MINUTES
La Croft Condominium Association
Board of Directors Meeting
August 8, 2025
8:30 a.m.
Via Zoom

I. Call to Order: President Diane Herder called the meeting to order at 8:30 a.m.

II. Roll Call: Diane Herder, President; Doug Walker, Vice President; Carl Weiss, Treasurer; Steve Waterbury; Sue Conway, Paula Silver, Anita Laurila - Secretary

Absent:

Resident Manager: Scott Richards

III. MINUTES OF July 11, 2025 MEETING: A **Motion** by Sue Conway, seconded by Doug Walker, to adopt the July 11, 2025 meeting minutes, was unanimously approved.

IV. LANDSCAPE & ARCHITECTURE COMMITTEE REPORT (Doug Walker, Chair)

A. All Board members were emailed the minutes from the L&A Committee meeting. There were 3 action items for the Board's consideration.
B. Repainting of repaired cracks in individual units. Units 00-01 were repaired as they related to the Foundation Stabilization project. Several owners are asking for additional repairs. Our Bylaws state that the Board is not responsible for repairs to individual units. A **Motion** by Doug Walker, seconded by Carl Weiss that requests by owners to repair cracks in units is inconsistent with our bylaws, Article 2 and the Board will not pay for those repairs, was unanimously approved.
C. Additional racks for paddleboards. We need additional racks and the board will explore an additional freestanding rack for only paddleboards. We will provide cost estimates at the next meeting.
D. East side support beam – We have received the proposal from Spence Brothers for the beam replacement. A **Motion** by Steve Waterbury, seconded by Carl Weiss for funding not to exceed $60,000 for the removal and replacement of one beam, was unanimously approved.

V. FINANCE COMMITTEE REPORT (Carl Weiss, Treasurer)

The Finance Advisory Team met last week and came up with a summary of consensus that the committee can agree on, and the list is summarized below:

1. **Maintaining a Contingency Fund:**

a. There was consensus on defining the purpose of the contingency fund as for emergencies and unplanned or unbudgeted expenses with significant cost.

b. There was not consensus on what to call the fund (*contingency or additional* *assessment)* or whether the fund should be part of the reserve fund or the operating budget.

2. **Following the La Croft Bylaws:** Consensus

3. **Accurate Tracking of R & M Projects:** Consensus that providing detailed information on project cost needs to improve. The committee will recommend that future budget documents for the current fiscal year include an appendix showing amount budgeted/amount spent for significant R& M projects as well as an end of year comparison of the reserve fund carryover balance with the balance prescribed by the reserve study.

4. M**oving R & M projects to the Reserve Fund:** There was not consensus that this should happen during 202-26 fiscal year however, the finance committee will reassess whether this would improve budget functionality in future years.

5. **Establishing guidelines on year to year carryover balances (surplus) for Operating, Contingency and Reserve accounts:** There was consensus that projected end of year carryover balances for 2025 26: Operating: $155,829; Contingency: $181,600; and Reserve: $410,358 were not excessive nor out of line with the reserve study recommended amounts for reserves and thresholds.

~Two owners are 90 days past due, we have fines in place to address this, and the owners will be notified, one owner is a repeat offender and the fines will escalate, as per La Croft Rules.
~Just completed the 1st quarter and Carl will have updated financial reports at the September Board meeting.

VI. Social Committee (Sue Conway)

~Solar Energy Statement – The State of Michigan has mandated a new policy that needs to be approved by the Board and then communicated to owners by posted this updated policy on our website. Makower, Abate Law Firm has written an explanation for us to use on the website. A **Motion** by Steve Waterbury, seconded by Sue Conway, to adopt the policy that the board has reviewed, post on our website with the attorney explanation, was unanimously approved.
~4 benches for the boardwalk have been ordered. They will be delivered by mid-September. The shipping costs were slightly reduced because of the bulk order.
~End of Season potluck is being planned. The Board will fund the cost of the meat for grilling and water. Owner participation is being encouraged. We will send out an email to all owners with an invitation.

VII. Resident Manager's Report (Scott Richards)

~Unit 302 porch has been re-caulked. B+B porch repair also looked at the roof and patched several spots on the roof. Unit 101 needs exterior door to be tweaked. Units 602 and 502 will be repaired August 10, ongoing leaking from bathroom pipes, once 602 owners have left their unit for the summer.
~Ask owners to keep carpet cleaning to the fall and spring and not over the summer, there have been complaints of noise from the carpet cleaning.

X. Old Business
A. Anita and Paula will be meeting to clean up the email lists and owner rosters. Updated emails will go to Alex for our new eblast data base.
B. Rule enforcement for dogs – an owner was reported for having two dogs, which occurs for one week each summer for this particular owner. She was asked to follow the rules for where to walk/clean up after the dogs.
C. Scott's Spring/Summer checklist is completed and was sent to the Board. Fall and Winter items will be added and list updated.
D. Discussion of Scott unlocking owner doors for cleaners and when keys have been lost. Several owners are continually abusing this assistance. These owners will be spoken to on an individual basis.

XI. New Business
~Unit 608 contractor is still on site and continuing to work after they were asked to refrain until after Labor Day. Co-owner to be invited to a meeting to explain their disregard for the rules.
~Review of proposal for $600 from Alex Dailey for posters, eblasts and fall newsletter, proposal was sent to all board members. A **Motion** by Paula Silver, seconded by Sue Conway to approve the proposal, was unanimously approved.
~All Condo Presidents in Charlevoix have been invited to a Presidents Meeting this fall, Diane will attend and report back.
~Question about the timing of our garbage pick-up, it is early and noisy, but unfortunately, that is the time we can get the garbage company to come. They need to come early so they unencumbered access to the lower level.
~Anita will work on a written car charging policy that we can share with owners, which will include language for reimbursing La Croft for using the common outlets in the carports. The policy will include language to ask owners to self-monitor for kwh used or ask Scott for the meters and use the honor system to reimburse for usage which will cost owners the same amount that La Croft is billed from the City of Charlevoix, which will be rounded up to $.10 per kwh. Owners should reimburse quarterly. A **Motion** by Steve Waterbury, seconded by Paula Silver to adopt this policy was unanimously approved.
~Doug raised the issue if we need to adopt a standard for all unit owners on colors and other issues to keep the exterior of the building consistent? East side entrance doors to be white, and west side balcony doors to be dark or black. Windows also need to be consistent. When owners replace west side door walls, the railings can be repaired and painted.

XIV. Executive Session
~ The Board recessed and went into Executive Session at 9:47 a.m.

XV. Open Session
~The Board returned to open session at 10:00 a.m.

XV. Adjournment

Respectfully Submitted,

Anita Laurila, Secretary