



Pittsfield Village Condominium Association
Board of Directors Meeting
July 20, 2022
Minutes

Board Members Present

Ellen Johnson, John Sprentall, Jessica Lehr, Joy Knoblauch, Nick Oliverio

Board Members Absent

Nick Oliverio

Committee Chairs Present:

- Brian Rice, Landscape Committee

Kramer-Triad Management Staff Present:

Kendra Zunich, Dave Walke

Community Members Present

Laura Decicco, Linda Ross, Anna MacCourt, Cindy Samoray, Linda Speck, Theresa Moore

1. Co-owner Open Forum

- Anna MacCourt reported that last week, her husband and daughter used an upwalk that passes next to a co-owner's front porch to get to a play area in the field behind the unit. The co-owner was very angry, came outside, and rudely told the pair that they were not allowed to use the co-owner's upwalk to get to the field. The father and daughter retreated quickly, but were in turn very surprised and upset. Ms. MacCourt asked the Board to make it known to this co-owner and all residents and co-owners that upwalks are part of the common elements in the Village and may be used to get to fields and play areas.

The Board regrets this incident deeply and will reach out to the father and daughter to express our concern. An article in the August newsletter will address the topic of common elements, which are available to all residents regardless of where they live in the Village.

2. Call to Order

Time: 6:05 p.m.

3. Approve Agenda

- Item added under 'New Business': Ground hogs
- Moved by John S. to approve the agenda as amended; seconded by Joy K.; all in favor; motion passed.

4. Approve Previous Meeting Minutes: June 29, 2022

- One correction was made on p. 3 to clarify what some of the discussion around the Legal contract was about
- Moved by John S. to approve the minutes as corrected; seconded by Joy K; all in favor; motion passed.

5. Committee Reports

- a. Landscape: from July 19, 2022 meeting:
 - Granted several requests for tree removal, shrub trimming
 - Garden Marker Program: no issues on June's walk; in August and September walks will be on 3rd Mondays
 - Rain garden proposal: received; will review for next meeting
 - A unit on Edgewood is bare in the front; needs bedding plants; Superior will draft a plan
- b. Modification & Maintenance: No meetings in July; requests are being reviewed online.

6. Approved Motions via Email

- None

7. Kramer-Triad Report

- Manager's Report
 - Kendra Z reviewed sales, work orders, violations, and the status of current major projects and contracts; biggest news: a 2-bedroom unit sold for \$238,000!! Highest sale price to date.
- Financial Report – June 2022
 - Unbudgeted expenses
 - Foundations: Kendra Z contacted McDowell and Associates, a Michigan geophysical engineering firm that specializes in foundations, to ask for a proposal to assess the status of the five most urgent foundations needing attention, and devise a plan to address the issues. The proposal received is for a site visit to the units followed by plan development. Estimated time/cost: 6-10 hrs @ \$150/hr.

Board members agree with the proposed scope of work and set the cost as 'not to exceed \$1,500.00; this is well within our budget for professional services.

Jessica L moves to approve the expense; Joy K seconds; all are in favor; the motion passes. Kendra will ask for a written contract from McDowell and Associates and send to Ellen Johnson for signature.

- Preventive maintenance / Inspection maps
 - Updates made to service drop map; review and update of sewer stack map in progress
 - Linda R asked: if electric panel is upgraded, does the Village need to know?
Answer: Yes; the Village needs to know that the upgrade was done and the contractor doing the work. The co-owner needs to make a request via the M&M committee or notify the office so the information gets recorded; the work requires a permit, a copy of which must be submitted to the Village office to be kept with records for the unit.

8. Continuing Business

a. Long term planning

i. Reserve Study update

Jessica L has highlighted needed revisions to the Reserve Study and created a slimmed down spreadsheet to communicate only areas of change to Reserve Advisors. Board members and staff are asked to review and provide feedback to Jessica. All are fine with submitting this for revisions. A copy of the final revised spreadsheet will be shared with Rita A at Kramer-Triad. Cost of the final revision of the Reserve Study by Reserve Advisors is \$150.

