



## 2013 Annual Review

### **Conversion**

As of the end of April there are 62 units remaining in the Mini co-op, down from the original 144. Over the course of the year a total of 26 units have fulfilled the conversion obligation. Due to the still pending FHA (Federal Housing Administration) approval, the Board of Directors for the Village Cooperative Homes and Pittsfield Village have once again extended the conversion deadline for another year. The remaining conversions must be complete by April 30, 2014.

### **Sales**

During the 2012 calendar year there were a total of 40 sales in the community compared to 20 sales in 2011. The median sales price for a one bedroom was \$47,000 and \$59,900 for a two bedroom. It was a good sales year with values trending upward. Sales prices in 2013 are continuing to increase and the days on the market are averaging only 15. From January, 2013 through April 30, 2013, the median one and two bedroom sale prices were \$52,000 and \$69,500 respectively.

### **Budget**

In the fall of 2012 and winter of 2013, the Finance, Maintenance and Modification, and Landscape Committees as directed by the Board, undertook a new approach to budgeting for FYE 2014. Instead of looking at where we have been, the committees looked at the budget from the perspective of what they want to accomplish in the future. The process identified resources in ongoing capital projects and what it would take to complete some of these projects by establishing a 3 year Capital Plan. The future funding accounts were evaluated and target amounts were established. Once the target amount is reached, budgeted contributions will stop until unforeseen project expenses bring the level below the target. Maintenance fees have remained flat for the last two years. Over the last decade the average budget increase per unit has been as follows:

Fiscal Year	Maintenance Fees	Average Increase
2004-2005	\$285	\$11
2005-2006	\$290	\$5
2006-2007	\$301	\$11
2007-2008	\$297	(\$4)
2008-2009	\$299	\$2
2009-2010	\$298	(\$1)
2010-2011	\$298	\$0
2011-2012	\$299.61	\$1.52
2012-2013	\$299.61	\$0
2013-2014	\$299.61	\$0

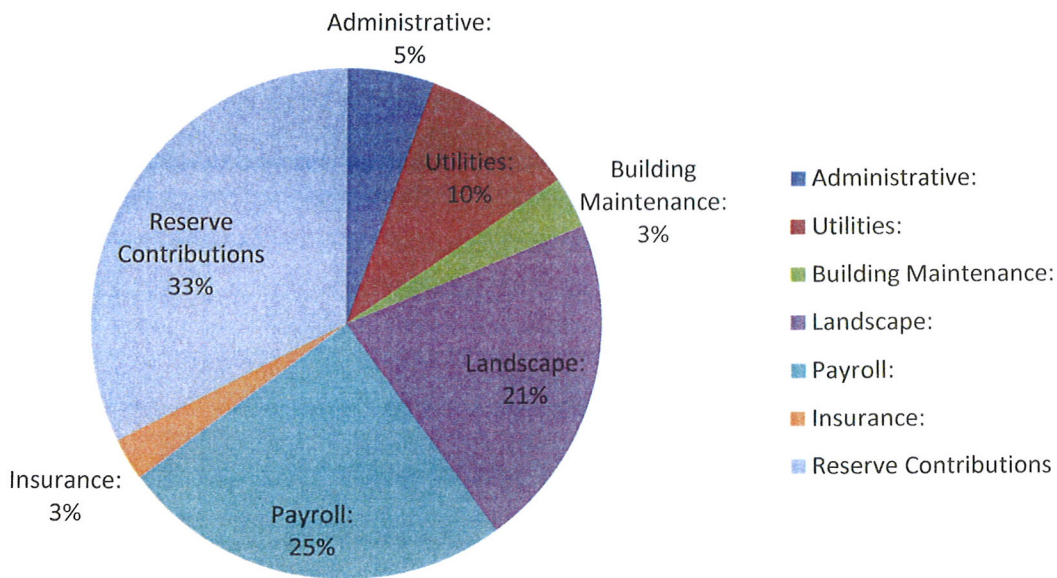
## MAJOR OPERATING EXPENSES 2012-2013

		Avg. per unit per month
Administrative:	\$ 91,367	\$18.04
Utilities:	\$168,568	\$33.29
Building Maintenance:	\$ 55,018	\$10.86
Landscape:	\$356,858	\$70.47
Payroll:	\$415,196	\$81.99
Insurance:	\$ 45,431	\$ 8.97
<b>Total</b>	<b>\$1,132,438</b>	

