



**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Wednesday, September 21, 2022**

**Minutes**

---

**Board Members Present:** Ellen Johnson, Jessica Lehr, Nick Oliverio, John Sprentall

**Board Members Absent:** Joy Knoblauch

**Committee Chairs Present:** Brian Rice

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

**Community Members Present:** Paul Balber, Steve Rich, Linda Ross

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

---

- Paul Balber's unit was one of the five visited by the engineer from McDowell and Associates during the explorative foundation assessment. Paul wanted to know about follow-up from the assessment, and specifically for his unit: any recommendations? need for concern? next steps?

Ellen Johnson responded with a short summary of the engineer's findings: While there are a number of factors contributing to foundation issues in the Village, two stand out:

- Soil type: there is much clay underneath our buildings, of a type that absorbs moisture. During a heavy rain, the clay expands and pushes against the foundations, causing cracks, bowing, etc. In addition, if that moisture remains in the ground into fall and winter, the water freezes and pushes against foundations.
- Water flow around buildings: the goal for remediation is keeping water away from the buildings, by means of gutters, regrading, and other measures. Protecting foundations via excavation and exterior waterproofing is a possible solution, but ought to be a last resort.

The addition of gutters on our buildings is definitely a step in the right direction; regrading more of them will also be helpful. Sump pumps are helpful as well, but do not address the source of the issue. Critical to sump pump installation is ensuring that water drainage is far from the building. Otherwise, water remains close to the foundation and continues to damage the structure.

---

*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.*

- Steve Rich, at 2353 Parkwood, reports that there are parts of his building that have no gutters, and that water from the roof falls too close to the building in some areas. He asks: Why don't buildings have gutters on all parts of the roof?

Ellen J. provides some background to the roofing and gutter project, noting that the lower areas of our buildings have overhangs that help to direct water away from the foundations. Steve R. remains concerned and will make a video for the Board to see the situation at his building.

## 2. Call to Order – 6:20 p.m.

---

6:20 p.m.

## 3. Approve Agenda

---

- It is proposed that we table Item 8.h – Community Building Parking Lot.
- John S. moved to accept the agenda as modified; Nick O. seconded; all are in favor; the motion passed.

## 4. Approve Previous Meeting Minutes:

---

- One correction: Jessica L. was not at the August meeting; change status on final version.
- John S. moved to approve the minutes as corrected; Nick O. seconds ; all are in favor and the motion passed.

## 5. Committee Reports

---

- a. Landscape Committee Brian Rice, Chair  
Brian R. highlighted key items in the minutes of the September 13, 2022, meeting. Full minutes, to be approved, were included in the Board document packet for this evening's meeting.
- b. Modification and Maintenance Committee Lisa Lemble, Chair  
Minutes of the September 6, 2022, meeting of the M&M Committee were included in the Board document packet. Ellen J reviewed the requests made at the M&M meeting: front and rear storm door replacements, approved; a bathroom vent request, approved; and a request for crawlspace encapsulation, tabled pending submission by the co-owner of a modification request and documentation that specs will be followed. The final specifications for crawlspace encapsulation were sent by Lisa Lemble to the co-owner; they are on the agenda tonight for final review and approval.

## 6. Ratify Votes Made via Email

---

No votes by email.

## 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: Chimney work began in late August and is scheduled to finish up this month. Painting has started and will continue through the month, pending good weather.

### b. Financial Report – for August

- i. Unbudgeted expenses discussion /review: None.
- ii. Preventive maintenance inspection maps: included in the packet are maps for chimney repair, foundation condition concerns, sewer stack replacement, and service drop upgrades. No changes from prior month.

## 8. Continuing Business – 7:00 p.m.

---

### a. Long term planning

- i. Reserve Study update: The final version was delivered by Reserve Advisors. It needs a final review and a formal approval by the Board, after which it will be posted on our website. Jessica L. will take a close look and update our internal budget model. We'll target approval at the October Board meeting.

### b. Governing documents – Amendment Process

- i. Item list – no changes
- ii. Ad-hoc committee  
Included in our packet is a one-page proposed set of guidelines for an Ad Hoc Committee to work on the Governing Document Amendment process. The proposal is based on committee policy documents used by Kramer-Triad. Kendra Z. will send it in Word so it can serve as a working document for the Board. Jessica L. asks that we add the task of helping the Board solicit community feedback. Steve Rich (resident) has a legal background and is interested in being on the Ad Hoc Committee.

### c. City of Ann Arbor drainage update

A meeting has been arranged with the city for Wednesday, October 19, from 3:00 – 4:00pm, the same day as our October Board meeting. The current plan is for an in-person meeting at the Village office, with the meeting recorded for any who may not be able to attend.

### d. Resale inspections

Included in our packet is a draft of the topics and language to serve as the starting point for a policy regarding pre-sale inspections by the Village, presented by John S. A number of concerns and questions are raised that also need consideration:

- Who would conduct inspections? Costs?
- When would they be done? What would/could be the process and timeframe?
- Could we identify pros and cons to having such a policy?

---

*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.*

- Need to ensure compliance with our bylaws and resident rules
- Review needed by legal
- Next steps identified: John to get feedback from Dave (Maintenance).

