

## MINUTES

La Croft Condominium Association  
Board of Directors Meeting  
August 9, 2022  
8:30 a.m.  
Via Zoom

**Present:** Steve Waterbury, President; Doug Walker, Vice-President; Sue Conway, Secretary; Carl Weiss, treasurer; Diane Herder, Paula Silver, Steve Trecha

**Absent:** None

**Resident Manager:** Scott Richards

### MINUTES OF PRIOR MEETING

A **MOTION** to adopt the minutes of the July 12, 2022 meeting was unanimously approved.

### LANDSCAPE AND ARCHITECTURE COMMITTEE

Chair Doug Walker reported the following updates:

(a) **Elevator issues:**

- \*The fluid leak in the south elevator hydraulic tank has been stopped and will be repaired;
- \* Otis is looking into the lighting problem in the rear of the north elevator.

(b) **Lobbies and Landings:**

- \*New directories ordered for the lobbies are being shipped;
- \*Scott R. and Sara Fisher (Indesign) to do a walk-through inspection upon final completion of the renovations.

(c) **Selection of Project Manager:**

- \*L&A is looking for a lead construction management firm and is reaching out to several candidate firms.

(d) **Miscellaneous**

- \*The purchasing procedures have been addressed with Scott responsible for P.O.'s for the items he purchases and Doug responsible for other L&A purchases.

## **PERSONNEL COMMITTEE – Professional Management project**

Diane said the Personnel Committee has reviewed the job description addendum to Scott's contract and will report to the Board with recommendations re: resident manager duties that should be supplemented, eliminated, or changed as the Board considers the role of a professional management company. The Committee will provide the Board an initial draft of a marked copy of the addendum showing proposed changes.

## **FINANCE COMMITTEE – Reserve Study**

Carl reported that three (3) companies have submitted reserve study proposals to identify major common area repair and replacement expenses and develop a funding plan for those expenses. Following a review of the proposals and sample reserve studies, the Finance Committee recommends that the Board engage Michigan Reserve Associates of Ann Arbor, Mi. at a cost of \$3940 with an initial 50% retainer to begin work in September and completion expected in approximately 4 weeks. A **MOTION** by Sue seconded by Diane to adopt the Committee's recommendation was unanimously approved.

## **TECHNOLOGY COMMITTEE – Internet Initiative**

Steve T. presented the results of a survey of current owner internet use and cost as well as terms and conditions contained in the Spectrum bulk proposal. The next step is to research alternatives to Spectrum cable service and request proposals from providers, eventually presenting this information for an owner vote.

Other areas of responsibility for the newly formed Technology Committee include the La Croft website, owner directory, email distribution process, security system and telephone network. Paula and Steve T. will co-chair the Committee.

## **ADJOURNMENT**

The business of the meeting having concluded, the meeting was adjourned at approximately 10:40 a.m. The next regular meeting is scheduled for Tuesday, September 13 at 9 a.m.

Respectfully Submitted,

Sue O. Conway, Secretary