



**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, October 19, 2022**

Minutes

Board Members Present: Ellen Johnson, John Sprentall, Jessica Lehr, Joy Knoblauch

Board Members Absent: Nick Oliverio

Committee Chairs Present: None – both had other engagements

Kramer-Triad Management Staff Present: Kendra Zunich, David Walke

Community Members Present: Laura DeCiccio, Linda Ross, Michele O’Grady joined at 6:40.

1. Co-owner Open Forum – 6:00 p.m.

No co-owner requests or comments.

2. Call to Order

The meeting was called to order at 6:09 p.m.

3. Approve Agenda

- It is proposed that we table the following three items, as there are no updates for them:
 - Item 8.b.ii – Governing Documents Amendment Process – Ad hoc Committee
 - Item 8.g.i – Policy – Surveillance
 - Item 8.h - Community Building Parking Lot.
- John S. moved and Jessica L. seconded to accept the agenda as modified; all are in favor; the motion passed.

4. Approve Previous Meeting Minutes of September 21, 2022

As moved by Jessica L. and seconded by John S., the minutes were approved as presented.

The Village Mission:

*To provide an exemplary living experience through the continual improvement of service to our members
while enhancing our buildings, grounds, and community spirit.*

5. Committee Reports

- a. Landscape Committee Brian Rice, Chair
Prior to the meeting, Brian Rice communicated by email to Board members the Landscape Committee's concern about the tree nursery. A number of trees there have grown too large to be transplanted. Also, maintenance of the tree nursery is not an established part of Superior's tasks; the Landscape Committee would like to allocate about \$2,000 for Superior to officially take over this maintenance.

The Committee proposed the option of removing the large trees to provide space for new small trees to be nurtured. Questions are raised about the need to remove them: why not leave them and establish a second nursery elsewhere? Soil conditions are important – the current location is somewhat deficient and would need improvement. Further discussion is needed prior to a decision.

Board would like Landscape Committee to discuss and provide a couple of different options for the nursery as part of budgeting. We'd like to see this include cost/benefit analysis and also some attention to how we would plan proactively for use of the nursery and track how things go.

- b. Modification and Maintenance Committee Lisa Lemble, Chair
Minutes of the October 4, 2022, meeting of the M&M Committee were included in the Board document packet. Ellen J. reviewed the requests made and approved: crawlspace encapsulation; bike shed relocation; circuit breaker panel replacement and new outlet for electric range, which will require a new exterior line drop; foundation stabilization followed by crawlspace encapsulation.

6. Ratify Votes Made via Email

No votes by email.

7. Kramer-Triad Report – 6:50 p.m.

- a. Manager's Report
Kendra Z reviewed sales, work orders, violations, and the status of current major projects and contracts. Key items:
- roofing and gutters are in the bidding phase
 - deck staining has been completed for the year
 - building painting started on September 19
 - chimney work – revisit for one last chimney, then complete
 - concrete work completed
 - foundations – inspection and assessment phase

The Village Mission:

To provide an exemplary living experience through the continual improvement of service to our members while enhancing our buildings, grounds, and community spirit.

- b. Financial Report – The report for September 2022 will be sent later.
 - i. Unbudgeted expenses discussion /review – three items:
 - Playground rehab: \$1,400
 - Pool attendant labor: \$2,014
 - Tree removal of a Dutch Elm in one of the common areas: \$1,500
 - ii. Preventive maintenance inspection maps – some updates; to appear next month

8. Continuing Business – 7:00 p.m.

- a. Long term planning
 - i. Reserve study update: Jessica L. completed a close review of the final document from Reserve Advisors and sent Board members a couple versions of our internal excel long term planning model with the updated data. Jessica has some questions around how to best reflect investments in Pipes (multiple lines), but they do not have a material impact on approving the reserve study. The one change remaining in the study itself is to eliminate removal of the gazebos as a line item since we plan to keep the playground gazebos. She recommends adopting the report as presented, on condition that the item just mentioned is removed. Jessica moves and John seconds acceptance of this recommendation; all are in favor and the motion passes. Kendra will follow up with Reserve Advisors. The Reserve Study in its final edition will be posted on our website.
- b. Governing documents – Amendment Process
 - i. Wish list – no changes
 - ii. Ad-hoc committee – TABLED
- c. City of Ann Arbor – Drainage update

The Board met this afternoon with Ihsan Aljawaheri , the engineer from McDowell Associates who conducted the on-site inspection in August, so all Board members could hear his observations and initial assessment of our foundation issues firsthand. Based on what he was able to see, he feels that the major source of our foundations issues is water that gets too close to the buildings and foundations. Several fixes were discussed, most of which involved work outside the buildings rather than—or in conjunction with—work inside the crawl spaces/basements. The goal for all solutions is to direct water away from the building foundations; if this isn't possible, then the next best plan is to prevent water from becoming part of the clay or soil that settles or pushes against foundations.

