



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, April 19, 2023

Minutes

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

Board members Absent: Jessica Lehr

Committee Chairs Present: Brian Rice

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

Community Members Present: Laura DeCiccio, Jan Frank, Linda Ross

1. Co-owner Open Forum – 6:05 p.m.

2. Call to Order

The meeting was called to order at 6:06 p.m.

3. Approve Agenda

9.D. New Business: destruction of PV landscaping

Motion to accept as amended made by John and seconded by Nick. Motion passes.

4. Approve Previous Meeting Minutes of March 2023

Formatting was done. comments were added. Motion to approve was made by Joy, seconded by Nick. Motion passes.

5. Committee Reports

a. Landscape Committee; Brian Rice, Chair

- Met this month briefly
- 2397 Jeanne – replacement tree request
- 2426 _____ -- replacement tree request
- Both requests were referred to Superior for consultation
- Budget discussion
- 2 large healthy viburnum shrubs were removed without approval by a tenant.

b. Modification and Maintenance Committee; Lisa Lemble, Chair

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.

- Meeting notes were submitted to the board
- Storm door approval
- Kitchen remodel
- Window replacement request
- Generator request
- Service panel upgrade on Fernwood

6. Ratify Votes Made via Email

Motion to ratify the email vote / approval of the 2023-2024 FY budget was made by John and seconded by Nick. Motion passes.

Motion to ratify the email vote / approval of the insurance renewal proposal made by John and seconded by Nick. Motion passes.

7. Kramer-Triad Report

- a. Manager's Report – included in Board packet
 - Sales Report summary
 - Communications from office - recap
 - Off-site owners still under the 25% cap
 - Work orders have doubled in the last month
 - Roofing and gutters: punch list will be completed and then RTA will come out to inspect.
 - Deck staining begins June 19
 - Painting set for fall
 - Concrete and chimneys projects coming soon (expect proposals)
- b. Financial Report
 - Unbudgeted expenses included in written report
 - Preventive maintenance inspection maps – no updates

8. Continuing Business

- a. Governing documents – Amendment Process
 - i. Wish list – no changes
 - ii. Ad-hoc committee (~6 people) – Kendra will reach out to those who have already expressed interest. They will be invited to the meeting and be sent a package of information.
 - iii. Attorney letter, board review, meeting of the members. Attorney would like to set an in-person meeting with the Board.
- b. Foundations: soil boring was done to assess degrees of urgency. Jessica put together a report/list that will be used for tracking and scheduling. 5 critical units could be set up with monitors first. Kendra will reach out to McDowell about a proposal for this.
- c. 2325 Fernwood – foundation stabilization proposal: no update

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- d. Resale inspections: something that needs to be discussed with maintenance. A pre-sale inspection list should be created. Table review until June.
- e. Surveillance policy: John re-wrote the policy to include "Ring" cameras.
- f. Community parking lot – tabled until June.
- g. Rain gardens – tabled until June.
- h. Annual meeting: May 3 @ 7pm. Materials were sent. The agenda will be discussed with Kendra's coverage representative, Chris Hancock. Kendra meets with him tomorrow to go over everything. Kendra has also requested someone from KT leadership attend the annual meeting.

9. New Business

- a. Fresh start cleaning services – pool bath house proposal: this company came highly recommended by other KT managers. Cost competitive with what Pristine charged us. Pristine no longer provides this service. Motion to approve without cleaning of the outside tables and chairs or the disinfectant spray (weekly cleaning only) was made by Joy, seconded by John. Motion carries.
- b. Superior – winter storm clean-up proposal: \$6,965.00. a lot of Arborvitae have been damaged. John made a motion to accept Round 3 proposal for the above amount. Nick seconded. Motion carries.
- c. Protecting Village Property (Landscaping): there are currently no consequences in place if this rule is violated (removing landscaping without prior approval). John asked that a letter be sent to the resident in question.

10. Adjourn to Executive Session

Time: 7:19 p.m.

Next Board Meeting: Wednesday, June 21, 2023.