



**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, March 15, 2023**

Minutes

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

Board members Absent:

Committee Chairs Present: Brian Rice

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

Community Members Present: Laura DeCiccio, Tim Olson, Su Hansen

1. Co-owner Open Forum – 6:10 p.m.

2. Call to Order

The meeting was called to order at 6:12 p.m.

3. Approve Agenda

Motion to move the budget 23-24 discussion to the end of the meeting was made by Jessica. Nick seconded. Motion passes. Motion to approve the agenda as amended made by Jessica and seconded by Nick. Motion passes.

4. Approve Previous Meeting Minutes of February 2023

Formatting was done. comments were added. Approved via email.

5. Committee Reports

- a. Landscape Committee; Brian Rice, Chair
 - No minutes, but the committee met last night.
 - Rain garden discussion
 - One modification request (electrical) requiring running lines underground.
 - Tree nursery talks
 - Flower giveaway May 20 date set
 - Ice storm impact on our trees
 - Kat Irvin and Theresa Moore are new voting members

*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.*

- b. Modification and Maintenance Committee; Lisa Lemble, Chair
 - 2320 PW window installation -cautiously approved
 - Service panel upgrades 2315-2317

6. Ratify Votes Made via Email

- 1. Approval of February BOD minutes: motion to ratify was made by John and seconded by Joy. Motion carries.

7. Kramer-Triad Report

- a. Manager's Report
 - Sales Report summary
 - Communications from office recap
 - Off-site owners still under the 25% cap
 - Roofing and gutters still wrapping up
 - Work orders for February: 28 open, 25 closed, 5 bill back
- b. Financial Report
 - Unbudgeted expenses
 - i. Winter storm damage
 - Preventive maintenance inspection maps
 - i. Ryan has been working on this to include chimneys

8. Continuing Business

- a. Governing documents – Amendment Process
 - i. Wish list – no changes
 - ii. Ad-hoc committee
 - iii. Attorney letter, board review, meeting of the members
- b. Soil Boring Report Recap
 - i. 2 sets of notes (Ellen / Jessica) for reference
 - ii. How do we address the other units with this issue?
 - iii. McDowell read the report from Home Spec.
 - iv. Jessica recommends adopting the concept of a basic foundation program and put monitoring in place for soil borings 1 through 4. Water management is part of this discussion & planning.
 - i. Scenario 2 = soil boring 5: findings are much different. Drainage system was recommended. Could be a guinea pig project the city may be interested in working with us on. Test case in taking the water away from the buildings. Jessica recommends another meeting with the city on this.
 - ii. John mentioned us needing a proactive discovery response to inspectors in regard to the sale of a unit. Kendra mentioned that the office often times receives inspection reports, and they appreciate acknowledgement that the

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.

association is aware of XYZ situation and gives potential/recommended remedies and/or what is covered or not.

- c. 2325 Fernwood – Foundation stabilization proposal: the board must decide what the next steps are on this. monitor for 6 months, wall stabilization, or go ahead with carbon strapping? We will ask for a proposal for strapping alone. We should also get competing bids for the foundation work. McDowell gave us several names other than Home Spec.
- d. Tabled to April:
 - i. Resale inspections
 - ii. Policy
 - i. Surveillance
 - iii. Community Building Parking Lot
 - iv. Rain gardens

9. New Business

- a. Set annual meeting date—May 3
- b. 2307 Fernwood foundation repair proposal: Dave Walke provided history of this issue. Began with doors having issues. A cracked joist was identified. This proposal should remedy the issue. Motion to accept Home Spec’s proposal for \$5,023.50 was made by John, seconded by Jessica. Motion passes.
- c. Pristine Pools
 - i. 2023 pool chemical prebuy: motion to accept this purchase at \$3,061.75 was made by Jessica and seconded by John. Motion passes.
 - ii. Pool ladder replacement proposal: (4) new ladders + installation. Motion to accept this proposal not to exceed \$6,145.40 was made by Jessica and seconded by John. Motion passes.
- d. Superior Mow & Snow – Winter storm damage cleanup update + proposal discussion. Some need removal. Branches on roofs are urgent. Debris clean-up. Motion to accept an additional \$12,000 spending on tree clean-up. Jessica moved to approve \$12,000 in additional unplanned expenses covering the 8 trees in poor condition, Arbor Valley (2 branches on roofs), and Willow clean-up. seconded by Nick. Motion passes.
- e. Supreme Deck 2023 contract revision proposal: they need to increase their prices for this next round. Motion to accept \$44,400 for 148 decks made by Nick and seconded by John. Motion passes.
- f. 2023-2024 BUDGET discussion: postponed to March 22 6pm.

10. Adjourn to Executive Session

Time: 7:48 p.m.

Next Board Meeting: Wednesday, April 19, 2023.

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.