Reserve Contributions: **\$547,939**

Total Operating: **\$1,680,377**

## Major Operating Expenses 2012-2013

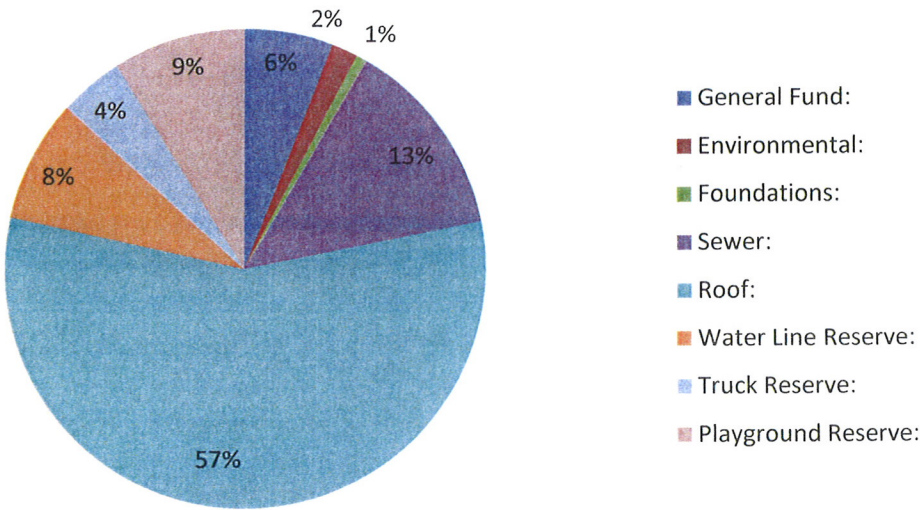


**FUTURE FUNDING**

		Avg. per unit Per month
General Fund	\$ 9,925	\$ 1.96
Environmental	\$ 3,000	\$ 0.59
Foundations	\$12,000	\$ 2.37
Sewer	\$22,260	\$ 4.40
Roof	\$95,000	\$18.76
Water Line Reserve	\$13,860	\$ 1.18
Truck Reserve	\$ 7,250	\$ 1.43
Playground Reserve	\$15,000	\$ 2.96

**Total Future Funding reserves \$178,295**

**Future Funding**

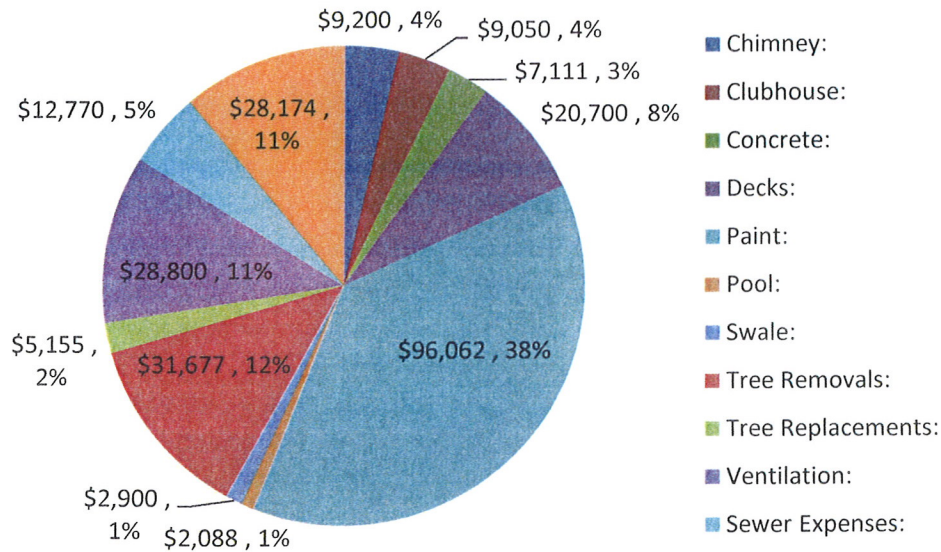


## CAPITAL RESERVE EXPENSES

		Avg. per unit Per month
Chimney:	\$ 9,200	\$ 1.82
Clubhouse:	\$ 9,050	\$ 1.79
Concrete:	\$ 7,111	\$ 1.40
Decks:	\$20,700	\$ 4.09
Paint:	\$96,062	\$18.97
Pool:	\$ 2,088	\$ 0.41
Swale:	\$ 2,900	\$ 0.57
Tree Removals:	\$31,677	\$ 6.26
Tree Replacements:	\$ 5,155	\$ 1.02
Ventilation:	\$28,800	\$ 5.69
Sewer Expenses:	\$12,770	\$ 2.52
Water Service Lines:	\$28,174	\$ 5.56

**Total Reserve Expenses: \$253,687**

## CAPITAL RESERVE EXPENSES



## Continuing Projects

**Chimneys:** This project continues to make necessary repairs to the chimneys to ensure safety of the buildings. The goal is to complete the needed repairs on 25 chimneys in the 2013-2014 budget season.

