



**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, December 7, 2022**

Minutes

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

Board Members Absent: Nick Oliverio, John Sprentall

Committee Chairs Present: None – both had other engagements

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

Community Members Present: Laura DeCiccio

1. Co-owner Open Forum – 6:00 p.m.

Noemi asked about history of solar panels and potential for Pittsfield Village, including non-roof options. Ellen gave a history of the engineering study. There are options for roof installation, but they require structural reinforcement so are costly. Pole mounted and deck attached has been investigated, but also had barriers. Ellen is interested in non-square solar panel options.

2. Call to Order

The meeting was called to order at 6:00 p.m.

3. Approve Agenda

- It is proposed that we table the following items:
 - Item 8.b – Resale inspections
 - Item 8.d – Communications
 - Item 8e.i – Policy on Surveillance
 - Item 8.f - Community Building Parking Lot
 - Item 9.b – TruGreen 2023 Applications Proposal
- Joy K. moved and Jessica L. seconded to accept the agenda as modified; all are in favor; the motion passed.

4. Approve Previous Meeting Minutes of October 19, 2022

As moved by Jessica L. and seconded by Joy K., the minutes were approved as presented.

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5. Committee Reports

- a. Landscape Committee Brian Rice, Chair
 - b. Modification and Maintenance Committee Lisa Lemble, Chair
- Brief reports for both committees; few requests.

6. Ratify Votes Made via Email

October and November: The following decisions voted on by email were ratified (Joy move, Jessica second):

- McDowell – Soil Boring Proposal - \$4,000
- CD Maturity – PacWest @ 4% for 13 months
- CITI Roofing Proposal - \$198,417.62
- October BOD Minutes
- Hutzl – 2625-2627 Pittsfield – Water Line Replacement - \$16,020
- City of Ann Arbor Water Service Line Reimbursement Agreement for 2625-2627 Pittsfield: \$16,020

7. Kramer-Triad Report

- a. Manager's Report
Kendra Z reviewed sales, work orders, violations, and the status of current major projects and contracts. Key items:
 - Average sales for 2022: 1 BR = \$165,000; 2 BR = \$187,400
 - Roofing and gutters: projected to start week of November 14
 - Painting, concrete, deck staining, and chimney work all completed
 - Foundations: inspection/assessment phase
 - Three contracts ending that need review
 - MasterCraft - painting
 - TruGreen – lawn feed/weed
 - Associa / Kramer-Triad - management
- b. Financial Report – The report for October 2022 will be sent later.
 - i. Unbudgeted expenses:
 - Additional playground rehab: \$1,400
 - Pool attendant: \$2,014
 - Additional common area tree removal: Dutch elm: \$1,500
 - ii. Preventive maintenance inspection maps – updated versions in packet

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8. Continuing Business

- a. Governing documents – Amendment Process
 - i. Wish list – no changes
 - ii. Ad-hoc committee – an item was added to the Committee Goals: outreach to community members to gather input/feedback

- b. Resale inspections - TABLED

- c. Rain gardens

Jessica L. talked briefly with Susan Bryan; Susan would like to understand more about City recommendations in the Village. Jessica will follow up on this request. Hoping to arrange for County consult over the winter sometime.

Kendra received a response from Perimeter about plantings used for current rain gardens: they followed guidelines from the Master Gardener program. Going forward, recommendations for rain garden plants will be reviewed by the Landscape Committee.

- d. Communication - TABLED

- e. Policy

- i. Surveillance - TABLED

- f. Community building parking lot – TABLED

- g. Foundation stabilization – 2325 Fernwood

McDowell has completed the soil boring; results and report to be delivered in the near future.

Katie F. (of 2325 Fernwood): the proposal from Homespec to attend to the crack in her foundation was sent to McDowell for review. McDowell's recommendation included a backfill solution and a fix to the footing. These recommendations were passed along to Homespec to revise their proposal.

9. New Business

- a. Myler & Szczypka – FY 22/23 Tax Engagement Letter

This is the annual agreement to handle our taxes. The proposal is reviewed; Joy K. moves to approve and Jessica L. seconds; all are in favor and the agreement is approved.

- b. TruGreen 2023 Application Proposal - TABLED

- c. Margolis – Salt and deicer Pre-Buy

The Pre-buy invoice for salt and de-icer is \$29,626.47. There's discussion about alternatives: perhaps mixing sand with the salt? We can look into the price of sand, but the larger question is the city and rules about the use of sand on sidewalks or streets. It collects on lawns and streets after plowing/melting; enters the storm sewers and can create blockages, etc. We need to check on city guidelines/rules before taking action on adding sand.

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Since this is a pre-buy, the price is lower than it will be in another few weeks/months. With no pre-buy, we could pay more and run out, with none available to buy. Any that we purchase now can be held over to the following year if we don't use it.

Joy K. moves to approve the purchase; Jessica seconds. All are in favor, and the motion passes.

d. Budget work for FY 23-34

We need to get to work on our next budget. This involves getting input from the committees on needs and wishes, getting a draft from Kendra with known and estimated amounts, then setting a date to meet and review, line by line, plus a second date for a second review if needed. The budget must be final and adopted no later than March 31, 2023. Kendra will follow up with a budget draft and setting meeting dates.

10. Adjourn to Executive Session

Time: 7:15 p.m.

Next Board Meeting: January 18, 2023.

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