.** The owner roster board will be mounted in the mailroom area soon.

**Plumbing Stack.** Plumbing stack work in 07 units is complete with the 08 stack almost ready for the water test. Stacks 9 and 10 are scheduled for February with information to be sent to those impacted soon. It is important that all owners have e-mail availability to keep in touch with the project.

**Theft Problems.** A proposal for three additional security cameras plus installation has been circulated to the Board. Scott noted that the Charlevoix Police Dept. is aware of the recent thefts at La Croft and is supportive of these additional security measures. **MOTION** by Doug, seconded by Diane, to move forward with security surveillance signs now and decide on the hardware and installation at the next meeting was approved.

**Landscape Subcommittee.** The subcommittee has requested proposals for new landscaping from Drost and Site Planning by the end of January. New plantings need to be ordered soon in anticipation of installation by Memorial Day weekend.

A landscape maintenance proposal from Site Planning (company that landscaped the area under consideration) has also been requested with emphasis on regular and sufficient weeding. Doug confirmed that La Croft's side lawn will be cleaned up and reseeded or sodded after the current construction work is complete.

#### **FINANCE COMMITTEE REPORT (Carl Weiss, Treasurer)**

At the end of the second quarter, both the annual operating budget and the reserve budget are on track, and Carl is projecting a \$35,000 surplus to be rolled into next year's operating budget. Work on the 2024 - 25 budget will begin in January with a goal of adoption by the annual meeting in July. While this will require projection of some unknowns, no surprises are foreseen, and current reserves should be sufficient.

The first 75% of the additional assessment for building stabilization has been collected and, based on the current work schedule, the second installment will be due in May. This information and updates on the building stabilization work will be reported to owners in an e-blast later this month.

Carl is meeting next week with the company that performed the La Croft Reserve Study to discuss updating the study. Discussion followed on the benefits of future planning and Steve suggested that the Board consider a future initiatives task force to explore topics such as solar panels for the building and parking structure roofs, onsite availability of electricity for EV's, installation of fiber optics, and other possible topics. More on this later.

Meanwhile, it was moved by Diane and seconded by Anita that the security equipment previously under discussion be paid from the upcoming 2024-25 La Croft budget. **MOTION** carried unanimously.

## **SOCIAL COMMITTEE REPORT (Anita Laurila)**

**Swimming Pool.** Anita will provide samples of the new pool signage and recommendations for updates to the La Croft swimming pool Rules prior to requesting Board action.

**50<sup>th</sup> Anniversary Celebration.** Anita asked the Board to vote on four possible selections for La Croft's 50<sup>th</sup> anniversary logo developed by Paula and her team. Following much vigorous campaigning among Board members, option number 3 (with the sailboat) was selected!

Other 50<sup>th</sup> anniversary activities being considered include a supplement for the Spring Newsletter on the history of La Croft, including an interview with an owner at the time the building opened; a tasteful banner for the Community Room; a birthday party celebration at the owners' social event in July; purchase of Charlevoix Historical Society photos for the Community Room; and possibly a photo montage of La Croft through the years.

## **RESIDENT MANAGER'S REPORT (Scott Richards)**

Scott is seeking information on how to isolate water cutoffs so the main water supply does not need to be shut off when there is an issue in just one or a few units. He also noted a problem with the coinage system in the coin-operated clothes dryer. It was agreed to purchase a replacement for the old dryer unit.

## **OTHER BUSINESS**

### **New Owner Communications.**

Sue reported that completed Owner Information forms (designated voter, emergency contact, e-mail authorization, mortgage registration) have been received from the new owners of units 301 (Wawrzynski) and 507 (Durbin) and will be entered into the data base Carl has created as well as added to the owners roster and forwarded to Paula for the website.

**Board Election Process.** An e-blast will be sent to advise owners who wish to run for or nominate someone for the Board of a deadline for nominations. The date will be determined at a future meeting.

**AED.** Anita has located a training video for the automated external defibrillator equipment (AED) recently purchased and will send it to the Board. Meanwhile Sue will contact the Charlevoix EMS /Fire Department regarding hands-on training and advice on placement of the AED equipment at La Croft.

**Personnel Committee Request.** Diane reported that additional help will be needed by Scott for the spring opening. Doug advised that there is currently money in the budget for this expense, and Scott confirmed that his son-in-law could provide the needed assistance if requested.

### ***Items for Future Meetings from Agenda***

- \* *Moratorium on New E-Bikes and Related Rules*
- \* *Development of E-Bike Storage Policy*
- *Development of Boat Storage Policy*
- *Possible Creation of La Croft Annual Calendar*
- *Proposed slides for 2024 Annual Meeting and Commencement of Preparations*
- *Community Room Reservation System Revisions*
- *Pool Storage Room Clean-Out Plans*

## **ADJOURNMENT**

All business on the agenda having been addressed, the meeting was adjourned at approximately 9:50 a.m.

Respectfully Submitted,

Sue O. Conway, Secretary