**Ventilation:** This project continues to add ridge and soffit vents to buildings to allow for better air flow to prevent ice dams and other issues that arise. There are 22 soffits budgeted for the 2013-2014 season which will complete this project.

**Decks:** The program continues for the power washing and sealing of decks. A total of 148 decks will be completed in the 2013-2014 budget season by Supreme Deck Restoration.

**Tree and Shrub Removal:** The Landscape committee continues to evaluate trees that require removal for the safety and preventative maintenance of our buildings and residents. Each tree is thoroughly evaluated before the final decision for removal is made.

**Tree and Shrub Replacement:** The committee's goal has been in the past and continues to be to plant new trees in the common areas. The committee will continue to review co-owner requests for trees and shrubs along with planting new plant material in areas where large trees have been removed. **The Landscape committee budgeted to have at least one new tree planted for each tree that is removed for the 2013-2014 season.**

**Painting:** MasterCraft Coatings continues to be the contractor to paint the exterior of the buildings. The painting is on a 5 year rotation which means that about 84 units are painted each year.

**Foundation:** There were no major foundation repairs made in the 2012-2013 year. As a result of good tree management and previous foundation improvements, the amount budgeted for 2013-2014 is minimal. There is a reserve set aside in Future funding should unplanned repairs become necessary during this budget year.

**Water Service Lines and Metering:** Unexpected major water line repairs in the 2013-2014 season, prompted the Maintenance & Modification committee and the Board of Directors to begin a study of the water usage in the Village. Over the last few years there have been several water line replacements and water meters installed at various locations throughout the Village. Eventually, there will be a water meter installed for every two units. This will allow more direct monitoring of water usage along with the ability to pinpoint exactly where a water line break has occurred, ultimately lowering our water usage and costs. There are 20 water service lines replacements and meters planned for the 2013-2104 budget year.

**Onsite Maintenance:** 913 work orders were completed by the maintenance team during the 2012-2103 fiscal year.

## **Maintenance Staff:**

**Colin Breed:** Colin is the maintenance supervisor and has been at Pittsfield Village since 1995, he has been with Kramer- Triad for over 30 years. Colin's knowledge and experience in maintaining the Village is beyond amazing. He oversees all of the projects planned annually, often brainstorming with Dave and Tim to solve complex problems that arise from maintaining 60+ year old buildings.

**Dave Walke:** Dave has been with Kramer- Triad for 25 years and has been at Pittsfield Village since 2008. Dave has done excellent work renovating the Village owned units. He also oversees the Deck Staining contract and the Snow removal contract.

**Tim Clarkson:** Tim has been at Pittsfield Village since 2006. Tim has been instrumental in managing the concrete repair contract, the paint contract schedule, and creating and updating the project maps that have become very useful management tools. Tim also assists with updating the Pittsfield Village website.

## **Pittsfield Village Office Staff:**

**Terri Leirstein:** Terri has been the community manager at Pittsfield Village since June, 2012 and oversees the day to day operations of the community. She has 30 years of previous property management experience in the Ann Arbor area.

**Wanda Buster:** Wanda has been the accounts receivable representative for Pittsfield Village since 1997. She manages the payments made by the co-owners and works with the association's attorney. She also works with ROA Hutton and First Title to complete the conversions for the Village Cooperative. There have been many software changes in the past several months that have greatly improved our management systems. While being a challenge to learn, Wanda has mastered them all with ease.

**Tracy Vincent:** Tracy has been the Administrative Assistant at Pittsfield Village for 2 years and has been employed by Kramer- Triad for over 21 years. She is responsible for the face to face interaction with co-owners and assisting the manager where needed. Her knowledge of association management and procedures keeps Pittsfield Village running smoothly and has been very helpful to our new manager, Terri.