



**Pittsfield Village Condominium Association
Board of Directors Meeting
Thursday, July 27, 2023**

Minutes

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

Board members online: Joy Knoblauch

Committee Chairs Present: Lisa Lemble

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

Community Members Present: Kevin Peshick in person

Community Members Via Go-to: Linda Ross, Janet Cannon, Dawn Schoelle, Cheryl Sugerman, Theresa Moore, Richard Gaeth

1. Co-owner Open Forum

Kevin Peshick came to suggest that violations be noticed and reported by staff and Management personnel as they are on site and on the property every day. Rule enforcement has been an issue and an on-going topic. Enforcement of some rules has been lax and haphazard. We are starting to take notice and send courtesy letters to alleged violators. We should have a solid procedure for reporting and following up on rule violations. Street scape views are a priority.

2. Call to Order

Call to order at 6:10 by Ellen Johnson

David noted that going forward, we have agreed to begin the Open Forum after the Call to Order—a practice recommended by Chris Hancock. The Board agreed.

3. Approve Agenda

- Surveillance policy – table
- Add Water management under continuing business as B.1. under Foundations
- Add Rain Gardens

Final Motion to approve agenda as amended was made by David and seconded by John. Motion passes.

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4. Approve Previous Meeting Minutes of June 21, 2023

Joy had a change to the Landscape Report from the June minutes.

Motion to approve as amended with change Joy sent was made by Jessica and seconded by David. Motion carries.

5. Ratify Votes Made via Email

David motioned to ratify the Board email vote report. John seconded. Motion carries.

Can we give a deadline to future email votes? In the past “abstain” meant also that someone failed to respond. We will check how the bylaws are written and confirm procedure.

6. Committee Reports

Landscape - Brian Rice, Chairperson (online)

- A. Met on July 11 and had several member requests.
- B. Flower giveaway recap and discussion. Window box kits were missed in 2023 and folks want them back.
- C. Meadow proposal was tabled to next month.
- D. Tree Nursery information will be passed on to the Board.
- E. Garden Marker walk-throughs have been done. Another one done today, July 27, 2023.
- F. House Rule revisions were shared with committee members to review and discuss before presenting to the Board.

Maintenance & Modification - Lisa Lemble, Chairperson

- A. July 12 meeting contained several resident requests.
- B. Vent specs for kitchen fans may need to be considered. We have bath vent specs, and perhaps we could create a combined “Vent Specifications”.
- C. One kitchen remodel was denied by committee.
- D. A generator request was approved as a test case only.

7. Kramer-Triad Report

Manager’s Report – Kendra Zunich

- A. Summary of sales, communications, and rentals. Discussion on PV being at 24% of the rental cap and what to do when we do reach 25%
- B. Delinquencies, work orders, and project updates were summarized
- C. Concrete starts on Monday, July 31

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- D. Management Improvements
 - a. Nothing new to add this month

8. Continuing Business

- A. Governing Documents Amendment
 - Doodle Poll responses – July 31 or Aug 2. Kendra will send it out to all residents who have volunteered to serve on the Ad Hoc Committee and to Board members for the Kickoff Meeting with the attorney.
- B. Foundations Policy update: Kendra and Chris met and agreed based on prior knowledge that the condition of a unit's foundation would prompt the kind of action taken by staff and at what point it should be escalated. Criteria should be set up to include a monetary threshold. Chris Hancock has expanded a document that Kendra had created: a notice to be included in a Status letter that is provided prior to a sale. What issue triggers what action? What criteria results in our contacting Home Spec?

Discussion. It's important that we be proactive in discovery. Many times, when there is a sale, an inspector notices an issue. We need criteria for escalation. Jessica would like feedback from MacDowell. Bowing of walls should be investigated right away. Staff has a lot of knowledge and experience with these issues and can make an initial determination about the first steps to be taken. Consider creating a flowchart/guide to make assessments.

- B.1 Water Management – sources of water must be identified, and we must make sure that water is funneled away from buildings. This includes landscaping.

Discussion. We should plan to discuss this further as an agenda item next month. The City recommends that we continue adding gutters, clean sewer leads, perform capacity analysis of our drainage systems, and assist with sump pump installation efforts where needed. Next budget discussion: consider adding gutters to lower roofs on buildings at higher risk.

Lisa Lemble suggested that we become a “community leader” in our environmental efforts. She suggested establishing a Landscape “Sustainability” Subcommittee or a new “Sustainability Committee” with a charge to work with the City and take advantage of all the resources that they have to offer.

Suggestions for August New Business: creating a “Sustainability Committee.” Water Mitigation should also be added as an agenda item. Jessica suggested to Joy that she create a list of items that she'd like to see on the next Board agenda. It was suggested

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that “Sustainability,” and Rain Gardens also be placed on next month’s agenda. Lisa Lemble asked that Solar Panel specifications be revisited.

- C. Community Bldg. Rental Policy: a motion was made by David to accept the amended document shared with the Board by Chris Hancock, seconded by Jessica. Motion carries.
- D. Resale Inspections—John sent around an amended document for the Board to review.
- E. Surveillance Policy -- tabled
- F. Community Bldg Parking Lot -- tabled

9. New Business

- A. 3345 Packard – dead tree removal: are we willing to split the cost with our neighbor? DTE will take the tree down but leave the logs. Motion made by David agreeing to split the cost of the debris removal, seconded by John. Motion carries.
- B. Chimney repair proposals: buildings 36, 68, and 83 all need attention. Discussion. Motion to approve the chimney expenses in the amount of \$47,100.00 was made by Jessica and seconded by John. Motion carries.
- C. Deck treatment contract renewal – table
- D. Office computer equipment -- table
- E. Violation procedures -- table

10. Adjourn to Executive Session at 8:12pm

11. Next Board Meeting: Wednesday, August 16, 2023.

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