

Wednesday, September 29, 2021

MINUTES

Board members present: Ellen Johnson, Nick Oliverio, Jessica Lehr, Kat Irvin, John Sprentall Co-owners present: Laura Deciccio, Brenda Webster

Staff present: Kendra Zunich, Dave Walke, Tracy Vincent

1. Call Meeting to Order – 6:19 p.m. by Ellen Johnson.

2. Approve Agenda

John requested an update on committee volunteers Motion to accept the agenda was made by John, seconded by Nick. Motion carries.

3. Approve Previous Meeting Minutes

- **a. July:** Suggested changes were submitted by Jessica. Jessica suggested approving the minutes with the KT reserve contingency notes. Motion was seconded by Nick. Motion passes.
- **b.** August: Nick motioned to approve the minutes as written. John seconded. Motion passes.

4. Committee Reports

- **a.** Landscape: Minutes on file were reviewed by the Board.
- b. Modification & Maintenance: Minutes on file were reviewed by the Board.

5. Approved Motions through Email

Margolis Snow Removal Contract. Motion to ratify the email vote was made by Jessica and seconded by John. Motion carries.

6. Kramer-Triad Report

a. Manager's Report

Sales report

2268 PF sale contingent on foundation repairs

19 total sales YTD

Communications and violations recap

Still many work orders being completed by on-site staff

Painting completed 8-24. Concrete 9-10.

b. Financial Report – detailed summary provided for August 2021, on file.

7. Continuing Business

a. Resident Rules – letter Kendra drafted was presented to the Board. Ellen verbally approved the letter; board members agree. Letter can go out as soon as 9-30-21.



b. Governing Documents Amendment Wishlist (TABLED)

FHA Approval (Requires amendment to move forward)

c. Community Building Parking Lot Signage (TABLED) an update will be provided to the Board at the October meeting.

d. Specifications

Solar: Marc Reuter had no additions to the specs provided and reviewed. Polemounted panels have more advantages at Pittsfield and be also made available as an option to co-owners. Attorney opinion was received. Jessica proposed that rooftop specs be put in place and voted on tonight. Nick agreed. Discussion. We need to do a few tweaks to the current proposed spec; "Panels may be mounted on any portion of the rear roof" Motion to approve with the change noted and the edits in red in main the document, was made by Jessica and seconded by John. Motion carries. Kat abstains.

e. Policy

- **a.** Security Cameras / Ring doorbells we will provide the sample policy and discuss this next month
- f. Long Term Planning- The goal is to have our strategy in place. The reserve study would still be the official document. Capital improvements and options for funding are the focus here. Next steps proposal is to get a group together outside of a board meeting and with a larger group. October 25th at 2:30pm. Jessica offered to set up the Zoom for this. Preventative Maintenance Inspections: Maintenance team is working on identifying area from the exterior of the buildings that need further addressing, like chimneys and foundations to help budget for repairs on an annual basis.
- g. City of A2 Drainage Study Update emailed to the Board. Presentations done by the city are available online now. there was also a meeting held at the office. Staff and folks from the City walked the site, looked at maps, looked at a vacant unit. They have asked for a map with units indicated with gutters, sump pumps, etc. John asked Kendra for a recap/synopsis.

8. New Business

- **a. Garden Marker Program Re-Admittance Policy** Edits by Ellen were sent to Brian. Committee did not review it at their September meeting.
- **b.** Window Specification/Discussion aluminum vs. wood trim. M&M is working on how to make specs even more clear
- c. Maintenance and Modification Committee Site inspection review email from Barb Butler which summarizes the Committee's end-of-July walkthrough. This report can be used for long-term planning.



- d. Patio Paver Specification Revision- done in August by the M&M Committee. Color option were the only changes made recently. Type of stone should be clarified. Dimensions of patio should be added to the specs. Add to the "please note" that existing landscaping must be considered prior to submitting a proposal AND moving that portion of the document to the top. Changes will be sent to Lisa by Kendra. Kendra suggested that the specs also be reviewed by Legal counsel. Discussion. Having the contractor sign off on the specifications should be a requirement for this and all our specifications.
- **e. Home Spec Proposal** 3425 EW foundation: motion made by Kat to accept the bid for \$38,549.95, seconded by Nick. Motion passes.
- **f. Home Spec Proposal** 3406 OW drainage: motion made by Nick to accept the bid for \$6,935.85, seconded by Jessica. Motion passes.
- **g.** Home Spec Proposal 2268 PF foundation: motion made by Nick to accept the bid for \$33,755.03, seconded by Jessica. Motion passes.
- **h.** Superior Proposal 2656 WW foundation/grading: Motion made by Jessica to accept the bid for \$2,300.00, seconded by Nick. Motion passes.
- i. Unbudgeted expenses: we should take the recent approved unplanned capital expenses from the roof replacement budget. We then need to re-evaluate the next phase of roofs to be replaced (less \$103,812).
- **j. City of Ann Arbor Snow Removal Contract**: Kendra explained the status of the approval.

ADJOURN TO EXECUTIVE SESSION at 8:23 pm

Next Board Meeting: Wednesday, October 27, 2021