Jessica L moved to approve the expense; Joy K seconded; all in favor; the motion passed.

b. Governing documents amendment wish list

- To be addressed with agenda item 9a.

c. City of Ann Arbor – drainage update

- Kendra Z is working to connect with Troy Baughman to arrange a meeting with the Board and interested community members. She will communicate available dates when she hears from Troy; hopes to have these by the end of the week. Board members will then need to respond to Kendra to confirm their availability.

d. Resale inspections

- Since the beginning of 2022, the Board has become aware of a number of units being sold that have unapproved modifications, several of which are structural and could pose serious problems and danger to the buyer or other co-owners in the same building. We've learned of these situations only by perusing realtor websites to view units after they are posted.

We are particularly concerned because an increasing number of homes are being purchased with cash offers and no inspection, so there's no opportunity for the buyer to be made aware of issues. In some cases, sellers were unaware because they, in turn, had purchased the unit without an inspection.

Kendra Z consulted with our legal advisor, Zelmanski et al, who confirmed that it is not uncommon for condominium associations to have exterior inspections as part of the sale process. Required interior inspections, however, are very rare.

Is there a point during the sale when an inspection and/or document attesting to modifications could be completed? Kendra Z said that at the time of sale, two documents are sent to the Village office from a lender; they aim to ensure there are no outstanding debts or legal issues. However, for cash sales, there is no lender, so these documents are absent.

Our bylaws allow us to have a policy on inspections. Reviewing documentation and developing a draft policy needs to be done off-line; members of the Board will take on this task.

e. Rain gardens

- Jessica L sent out a proposal to look into the option of using rain gardens to mitigate water/drainage issues on Village property. A first step is to engage the County for their free property assessments with respect to rain gardens. The Landscape Committee needs to be part of the process. Jessica L sent a copy of her proposal to the Committee; as noted earlier, they were unable to address it at their July meeting and have it on their agenda for August. Discussed ideal timing for working with the County – Jessica noted that Susan Bryan said winter can actually be a good time since it is easy to see the shape of the Landscape. Also a quieter time for the Landscape Committee and staff.
- Questions were raised about the rain garden installed by Perimeter behind a unit on Oakwood. The concern is about the plants used in the garden. Kendra Z will follow up with Perimeter to find out their choices and reasons behind them.

f. Communication

- To improve communication to residents about discussions and decisions by the Board, we have moved the meeting date from the 4th Wednesday of the month to the 3rd Wednesday. This allows more time to prepare and approve Board minutes prior to issue of the following month's newsletter. We also want to include a summary in the newsletter of news/discussions/decisions from the Board meeting and a link to the posted Board minutes.
- Board members agree that it's important to use the newsletter to share information about Board activities and promote efforts to improve our community.
Newsletter topics of immediate interest:
 - Common spaces and respect of all residents who wish to use them
 - Improvements and need for permits
- Other topics have been floated in the past; Ellen J will compile a list and share with Board members. Jessica to create a Google Doc where this can live. Perhaps we can have a column to note when someone volunteers to draft an article on a topic. A newsletter notice will ask for topics or items/questions proposed by residents.

g. Policy

i. Signage

The Board is considering parameters and next steps on enforcement of the Resident Rules and will revisit the topic at the next meeting. A resident/co-owner survey of preferences is proposed. Ellen J will follow up.

ii. Security cameras – After brief discussion, Board members believe the current draft is sufficient to allow a vote on acceptance. Jessica L moves to approve it; Joy K seconds; all in favor; the motion passes.

h. Community building parking lot (tabled)

9. New Business

a. Ad hoc committees

We have officially engaged our legal firm to help us with the process of amending our governing documents. What's needed now is internal work to introduce the task to Village co-owners and identify/develop/implement the processes needed to carry the task forward. Board members are generally in favor of establishing an ad-hoc committee to handle this task. Prior to asking for volunteers for such a committee, the Board needs to develop a scope of work that includes at least major elements of the task, time frames, available resources, deliverables, and so forth, so ad hoc committee members know what to expect. Further Board discussion needed.

b. Ground hogs

Woodchucks, groundhogs, and other similar size critters are a major source of damage to gardens and, most importantly, our foundations. We have too many of them on the property, especially under decks, which are prime real estate for them. How to control??

A Board member cites the Washtenaw County Wildlife Conservation District as a resource for learning how to handle the issue. Kendra Z will contact the group to find out how they could help us reduce or eliminate the problem.

10. Adjourn to Executive Session

Time: 7:43 p.m.

Next Board Meeting: Wednesday, August 17, 2022