

MINUTES

La Croft Condominium Association
Board of Directors Meeting
December 8, 2023
8:30 a.m.
Via Zoom

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

Absent: None.

Resident Manager: Scott Richards.

President Steve Waterbury called the meeting to order shortly after 8:30 a.m.

MINUTES OF NOVEMBER 10 MEETING.

A **MOTION** by Carl Weiss, seconded by Doug Walker, to adopt November meeting minutes was unanimously approved.

LANDSCAPE & ARCHITECTURE COMMITTEE REPORT (Doug Walker)

Foundation Stabilization Project. With 5 of 12 piers completed, the contractors are nearly halfway done with the heavy portion of the job. Spence Bros. has provided copies of the bond, builders risk insurance policy, and certificate of insurance, and all appear to be in order.

Status of Fall L&A Projects.

*The Community Room lock is being installed today.

*New snow blower has been purchased.

*Floor mats have been rented for the lobbies and elevators to save wear and tear on floors and elevator carpet.

*Two new information boards have been hung in the lobbies. The owners roster will be placed in the mailroom area as soon as the lettering is complete.

*Minor roof repairs above 601, 602, and 603 are complete.

Plumbing Stack. Plumbing stack work in 07 units will be completed by December 15. Notices of upcoming work in 07 and 08 units to be placed in the elevators asap.

Community Room Drain Lines. Horizontal cast iron drain lines in the community room will be replaced with PVC.

North Beach Access. Site Planning has presented options for providing access to the beach on the north end of the boardwalk. Following discussion, **MOTION** by Doug, seconded by Diane Herder to select Location “B” with a powdercoat aluminum grating, wider steps and more moderate tread rise at a cost of \$7760 carried unanimously. Both north and south stair systems must be installed and removed seasonally at an annual cost of around \$2000. Doug will request an explanation of the higher price for the south beach access stairs compared to the north stairs installed last year.

Future L&A Projects.

- *Steel support beams and soffits on the east side of the building (fiscal 2024).
- *Painting projects (Spring 2024)
- *Caulking by Northern Restoration (Spring 2024)
- *Installation and removal of beach access stairs (seasonal).

Landscape Subcommittee

- *Landscape maintenance proposals have been requested from three local firms. One has been received so far from Drost.
- *Bids for new projects developed by the Subcommittee have also been requested from the three local firms.
- *A representative from Site Planning will meet with the Subcommittee to discuss completion of previously contracted work delayed by Covid.

FINANCE COMMITTEE REPORT (Carl Weiss, Treasurer)

Carl reported that the operating budget for this fiscal year increased by 3%. The amount paid into reserves increased by 11% to fund the Reserve Study recommendations. Net operating income, anticipated at \$35,000, will be applied to decrease Association dues next fiscal year.

The second installment of the additional assessment for porch stabilization will not be needed until next year because of a delay in the start of the work. Therefore, the certificate of deposit (CD) has been renewed. Following discussion, it was moved by Doug and seconded by Diane to defer collection of the second installment until completion of the project and receipt of the final invoice from Spence. **MOTION** was approved unanimously.

SOCIAL COMMITTEE REPORT (Sue Conway, Anita Laurila)

Swimming Pool. Anita Laurila reported that the Social Committee has updated recommendations for both the swimming pool signage and the Pool Rules and Regulations in our bylaws to align with each other and to remove age-related language. She will work with a local signage company to format the new signs and will bring final recommendations, including changes to the Rules, for Board action next month.

50th Anniversary Celebration. Initial ideas for La Croft’s 50th anniversary include a potential supplement for the Spring Newsletter on the history of La Croft including the experience of an initial owner when the building opened in 1974. The Social Committee will also follow up on other suggestions such as a banner for the Community Room; birthday party at the social event

next summer; purchase of photos from the Charlevoix Historical Society for the Community Room; and possibly a photo montage of La Croft through the years, etc.

RESIDENT MANAGER’S REPORT (Scott Richards)

The Wednesday garbage pickup schedule is working well. Other updates were previously covered in Doug’s L&A report.

OTHER BUSINESS

AED. The automated external defibrillator equipment (AED) has been received. Anita has located a video that can be viewed online for training purposes. Meanwhile Sue Conway will contact the Charlevoix EMS/Fire Department regarding hands-on training for Board members and others at La Croft this summer. She will also seek advice on recommended placement of the AED equipment at La Croft.

Fall Newsletter. Paula Silver reported that the Fall Newsletter has been published and distributed to owners. Contents included an update on the porch stabilization project, completion of the retaining wall, pool tile repair, completion of east side exterior painting and caulking on the north end. It also contained an update on the water level of Lake Michigan.

Website. Information that needs to be added to or changed on the website should be forwarded to Paula.

ADJOURNMENT: EXECUTIVE SESSION

All business on the agenda having been addressed, the meeting was adjourned at approximately 9:50 a.m. MOTION was then made and adopted to go into Executive Session to discuss personnel matters.

During the Executive Session, the personnel committee discussed the evaluation meeting with Scott Richards, including their recommendation for a salary increase as Scott has not had a salary increase in the last five years. The executive session was adjourned.

Once in open session a MOTION was made by Diane, supported by Doug and adopted unanimously to renew Scott Richards’ contract as Resident Manager for an additional 12 months beginning January 1, 2024 with the following changes: a one-time compensation increase of 10% to an annual salary of \$40,700 effective January 1,2024, and said contract to be reviewed for the next calendar year prior to November 1, 2024.

Respectfully Submitted,

Sue O. Conway, Secretary

