



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, December 6, 2023

Minutes

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- Board Members Present: Ellen Johnson, David Brassfield, Jessica Lehr
 - Board Members Absent: John Sprentall
 - Board Members Present Virtually: Joy Knoblauch
 - Kramer-Triad Management Staff Present: Kendra Zurich, Tracy Vincent, Dave Walke, Ryan Pustay
 - Community Members Present: Su Hansen, Cindy Samoray, Sue Sterling, Katie Holda w/ two guests
 - Community Members Present Virtually: Laura Decicco, Lisa Lemble, Noemi, Jan Frank, Dawn Scholle, Linda Ross
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1. Call to Order

Call to order at 6:03pm by Ellen Johnson

2. Approve Agenda

Motion to approve as edited (tabling Surveillance Policy and Community Building Parking Lot under 'Unfinished Business' and Violation Procedures and Email Voting Policy under 'New Business') was made by David and seconded by Jessica. Motion carries.

3. Open Forum

Igor Kotlyar, City of Ann Arbor Project Manager and Cresson Slotten, OHM Project Manager (worked for the City for 33 years)

- Water and sewer main and storm sewer work in the neighborhood
- OHM is the consultant on the project to do design work.
- Construction phase will be a huge project.
- Anticipate this to be least 2 phases but this could change depending on how the design goes, funding, etc.
- Survey crews have been out already.
- Field work will be done soon –Measuring manholes and catch basins. Door hangers may be distributed, alerting folks to this work to try to keep areas as clear as

- possible of cars (near manholes and catch basins). Hope to have the Office help by sending out email blasts. Maintenance could help with cones with advance notice.
- Community engagement is part of the project plan. They plan to hold a community gathering/town hall once the design is done and there is firmer information. Likely next summer
 - 2025 is the projected construction season. The goal is to send it out for bid by end of 2024 for the 2025 construction season. Phasing will likely take the project into 2026, possibly even 2027, but they hope to complete the majority in 2025.
 - Goal will be to minimize disruptions to services. This will be challenging given the complexity of the project
 - Water Service line lead replacements: how to identify during this project, and how does Pittsfield budget accordingly?
 - This would be a separate project we would need to coordinate with the City once there is a project plan
 - It would be easier/cheaper to do while streets are torn up.
 - Could burying electrical lines be coordinated?
 - This would also be a separate project. We could ask/raise
 - Other things that will be looked into as part of design that got discussed are charging stations and possibility of a bike lane from Platt to Washtenaw along Edgewood. These are things that most of us would like, but that may be challenging given the street parking situation in Pittsfield Village.
 - Part of the design is to look at run off improvements. There were questions about permeable surfaces for roads – this will be evaluated in the exploration to see if it's a feasible option. For example, if the ground under the road is clay, it wouldn't work because the water would have no where to go.
 - David Brassfield brought up a set of water management recommendations for Pittsfield Village from the full City report. Staff will review these and put recommendations together for the Board around what we are already doing and what we should start discussing. Items noted (not comprehensive) were:
 - Rain gardens
 - Regular televised checks of sanitary sewer and footer drains
 - Grading

Open Forum – Residents

- Laura DeCicco: hard wire smoke alarms question. To make this change would be a bill-back to the resident.
- A new resident came with an issue with the neighbor/cat urine smell. Owner submitted a timeline of the events, including all costs involved with corrective measures and unit upgrades to try to resolve the issues she's having with the odorous condition. Crawlspace are heated and cooled and part of the circulation process. The neighbor has

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many cats. The cats have access to the crawlspace area and use it as a litter box evidently. Another neighbor shared her experience with the same neighbor and the large number of cats. Can there be a pet rule/limit established?

- Ryan reported on his experience while in the unit.
- The board discussed next steps. Some remediation needs to happen as this is a health and safety concern. The board will have a discussion with the neighbor- details will be discussed in Executive Session and plan to keep the affected units involved and informed of status.
- Note to all * do not block the little doors to the crawlspace in your unit.

4. Approve Previous Meeting Minutes from October 18, 2023

Motion to approve the minutes as amended (Jessica emailed a few edits and clarifications just before the meeting) was made by David and seconded by Jessica. Motion carries.

5. Ratify Votes Made via Email

1. Motion to ratify the HomeSpec Proposal for \$25,152.83 for foundation stabilization at 3431 NW made by David seconded by Jessica. Motion carries.
2. Motion to ratify the Tree Nursery vote was made by Jessica and seconded by David. Joy voted no. Joy would have liked to see more Sustainability Group involvement. Discussion. The Board is working on establishing how all committees and the Board works together with Sustainability. The Board agrees that Sustainability and Landscape should work together to form recommendation for ground cover at the tree nursery. Motion by Jessica, seconded by David. Motion carries.
3. Motion to ratify the amended Citi Roofing Proposal for ~ \$348,710 and revised RTA QC Proposal for ~ \$12,700.00 was made by David and Jessica seconded. Motion passes.

6. Committee Reports

- Landscape Committee did not meet in November due to unexpected circumstances. Meetings to resume in December.
- M&M Committee met last night with one window request and another storage unit application. Committee may consider altering the specifications on storage containers and would like to better enforcement by Board/Association.
- Gov Doc Committee met on Monday, November 13. Next meeting is scheduled for Monday, December 11. Committee is moving along with material. David is formulating questions for the lawyer.

7. Kramer-Triad Report

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Manager's Report

Kendra recapped her written report.

Sales: 24 in 2023

Approximately 150 work orders opened and 120 closed in Oct/November.

Project updates

Roofing: Three buildings have been completed, so far. Six buildings + pool bathhouses to be done, then project is fully completed!

Board discussion regarding upcoming contracts. Differing opinions on when/how/why contracts should be bid out. Further discussion and mapping needed.

8. Continuing Business

- A. Foundation Policy: Foundation Repair Map has been updated.
- B. Surveillance Policy: TABLED
- C. Community Parking Lot: TABLED
- D. Sustainability Advisory Committee: Jessica summarized:
 - a. Jessica, David, Su Hansen, and Lisa Lemble exchanged research, thoughts, and goals over email and also held an in person meeting to discuss the idea of forming a committee.
 - b. They aligned that, rather than create a separate committee, we would like to build upon the existing Sustainability Group and discuss a forum for communications back and forth between the group and the Association.
 - c. They are also proposing that the Board consider forming a task force when there is a targeted Sustainability project the Association wants to invest in. They may propose a task force to create a Master Landscape Plan.
 - d. They have a few more things to discuss in January, but Jessica wrote up a report on the current recommendations which was sent to the Board via email. David also sent a memo sharing his further comments and questions. The report also calls out things we want and don't want – which all four were very much in agreement on.
 - e.
- E. Water Management in the Village: No update. David mentioned some points including the grading issues we have here.

9. New Business

- A. Violation Procedures: TABLED
- B. 2309 PW -- Home Spec Proposal: walls shifting. Deck removal necessary. Contract price is \$16,314.85. Motion to approve this proposal was made by David and seconded by Jessica. Motion passes.

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- C. CD Maturity: Motion to move \$36,641.46 to Alliance Bank for 11-month CD at 5.15% was made by Jessica and seconded by David. Motion passes.
- D. Email Voting Policy: TABLED
- E. Alteration and Modification Restriction Acknowledgement: TABLED

10. Adjourn to Executive Session at 8:49pm.

11. Next Board Meeting: January 17, 2024