



## BOARD OF DIRECTORS MEETING MINUTES

Wednesday, October 27, 2021

Board Members Present: Ellen Johnson, John Sprentall, Jessica Lehr, Kat Irvin, Nick Oliverio

Co-owners Present: Laura Decicco, Linda Ross, Diane Brandt, Michelle O'Grady

Staff present: Kendra Zunich, Dave Walke

### 1. Co-Owner Open Forum

- a. Opened by Ellen Johnson at 6:07pm. Laura Decicco and Diane Brandt had audio troubles. Nick Oliverio, BOD member, sent them call-in information with access code.

### 2. Call Meeting to Order

- a. Ellen Johnson called the meeting to order at 6:27pm.

### 3. Approve Agenda

- a. Motion to accept the agenda as presented made by Nick Oliverio, seconded by Kat Irvin, motion carries.

### 4. September 2021 Meeting Minutes

- a. Following revisions to be made-
  - i. Capitol to capital
  - ii. Change "preventative maintenance inspection" headline to "long term planning". Add separate section with preventative maintenance inspection update.
  - iii. Add numbering on minutes to reflect meeting agenda.
  - iv. Board to approve via email.

### 5. Committee Reports

- a. Landscape
  - i. October meeting minutes on file, reviewed by BOD.
- b. Modification & Maintenance: October meeting minutes on file, reviewed by BOD.

### 6. Kramer-Triad Report

- a. Manager's Report
  - i. Reviewed by Kendra Zunich, report on file.
- b. Financial Report- September 2021
  - i. Report was not available for meeting. Kendra will send to BOD when available from corporate accounting.
  - ii. Unbudgeted Expenses Discussion/Review
    - 1. "Rubbish Removal" expenses from June flooding event is included twice, Kendra will remove.

### 7. Continuing Business

- a. Governing Documents Amendment Wishlist (TABLED)
  - i. FHA Approval (*Requires amendment to move forward.*)
- b. Community Building Parking Lot
  - i. Kendra sent RFPs to asphalt contractors. Additionally, verbiage was found in the easement agreement with the City of Ann Arbor. Any grade changes to area need



to be approved by the City of Ann Arbor. Kendra will send specific verbiage to the BOD from the easement agreement.

- c. Policy
  - i. Security Cameras
    - 1. Board discussed example policy adopted by a condo association managed by Kramer-Triad. Majority of Board agrees it is important for the Association to adopt a policy and possibly a specification for security cameras/Ring doorbells, etc. Location, attachment & audio considerations are the most important. Kendra will verify MI Condo Act prohibitions & any City of Ann Arbor regulations/ordinances. Board to review example policy and send any comments to Ellen & Kendra by November 15.
- d. Long term Planning
  - i. Budget
    - 1. Members of the Board met offline on Monday, October 25, 2021 to discuss long term planning models that Jessica created to help the Board align in a long term planning strategy to better inform the reserve study which is ultimately used for budgeting and long term planning. The reserve study kickoff meeting is scheduled for November 10, 2021 at 9:30am.
  - ii. Preventive Maintenance Inspections
    - 1. Maintenance inspections are complete. Team has a rough draft. Will have a final draft for the Board to review ahead of the reserve study kickoff meeting.
- e. City of Ann Arbor- Drainage Study Update
  - i. Resident update sent from the PV office last week. The City of Ann Arbor sent surveys to all PV residents regardless if their unit took on water during the June 2021 flooding event. Surveys are due to the City by/on November 5, 2021. Kendra/Tracy will add reminder in newsletter.
- f. Garden Marker Program Re-Admittance Policy
  - i. Kendra will update policy based upon the landscape committee's feedback. Further discussion at next meeting.
- g. City of Ann Arbor- Snow Removal Agreement Update
  - i. Kendra is working with Scott Breslin, insurance agent, to get Association's insurance complaint with the City of AA of snow agreement can be signed. City needs a 30-day cancellation from carrier added to the policy, Greater New York does not allow this endorsement, cancellation notices funnel through the insurance agent.

## **8. New Business**

- a. RTA- Bidding Assistance + QC Proposal
  - a. Incorrect FY & building quantity is listed in proposal. Kendra will reach out to RTA. Board will vote via email once revised proposal is received.
- b. Margolis- Pre-Buy Salt + Deicer
  - a. Invoice for \$27,251.01 for bulk salt + ice melt for 2021/2022 season approved by Jessica Lehr, seconded by Nick Oliverio, motion carries.
- c. MasterCraft- 2022 Contract
  - a. Board agrees to move forward with no color changes to buildings or trim for 2022. Kendra will reach out to MasterCraft to prepare a proposal.



- d. Garden Marker Program- Revision Review
  - a. Motion by John Sprentall to accept the addition to include a landlord/owner signature for tenants/occupants to participate in the GM program, seconded by Jessica Lehr, motion carries.
- e. Superior- Playground Proposal
  - a. Motion by Jessica Lehr to accept Superior's proposal for \$2675.00 as presented, seconded by John Sprentall, motion carries.
- f. CD Maturity
  - a. Motion by Jessica to move funds currently in PPB CD that matures on November 28, 2021 to a 12-month CD at .30% with First National Bank of Kemp, seconded by John Sprentall, motion carries.

**9. ADJOURN TO EXECUTIVE SESSION at 7:55pm.**

**Next Board Meeting: Wednesday, December 8, 2021**