We requested and were promised a follow-up letter that would speak to/address:

- the important but non-urgent nature of the foundation issues in the Village
- our request to McDowell to serve as consultant and arbiter of foundation repair proposals and contractors

Ihsan agreed to provide material for our review within the next 7-10 days.

The Village Mission:

To provide an exemplary living experience through the continual improvement of service to our members while enhancing our buildings, grounds, and community spirit.



The Board also met this afternoon with two representatives from the City of Ann Arbor, Troy Baughman & Igor Kotlyar, who arrived with a list and a map of the water mitigation strategies and improvements that are budgeted and scheduled to be carried out in 2023-2024 in Pittsfield Village. Majority of the work is moving into design phase and there will be opportunity for community members to learn more once that is underway. Before the main project, the City will work on installment of curb drains on Pittsfield to accommodate the discharge from sump pumps at 2820 and 2822 Pittsfield. This work is scheduled for the fall, so will likely begin soon.

Jessica noted that the City's executive summary also provides a great breakdown of recommendations for things our Association can do, and things our residents can do. There was overlap between these recommendations and some of what we heard from McDowell. We will need further Board conversation about water mitigation and management strategy for the community, and we may want some additional conversation with the City around this as follow up to the first meeting.

Board members are encouraged and pleased with the degree of involvement and commitment by the City to improve water mitigation in the Village. Long overdue and very welcome.

d. Resale inspections

Short discussion about the questions raised last month and how to proceed. All agree that we need more information about options, processes, and potential issues or concerns. John S. and Ellen J. will follow up, with the goal of arriving at a template.

e. Rain gardens

Over the next couple months Jessica L. will follow up with Susan Bryan from the County to confirm process and schedule a free County Rain garden consult(s) with the Village. Jessica wants to know who would be interested in joining the walkabout to assess the potential for rain gardens in the Village. Those expressing interest this evening: Jessica L, Kendra Z, Ellen J, Joy K, Dave or Ryan, and members of the Landscape Committee.

For current rain gardens where questions were raised about the plantings, Kendra is awaiting response from Perimeter.

Note: further rain gardens will require maintenance by our grounds crew; we'll need to add to their tasks and to the budget once we have a firmer plan.

f. Communication

A question is raised about the number of email votes needed to approve the minutes; Kendra reports that three are required. Upon approval, Tracy will post them. We need to add a sidebar/notice in the newsletter and/or via email that they have been approved and are

The Village Mission:

To provide an exemplary living experience through the continual improvement of service to our members while enhancing our buildings, grounds, and community spirit.

available to the community. Jessica would like to see this be a standard part of the process of getting the newsletter out.

Idea was also discusses of publishing a version of the summary Kendra sends to the Board in the newsletter as a Board meeting summary. Ellen to look at what Kendra sends this month and tweak.

- g. Policy
 - i. Surveillance - TABLED
- h. Community building parking lot – TABLED
- i. Superior – Buckthorn removal proposal
In a continuing effort to halt the spread of buckthorn, Superior responded to a request for a budget to remove this invasive plant from another area in the Village. The proposed scope and budget are reviewed and approved, by a motion from John S, supported by Jessica L. Joy would like to discuss Buckthorn strategy further as part of next year's budget process.

9. New Business

- a. 2325 Fernwood – Foundation Stabilization
Two proposals were included in our packet and reviewed.
 - Resident clarified that Homespec was debating which option was best. What is included in our packet is a lower cost option but may not reflect the best long term investment
 - Board believes this could be a good use case for getting advice from McDowell. Kendra to follow up to see if he can have a look
 - Given that Homespec was debating about options, would also be of value if we can get more info there or even have a conversation between Homespec and McDowell

The Village Mission:

To provide an exemplary living experience through the continual improvement of service to our members while enhancing our buildings, grounds, and community spirit.



b. RTA Bid Assist + Quality Control Proposal

This proposal will cover the coming year. After review, we are agreed on the proposed scope of work and budget, with the condition that the budget not exceed \$8,500. Jessica L. proposed adoption of the agreement and budget, with the condition; John S. seconded; all are in favor and the RTA proposal is approved.

c. City of Ann Arbor – Snow removal agreement

The City's snow removal agreement arrived! After review, Jessica proposes adoption of the agreement; John S. supports; all are in favor and the motion passes.

10. Adjourn to Executive Session

Time: 7:38 p.m.

Next Board Meeting: December 7, 2022

The Village Mission:

To provide an exemplary living experience through the continual improvement of service to our members while enhancing our buildings, grounds, and community spirit.