



BOARD OF DIRECTORS MEETING MINUTES

Wednesday, March 24, 2021

Pittsfield Village Board of Directors Present:

Ellen Johnson, Jessica Lehr, Kat Irvin, Nick Oliverio, John Sprentall

Committee Chairs Present:

Brian Rice – Landscape

Lisa Lemble -- Maintenance & Modification

Associa / Kramer-Triad Management Present: Kendra Zunich, Dave Walke, Tracy Vincent

Member Requests/Open Forum

Linda Ross, Laura Deciccio, and Lauri Mallonen

Call Meeting to Order – Ellen called the meeting to order at 6:28pm

Approve Agenda

- Add Flower giveaway discussion to New business

- Add reserve study to continuing business

- Move budget to #1 to continuing business

- Table non-urgent issues – cameras

- Motion to accept the amended agenda made by John and seconded by Nick. Motion carries

Approve Previous Meeting Minutes

Revised January minutes: motion to approve was made by Nick and seconded by Jessica. Motion carries.

February minutes: motion to approve was made by Jessica and seconded by John. Motion carries.

Committee Reports

Landscape Brian Rice, Chairperson

A couple of issues were discussed. No quorum for official meeting

Raised Bed specs. Need a signature line – board will review and approve this tonight.

\$5000 budget. Buckthorn or flower giveaway?

Modification & Maintenance Lisa Lemble, Chairperson

1 kitchen window request submitted

Crawlspace encapsulation specs still need to be reviewed and edited

Exterior light fixtures were discussed

Solar panel spec passed on to Board



Approved Motions through Email

Wall injections on 3457 Richard – foundation. Motion to ratify the email vote was made by Jessica for \$2250 by Mr. Sponge. Motion seconded by John. Motion carries.

Kramer-Triad Report

Manager's Report

Overview of Sales - 3 sales so far this year

Work order reports submitted

Citi roofing hoping to wrap up this month.

Deck staining: June start

Painting and concrete will be scheduled

No changes in multiyear contracts

The go-to contractors' addition is nice to have in the monthly reporting

Kendra welcomes board feedback on monthly reporting

Financial Report- February 2021

Over budget \$84,000 EOM- getting caught up. Under budget YTD \$21,000.00.

Continuing Business

A. FY 2021-2022 Budget Discussion

- a. Staying with 1.5% increase
- b. Other goals of the budget are to keep from drawing down the reserves and fund the roofing project as much as possible.
- c. Bad debt should be adequately funded – should be 3% of budget, but we put only \$25,000 rather than \$35,000.
- d. Landscaping:
 - i. Buckthorn removal budget was lowered by \$1,000.
 - ii. Flower giveaway is budgeted
 - iii. Mulch: \$10,500 will not fully cover front beds. \$12,500 is the cost for fronts only. our cost has not been raised since 2012. We need to add at least another \$2,000 back to the mulch budget. Discussion. Agreed to add \$4,500.00.
- e. KT Management fees are held steady
- f. Recording secretary: funds removed from budget. Discussion. Funds put back in for now.
- g. Capital Projects: where can we trim? Crabapple replacement has \$5,000 allocated. The Board approved moving funds to roofing where it is needed more in the coming year.
- h. \$1,300 has to be subtracted from the reserve contribution (now \$458,633.00)
- i. Payroll changes are still pending from Jeff Lee at KT. We can revisit this portion of the budget at a later date via email. This may drive more changes to allocations.
- j. The line item budget can be mailed with the Annual Meeting Reminder mailing (around April 12th).

B. Resident Rules

- a. Discussion items:
 - i. Tree swings – will not be allowed.



- ii. Trash can enclosures – must resolve contradiction between resident rules and trash cart specifications. Update rules to align with specs. Discussion.
 - iii. Outdoor grills
 - iv. Assessments - not necessary in the rules to add anything additional here.
 - v. Maintenance matrix – window responsibility correction
 - vi. Top Modifications wording discussed. Items / projects that have specifications tied to it. these still require committee approval.
 - vii. Specs and policies – keep track of “last update” for each spec.
 - viii. Violations: no grandfathering. Ellen will work on an explanation in the intro letter that accompanies the new Resident Rules.
 - 1. Fines – implementation and consequences and process. Kendra suggested a separate violation policy that dictates step by step procedure for violations.
 - 2. Notices – add to new policy
 - ix. Holiday décor – specify ways to attach to building (or not to)
 - x. Decks: explain that needed repairs, if found by staff or vendor, are the co-owner’s responsibility, and to let us know it has been handled appropriately.
 - xi. Parking – if you require a handicap space...and how to go about getting one.
- b. Corrections identified will be made
- C. Governing Documents Amendment Wishlist (TABLED). Board decided not to budget this in the 21-22 budget year. will be discussed with reserve study.
- D. FHA Approval (Requires amendment to move forward.) (TABLED)
- E. Community Building Parking Lot Signage (TABLED)
- F. Security Cameras (TABLED)
- G. Exterior Porch Lights – will become a new specification. We will ask M&M to draft a specification for allowing co-owners to install these new fixtures at their cost. Cost of fixture, labor cost, and price of bulb. Kendra will contact Lisa with these talking points. Board will approve new spec over email.
- H. Reserve Study (TABLED)

New Business

- A. Annual Meeting 2021 – proposed notice Kendra sent out looks great.
- B. Solar Specification (DRAFT) (TABLED)
- C. Preventative Maintenance Inspections (TABLED)
- D. Buckthorn Overgrowth Proposal – do this over a flower giveaway this year? Discussion. Covid’s impact on the Flower Giveaway resulted in the Board’s decision to use funds toward Buckthorn overgrowth instead.
- E. Flower Giveaway discussion-cancelled again this year.
- F. Raised Bed Specification / Modification – now will require a signature indicating their agreement to the fact that these raised beds are to be removed upon the sale of a unit. Motion by John seconded by Jessica. Motion carries.

ADJOURN TO EXECUTIVE SESSION - 8:55 pm

Next Board Meeting: Wednesday, April 28, 2021