

**MINUTES**  
La Croft Condominium Association  
Board of Directors Meeting  
April 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 Paula Silver.

**Absent:** Anita Laurila.

**Resident Manager:** Scott Richards.

**MINUTES OF MARCH 8, 2024 MEETING.** A **MOTION** by Carl, seconded by Diane, to adopt the March 8, 2024 Board meeting minutes as presented was unanimously approved.

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

**Foundation Stabilization Project.** The lawn restoration work looks good and the entire project will be substantially complete by May 15, 2024.

**Status of Other L&A Projects.**

Plumbing Stack. Year 4 of the plumbing stack replacement is now complete; year 5 is the final year of the project at the end of which all original cast iron drainpipes will have been replaced, top to bottom.

Other Drain Issues. Replacement of the drainpipes above the Community Room and the second floor drain in the laundry room have both been completed.

Laundry Room Clothes Dryer. Replacement clothes dryer (coin operated) has been installed and the laundry room with the new drywall work looks very good.

Community Room Lock. A new replacement lock for the Community Room door has been installed and programmed to 0103 (West Dixon Street address with an introductory zero.)

West Side Building Wash. The Clean Team has been selected to wash the west side of the building and west side windows at a total cost of \$12,200. The work is scheduled for late April to be followed by application of a spider spray in early May.

Beach Access Steps – Both will be installed mid-May.

Walkway Decks -- are being cleaned now.

L&A Committee Walkaround – The annual L&A “walkaround” of the property will take place following today’s meeting, weather permitting. .

**Landscape Subcommittee** – Diane reported that Drost has completed the spring clean-up work. Installation of flowers and other plantings will be done by Memorial Day.

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

### **Budget and Assessments**

Hoffman’s office has provided the 2024 dues and assessment amounts for each unit which have been spot checked by Carl for accuracy. First quarter invoices will include the remaining 25% of the building stabilization assessment. The final stabilization project numbers are expected to be close to the \$1.6 million budget with any discrepancies corrected in second quarter invoices.

The Board approved a preliminary 2024-25 budget last month subject to final approval in June. Meanwhile, other expenses that might impact the budget should be identified asap (e.g., the cost of kayak racks and projected expenses for the 50<sup>th</sup> anniversary). An e-blast was sent on April 10 advising owners of the new dues and assessment amounts for 2024-25 with invoices to be sent in April.

### **Solar Panels**

Carl has continued to investigate the potential for installation of solar panels in connection with future replacement of the roof of the building and possibly the carports. The amount that could be saved on electricity depends, among other things, on the sell-back rate from the City of Charlevoix which we are awaiting.

In response to whether we should pursue rooftop solar panels, Doug noted there could be infrastructure expenses, such as power, if the parking structure is involved as well as some concern that the carports may be in the shadows and less efficient than the building roof in capturing solar energy. It was suggested that the Board look at a 5-year ROI once we have more solid numbers. Meanwhile Carl will continue to study the subject and report his findings.

## **SECRETARY’S REPORT (Sue Conway, Secretary)**

**Board Election.** Steve has received positive response from Board members regarding an owner’s recommendation to use a double-envelope voting method for Board elections to enhance

voter anonymity and comfort with the process. This will be implemented at the Owners meeting in July if there is a contested board seat.

It was agreed to set a May 15 deadline for Board nominations if a candidate desires to submit biographical information and be listed on the ballot sent to owners for the July 6 meeting. Sue to prepare an E-blast to notify owners.

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

**Atrial Electronic Defibrillator (AED).** The new AED will be mounted in the mailroom in a location selected for high visibility.

**Community Room Reservation Form.** The new Community Room Reservation Form previously discussed with the Board is being placed on the website and is now available for use.

**50<sup>th</sup> Anniversary Celebration.** Planning continues for the 50<sup>th</sup> anniversary celebration with more announcements at next month's meeting. The Committee will provide additional information to Carl for an amount budget to be included in the 2024-25 budget for the 50<sup>th</sup> anniversary events.

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

**Laundry Room Key.** Scott has made laundry room keys for owners that also unlock all storage unit doors.

**Kayak Racks.** Boat storage racks have been ordered and will need to be installed. Each rack can fit up to 8 kayaks.

### **NEWSLETTER**

The Spring Newsletter is in preparation and will be published and placed in units by Memorial Day.

### **PERSONNEL COMMITTEE REPORT (Diane Herder)**

The Committee plans to meet with Scott once each quarter during the year.

Scott to prepare monthly reports on Community Room use.

### **OTHER OLD AND NEW BUSINESS**

#### **Owners Meeting Preparation**

Scott to prepare slides for a presentation on the building stabilization project at the Owners Meeting. Doug will provide pictures and other materials for the discussion on a proposed lakefront seating area and firepit.

**Units 101 and 102.**

The owners of Units 100 and 101 have asked the Board to consider additional reimbursement amounts for reinstallation of existing porch glass and the replacement of floor tile in their respective units necessitated by the building stabilization work. Following discussion, it was agreed to provide each owner a \$6,000 allowance for glass reinstallation and a \$2,500 flooring allowance.

**EXECUTIVE SESSION**

The Board went into an Executive Session to discuss a personal safety matter raised by an owner. No Board action was taken.

**ADJOURNMENT**

All business of the meeting having been addressed, the meeting was adjourned at approximately 10:30 a.m.

Respectfully Submitted,

Sue O. Conway, Secretary