



**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Wednesday, October 18, 2023**

**Minutes**

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- **Board Members Present:** Ellen Johnson, David Brassfield
  - **Board Members Absent:** John Sprentall
  - **Board Members Present Virtually:** Jessica Lehr, Joy Knoblauch
  - **Committee Chairs Present:**
  - **Kramer-Triad Management Staff Present:** Kendra Zunich, Tracy Vincent, Dave Walke
  - **Community Members Present:** Jonathan George and Jack Jennings (7:18 arrival).
  - **Community Members Present Virtually:** Dawn Scholle, Linda Ross, Laura Decicco, Jan Frank, Paul Balber
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**1. Call to Order**

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Call to order at 6:04pm by Ellen Johnson

**2. Approve Agenda**

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Motion to approve as presented was made by David and seconded by Joy. Motion carries.

**3. Open Forum**

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Jonathan George 2514 PF: storage shed violation letter received.

The shed was installed prior to the change in the Resident Rules.

Discussion

The size of the shed does not meet spec currently. Jon was asked to submit a request for review by the committee. Jon asked about the language in the letter. Ellen addressed his concern, explaining the state of the community and how we are working on identifying non-conformity and working toward uniformity. We are happy to look at our letter template to include a better explanation and expectation and softening the language.

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Jack Jennings 2329 FW – received a letter about dog loose and not being picked up after so he came to contest.

#### 4. Approve Previous Meeting Minutes from Sept 20, 2023

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Motion to approve the minutes as presented was made by David and seconded by Jessica. Motion carries.

#### 5. Ratify Votes Made via Email

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NONE

#### 6. Committee Reports

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NONE

#### 7. Kramer-Triad Report

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##### **Manager's Report**

Kendra recapped her written report to include sales, off-site owner status, September communications, work orders, bill backs, violation report, delinquencies, projects, and contracts.

##### **Financial Report**

September financial reports were included in the board pack.

Project Map will be included in future board packets again.

Include the RFP process before the next meeting, as we should do our due diligence and get bids on major contract renewals.

Email voting Process: Joy requested a policy for email voting, Jessica proposed a draft involving text messages and group agrees to have a policy for matters that need timely attention and/or email vote.

Jessica's proposal was:

Where possible, the Board discusses and votes in a meeting, but email can be used for matters that have more urgency or to discuss in preparation for a meeting. In these cases, the process will be:

- Send a text notifying Board of email vote & giving a deadline for a response.
- Default is one week. In case of emergency, Board will be asked for a quicker turnaround time and the situation will be delegated to the President for decision making as needed.
- Send a follow up text if deadline is missed

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- Count as non-voting vs. voting against (no vote) if there is no response at all.

## 8. Continuing Business

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### A. Foundations Policy, Plan, and Repair Chart

Kendra provided a chart for reference for the Board to review, update, and posted to our website. Note: add Pittsfield Village and Date in the Footnote.

Jessica wanted clarity on Water Infiltration to identify the source of the water, then proceed from there in the chart. Any other changes or suggestions should be sent to Kendra.

### B. Surveillance Policy - TABLE

### C. Community Building Parking Lot – TABLE (Ellen recapped the history for David)

### D. Sustainability Advisory Committee Update

- a. Jessica gave a summary
  - i. Active email communications currently
  - ii. Meeting Friday October 20
  - iii. Next steps to be discussed after their 10/20 meeting, place on board agenda for 12/06.

### E. Water Managment in the Village

- a. Rain Garden update
  - i. Landscape and SAC? Met with Susan Bryan and Matt Connors from the county. We looked at the rain garden on Parkwood. Brian and Kendra were there. Concerns were discussed and Susan and Matt gathered feedback from the committee to use to create custom rain garden guidelines for Pittsfield Village. Guidelines from feedback will be written and brought back to the committee. Su Hansen emailed links to resources which will be helpful and informative. We can apply for grants for rain garden installations.
- b. Next Steps
  - i. Evaluate other areas for additional rain gardens, taking advantage of the free County program.
  - ii. Have guidelines in place before the walk with the landscape committee on.
  - iii. Decide on the direction we (the board?) are going with the landscape committee regarding rain gardens (at next board meeting?).
  - iv. What are the Board's priorities?
  - v. When can we talk to the city? Kendra will reach out to Igor to get more information and to ask him to come to PV in person.

## 9. New Business

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#### Violation Procedures

Trash Fence enforcement: if we want to focus on this, maybe step back and look at guidelines, how people manage their receptacles, and what the city says. The specs were written some time ago. Discussion. Some folks with fences aren't placing cans behind the fence. Keeping cans "out of sight" is a city requirement and is complaint-driven; for us it's more aesthetics.

#### Margolis Salt/Deicer purchase

Buy ahead for cost savings. Price for salt increased since last year \$2 per ton. Ice Melt is the same price as last year. The contractor will store what we pre-purchase. Discussion and agreement to send out to bid when contract is up per our policy. Motion to approve the Margolis proposal for \$28,425.23 was made by Jessica and seconded by David. Motion carries.

HomeSpec **2640 WW** proposal for work on foundations for \$14,301.73 or \$17,228.23, which includes sump pump discharge work (drain tiles). David motioned to accept the \$17,228.23 bid, and Jessica seconded. Motion passes.

HomeSpec **3431 NW** proposal for work on foundations for \$25,577.83. the porch and the deck will be removed to perform this foundation work. The owner will be responsible to replace the deck at their cost. Owner's will be properly notified. Management will clarify whether the porch and deck will both not be replaced. Dave Walke suggested that we get this clarification on the porch replacement before approving this proposal, then the BOD could vote via email. Ellen suggested we supply a list of possible contactors to owners of affected units.

#### City of A2 Snow Agreement

Terms are the same as in previous years. Motion to accept this agreement was made by Jessica and seconded by David. Motion carries.

#### 10. Adjourn to Executive Session at 8:29pm.

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#### 11. Next Board Meeting: Combined November-December on December 6

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