Kendra Z. mentions that an inspection checklist can be purchased by buyers. Ellen will double check with Wanda re: Community Archive. Is there a document we might use as a starting point for language – even if it is focused on internal (vs. external) inspections?

When the time comes, the topic and the policy will need to be covered in a newsletter article.

e. Rain gardens

Kendra Z. is awaiting follow-up from Perimeter about the selection of plants for the rain gardens installed over the last several months. Jessica L. will contact the county to look for a date for the representative to make a site visit, targeted for some time in the winter.

Question raised about the rain gardens: who is tasked with maintaining them? Any guidelines? Additional costs? Kendra Z. will check with Les C., from Superior. Expectation is that this will not be a big deal now (2 gardens) but if we proactively put more gardens in, it may need broader discussion.

f. Communication

Two articles were published in the September newsletter: one about woodchucks, and another about enforcement of our resident rules. This latter article featured a ‘quiz’, challenging co-owners with questions that have answers in the newly updated/formatted set of rules. To follow in coming months: articles about specific topics, as described at last month’s meeting: bird feeders, signs, use of decks and outdoor space for storage, what can/cannot be attached to our buildings, and other topics. Ellen J. will draft these articles. Some additional discussion during the meeting around

a. Newsletter Ideas

- i. Foundations
- ii. Article about each of the maps – and then include the map (feedback on chat from residents attending meeting that they really liked this idea!)
- iii. Status update for goals mentioned in Annual meeting
- iv. Follow up to quiz from last month (including process)

b. Town Halls idea – germ of an idea for getting community feedback, especially for governing docs amendments. Put to the ad hoc committee to flesh out/advise

g. Policy

- i. Signage: This topic was discussed and resolved at the August meeting; our current policy in the resident rules signage remains unchanged. We will begin enforcing this policy.
- ii. Surveillance: A revised document is presented that clarifies the target of this policy as doorbells with security cameras, and not surveillance cameras to monitor outside movement. Following a brief discussion on appropriate terms and definitions, we decide that another round of edits is needed. Jessica L. to get John’s revisions into a word doc with track changes and Nick O. to workshop definitions and add to the doc; then group will make any further revisions.

---

*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.*

- h. Community building parking lot – Tabled.
- i. Revised crawlspace specification  
The revised version (6<sup>th</sup> one!) is presented for review and approval. We have all read it and send our thanks and kudos to Barbara Butler on the Modification and Maintenance Committee for her tenacity and diligence in getting this spec to its final conclusion. Jessica L. moved and Nick O. seconded Board approval of the specification; all are in favor and the motion passed.
- j. Foundation assessment – meeting with McDowell  
The Board wishes to set up a meeting with a representative from McDowell, to hear the report and any other comments from the on-site inspection conducted in August. We proposed October 19, the same day as the meeting with the City; Kendra Z. will follow up with McDowell for that date, or another.

## 9. New Business – 7:30 p.m.

---

- a. Superior – Crabapple removal/replacement proposal  
The proposal is to remove 10 diseased/aged trees at specific named locations and replant disease resistant varieties in those same locations.  
Following a motion by Jessica L., supported by John S., we approve the proposal for crabapple removal and replacement from Superior as presented.
- b. Superior – Playground rehab proposal  
Funds were allotted in the budget this year to continue with rehabilitation of our play areas. Superior's proposal for this year is to clear timber and debris from several areas and re-establish lawns. Recommendation varies depending on the assessment of safety in each playground area. Board reviewed and discussed the details of each. The proposed cost is \$5,400.00; our budget is \$4,000, the remainder would come from contingency funds. Jessica L. moves to approve the proposal at \$5,400; John S. seconds; all are in favor and the proposed work is approved.
- c. Superior – Buckthorn removal project proposal  
Buckthorn on the move!! Superior proposes two options/locations for buckthorn removal this fall: each carries a cost of \$4,500. An additional \$1,500 is required to attend to topsoil after removal of the buckthorn. The total of the proposal is thus \$10,500.00. Our budget for this task in the current fiscal year is \$6,500. We plan to approve a single section (either option), with corresponding topsoil/lawn remediation at the cost of \$6,500. We also want to know what options are for replanting, perhaps using trees from our 'tree farm'. Landscape committee has not yet discussed the proposal – this is just a preview to the Board. We will discuss further once we have committee recommendations.
- d. Arbor Valley – Dutch elm removal



Behind 2332 Fernwood is a dying 30" diameter Dutch elm tree. We have a proposal from Arbor Valley Tree Service to remove the tree and grind the stump below grade, leaving the grinder mulch. Cost is \$3,500. The Budget allotment for this task is \$2,000; the remaining \$1,500 would come from contingency funds.

John S. proposes approval of the removal and its funding, Nick O. seconds; all are in favor; the motion passed.

The work will be conducted in winter/dormant months: November, December, or January, in order to get the equipment in place behind the buildings. Equipment will be driven between 2340 and 2332 Fernwood on sheets of plywood. Co-owners will need to be informed in advance to allow passage from the street through to the back yard.

## 10. Adjourn to Executive Session

---

Time: 7:55 p.m.

Next Board Meeting: Wednesday, October 19, 2022, 6:00 pm.

---

*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.*