



**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, June 21, 2023**

Minutes

Board Members Present: Ellen Johnson, John Sprentall, Joy Knoblauch, David Brassfield, Jessica Lehr

Board members Absent: None

Committee Chairs Present: Brian Rice

Kramer-Triad Management Staff Present: Chris Hancock, David Walke, Tracy Vincent

Community Members Present: Laura DeCiccio, Linda Ross, Mark Wine, Paul Balber, Dawn Schoelle, Cindy Samoray, Richard Gaeth, Grace Kotre, Janet Cannon.

1. Co-owner Open Forum – 6:05 p.m.

2309 Parkwood – The co-owner attended to inquire about foundation issues. He anticipated an update the Spring. This unit was determined to be one (of five) of the more problematic units. Following their inspections, McDowell, the engineering firm hired to help assess our foundation issues, indicated that none of the five units needed immediate remedy. They recommended that we install monitors in units of concern to watch for movement, and assess these units' foundations in another 6 – 12 months, to see if remediation is warranted. Following McDowell's recommendations, the Board drafted a Basic foundation program that includes monitoring and investigation over time, with McDowell's assistance, along with evaluating interventions to ensure water is kept away from buildings.

Paul Balber also asked when we would go back to in-person meetings. Ellen said they are considering resuming in July.

2. Call to Order

CALL TO ORDER at 6:07 by Ellen Johnson

3. Approve Agenda

Motion to approve agenda as modified with edits below, made by David Brassfield and seconded by John Sprentall:

- add ratification of email votes back to the regular agenda from Executive agenda
- tabling continuing business items F, G, H

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- add to New Business: City road construction

4. Approve Previous Meeting Minutes of April 2023

Motion to approve the April 19, 2023, minutes was made by John Sprentall and seconded by Joy Knoblauch. Motion carried. Jessica abstained as she was not in attendance.

5. Committee Reports

Landscape - Brian Rice, Chairperson

Meeting from June 13 consisted of many requests for review:

- Tree limbs needing cleaned up
- Review and discussion of the tree nursery document
- Garden marker compliance tour was conducted; 1 violation
- Flower giveaway re-cap
- Emphasized that requests must be submitted with photos
- Joy Knoblauch inquired about the Sustainability group's proposal for a third meadow, Brian says it was not decided due to lack of time at the meeting

Maintenance & Modification – Lisa Lemble, Chairperson

- May 2nd meeting minutes on file;
- Discussion about window wrapping with aluminum: need to update our specifications?
- 3421 Norwood: window modification request was not approved: they did not follow our specifications, and there are concerns with long term maintenance, aesthetics & conformity. Lisa Lemble conducted extensive research to identify window options that would respond to ADA needs and our specifications and concerns. Lisa will communicate this information to the co-owner and the Board. The Board thanks Lisa Lemble for all of her hours she has put into this research.
- 2386 Fernwood – Request for installation of a generator – Board is awaiting additional information from committee.

6. Ratify Votes Made via Email

Motion to ratify the 5 items below was made by Jessica Lehr and seconded by David Brassfield. All in favor; motion carried.

1. Transfer from ZDF to Hirzel Law
2. Mastercraft Coatings contract re-assignment
3. DCAM concrete proposal
4. 2335 FW – foundation / HomeSpec
5. 3468 Richard – Tennis Court repairs

7. Kramer-Triad Report

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Manager's Report – Chris Hancock

Chris summarized the submitted report:

- Violations may now be reported to the board easily via the Associa software
- Deck staining for next season: we may not renew this program; to be discussed at a later date. Jessica suggested adding this to New Business next month.
- Management Improvements -Chris added this to the agenda as a tool for the Board to provide feedback to and about Management and Staff and to offer suggestions and improvements as needed.

John would like to discuss Protocol for violations and inconsistencies – add to July New Business

8. Continuing Business

- A. Hirzel Law Fee Agreement – David moved to accept the fee agreement from Hirzel Law. Joy seconded. All in favor; motion passed.
- B. Governing Document Amendment – need to set a meeting soon for this committee. Discussed a doodle poll to gather availability.
- C. 2606 Whitewood – Foundation Proposal
 - a. Jessica moved to accept the proposal from HomeSpec for \$26,622.30. David seconded. All in favor; motion carried.
- D. 2631 Pittsfield – Foundation Proposal
 - a. There were concerns about the bracing, but McDowell reviewed and thought it was fine. There are other options, but both should be effective, and cost would end up roughly the same. Motion to approve the foundation repairs in the amount of \$18,289.35 was made by Jessica Lehr; seconded by David Brassfield. Motion passed.
- E. Foundations: Next Steps / Protocol – continue discussion in July and address the following:
 - a. Staff List vs. Reported issues by co-owners
 - b. Start with the Basic Foundation Program
 - c. Set up criteria for Staff, HomeSpec and McDowell
 - i. Basic repairs
 - ii. Should be monitored
 - iii. Criteria for Escalation/determining when a Unit needs immediate attention
 - d. How to develop criteria for escalation? – Chris to work with staff and McDowell to develop.
 - e. Unit turnover: can something be provided to sellers indicating commitment by the Association to make necessary repairs? Chris to draft a one-page simple document referencing our bylaws to outline of our responsibility to co-owners. Basic Foundation program description can be provided for additional info.
 - f. Water management evaluations – need further discussion re: water mitigation portion of Basic Foundation program. Plan to discuss next month.

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- g. Grading, cracks, and painting – who decides which units need these; who does work; who pays?

F. Resale Inspections – *Discussion*. Chris recommended adding information to Resale Documents so buyers attest they are aware that:

- a. All prior unit modifications are part of the unit, so buyer inherits
- b. Inspections are recommended ; can contact office for more info
- c. The Association has requirements pertaining to rentals, including a Rental Cap

ACTION – John to compile info and send to Chris. Chris will work to put suggested material together.

G. Surveillance Policy – *TABLE*

H. Community Building Parking Lot – *TABLE*

9. New Business

A. City of Ann Arbor Recycling Refresh Meeting: Tracy will set a date with David Brassfield, Ellen Johnson, Dave Walke and Tracy Vincent.

B. Pool Party

- Confirm DJ- Co-owner Durk Brown for \$300-Tracy will reach out to him and set him up as a vendor for payment.
- Saturday, July 29 – DATE, pending appropriate weather

C. Communications with City about road work in the Village—TABLE TO JULY AGENDA

10. Adjourn to Executive Session

Next Board Meeting – Wednesday, July 19, 2023

Starting with the July meeting, the Board will hold a hybrid board meeting to accommodate in-person and online attendance.

11. Next Board Meeting: Wednesday, July 19, 2023.

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