



**Pittsfield Village Condominium Association  
Board of Directors Meeting  
August 17, 2022**

**Minutes**

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**Board Members Present:**

Ellen Johnson, John Sprentall, Joy Knoblauch, Nick Oliverio

**Board Members Absent:**

Jessica Lehr

**Committee Chairs Present:**

Brian Rice

**Kramer-Triad Management Staff Present:**

Kendra Zunich, David Walke

**Community Members Present:**

Laura Decicco, Theresa Moore, Bob Vogelwede

**1. Co-owner Open Forum – 6:00 p.m.**

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Theresa Moore reports that she has been able to find a contractor to assess the work to be done and provide a scope of work for addressing the missing support in the living/dining area. She will provide updates to the office when available.

**2. Call to Order – 6:15 p.m.**

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6:22 p.m.

**3. Approve Agenda – 6:20 p.m.**

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Ellen J. proposed tabling Item 8h: Community Building Parking Lot as there is no new information to share at this time.

There are no further additions or modifications; approval is moved by John S., supported Nick O. The motion passes.

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4. Approve Previous Meeting Minutes of July 20, 2022 – 6:25 p.m.

The July minutes were approved via email, so this item will be addressed under Item 6 - Ratifying motions through email.

## 5. Committee Reports – 6:30 p.m.

- a. Landscape Committee Brian Rice, Chair  
Brian R. highlights key items in the minutes of the August 9, 2022, meeting. Full minutes, to be approved, were included in the Board document packet for this evenings meeting.
- b. Modification and Maintenance Committee Lisa Lemble, Chair  
Minutes for the August 2, 2022, meeting of the M&M Committee were included in the Board document packet. Ellen J reviews requests and responses to co-owners, and asks for correction of two of the co-owner addresses in the minutes: 3421 Oakwood and 2361 Parkwood, neither of which is a valid address in the Village.

6. Ratify Votes Made via Email – 6:45 p.m.

Two votes were taken by email: one for approval of the July 20, 2022, minutes and the other for accepting the cost increase to complete revisions to the Reserve Study.

John S. moves and Nick O supports to ratify the 'Yes' vote to approve the July 20, 2022, minutes; the motion passes.

John S. moves and Nick O supports to ratify the 'Yes' vote to approve the increase of the cost of revisions for our Reserve Study from \$150 to 'not to exceed \$600'; the motion passes.

## 7. Kramer-Triad Report – 6:50 p.m.

- a. Manager's Report  
Kendra Z reviews sales, work orders, violations, and the status of current major projects and contracts. Key item: MasterCraft is scheduled to begin painting on September 12, weather permitting.
- b. Financial Report – for July
  - i. Unbudgeted expenses discussion /review – None
  - ii. Preventive maintenance inspection maps – No changes from prior month

8. Continuing Business – 7:00 p.m.

- a. Long term planning
  - i. Reserve Study update: The Board voted to approve the increased expense of producing the final version; see Item 6 above.

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- b. Governing documents – Amendment Process
  - i. Item list – no changes to the items from the prior month
  - ii. Ad-hoc committee  
Board members are in favor of creating an ad-hoc committee to spear-head this process, with Board representation. What’s needed before seeking committee members is a scope of work defining the starting point(s), the end point(s), the major steps for getting from start to end, and available resources. No decisions made on next steps.

- c. City of Ann Arbor – June Event/drainage update  
No match yet on dates for a meeting with the City to review the report on the June Flood event. Kendra will ask Troy for possible dates in October.

Kendra Z confirmed that the link to the City’s report was forwarded to McDowell and Associates to consult in conjunction with preparation of their report.

- d. Resale Inspections  
Kendra contacted our attorney about this type of inspection. Response: exterior pre-sale inspections in condo communities are not uncommon; interior inspections however are rare.

Mr. Zelmanski confirmed that our bylaws allow for interior inspections, should we decide to go ahead with draft and adoption of a policy on the practice.

John S. will review available documentation and draft a policy for later review by the Board.

- e. Rain gardens  
We engaged in a short discussion about the relative merits of this option for addressing drainage issues in the Village. Board members agreed that we should proceed with a request for the walk-through/ assessment by the County representative. Winter is apparently a favorable time: the topography is more easily visible. Kendra Z. will follow up at the appropriate time to secure a date.

- f. Communication  
Ellen J. proposes newsletter articles on items of concern in the Village using the revised Resident Rules as a springboard. September article could address bird feeders and signs; a following month could target deck use/misuse and maintenance as well as the unapproved proliferation of items attached to the outside of buildings. Ellen will work to get these article drafted and circulated for review.

- g. Policy
  - i. Signage: At the July Board meeting, John S. had proposed revising the resident rule on signage; this evening he walked back the proposal and advocates keeping rules as they are currently written. All agree.

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- ii. Surveillance: The policy we adopted last month references 'surveillance', whereas all of our discussions on this topic referenced ring/camera doorbells. John proposed to edit the Policy with language that is more specific and in keeping with our discussions. Board members agree, while also acknowledging the possible need for a policy on surveillance devices as well.

h. Community building parking lot – TABLED

i. Woodchucks

They're back! And causing problems. Kendra Z. gathered information on control of these critters. As with other wildlife residents contend with (skunks, possums, etc.), the primary means of control appear to involve making the areas around the buildings as inhospitable as possible. One key action co-owners can take: installing some type of barrier to prevent access under the deck.

Several Board members propose a newsletter article, using the documentation provided by Kendra Z. Ellen J. volunteers to draft an article for review.

## 9. New Business – 7:30 p.m.

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a. Revised crawlspace specification

The M&M committee approved the revised specifications and have submitted them to the Board for review and approval. After brief discussion—and thanks extended to Barbara Butler and the M&M committee for the thorough rewrite—Board members approve the revised crawlspace specifications as presented.

b. Foundation assessment – McDowell Report

This report was received just before tonight's Board meeting. Board members had a chance to review briefly. At this point, we would like to ask McDowell for specific recommendations for the foundations visited and assessed, as well as a broader proposal of ongoing support for foundation assessment, scope of work drafting, contractor selection and oversight during implementation. Kendra Z. will communicate this request to McDowell.

c. Google workspace subscription

This service is no longer free; a paid subscription is required. Cost: \$3.00 per user per month. The Village currently has seven individuals who make use of Google workspace, which comes to \$21.00/month. The Board votes approval of this expenditure.

## 10. Adjourn to Executive Session – 8:00 p.m.

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Time: 7:50 p.m.

Next Board Meeting: Wednesday, September 21, 2022

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