



**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Wednesday, August 16, 2023**

**Minutes**

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- **Board Members Present:** Ellen Johnson, John Sprentall, David Brassfield,
  - **Board Members Present Virtually:** Joy Knoblauch, Jessica Lehr
  - **Committee Chairs Present:** Lisa Lemble, Brian Rice
  - **Kramer-Triad Management Staff Present:** Kendra Zunich, Tracy Vincent, Ryan Pustay (virtual)
  - **Community Members Present:** Su Hansen, Theresa Moore
  - **Community Members Present Virtually:** Linda Ross, Amy Griffith, Janet Frank, Laura Decicco, Katherine Lacy, Cristina Koory, Chip Desjardins, Richard Gaeth
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**1. Call to Order**

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Call to order at 6:03 by Ellen Johnson

**2. Approve Agenda**

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- Table items D 'Surveillance Policy' and E 'Community Building Parking Lot' under Unfinished Business
  - Ellen edited the agenda to add a couple items suggested by Jessica
  - New Business items G 'Deck Treatment Contract Renewal' , H 'Office Computer Equipment' , and I 'Violation Procedures' will be tabled for now
  - Call for other additions: none
- Final Motion to approve agenda as amended was made by David and seconded by John. Motion passes.

**3. Open Forum**

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Word from the President, Ellen Johnson:

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*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.*



*"Thank you for allowing me this initial item on our agenda. I want to take a few minutes to address two topics in need of attention by the community as well as the Board. At the meeting I had no script; the text below is a summary of my remarks.*

*I want to make two key points. The first one, that I'm labelling 'ground rules,' is a call for **tolerance**.*

*We have awesome resources in the Village: loads of talent, interest, and energy. We need them all. We need to welcome and make room for all ideas and proposals: by discussing and exploring them, looking at pros and cons in the context of our resources and goals, so we can identify ideas and develop projects that suit our needs and can work for us.*

*We can do this and make progress as a community only if we all pull together. That doesn't mean we have to agree. But we need tolerance: to be open to ideas, hear out the presenter's thoughts and reasons, and consider them thoughtfully, rather than tossing them out immediately because we don't think they'll work, or we don't like who's presenting them. There is no benefit to an adversarial position, assuming, for example, that the Board (or some other subgroup) isn't trustworthy and whose ideas and actions are dismissible or only worthy of scorn or ridicule.*

*We're all neighbors here! I reject approaches that are adversarial with an 'us' vs 'them' subtext. They waste energy, produce animosity, and burn bridges.*

*The Village is a big community with a lot of day-to-day work as well as long-term visioning and project development work; most gets done outside of Board meetings by folks willing to do the leg work—on a volunteer basis.*

*So let's have more open ears and closed mouths. Let's hold off on spitballs and nasty comments in public emails or in person. If someone is willing to put their shoulder to one of the many tasks in the Village, I ask that we listen and consider their ideas.*

*My second key point relates to **sustainability**, a topic that some in the community may feel the Board either takes too lightly or ignores. 'We're behind', I've heard. Hmm.. ,a statement like that implies there's some measurement out there defining where we should be, though it's not clear to me what metric is being used. Given the enormous amount of attention and work that Board members devote to assess the current state of affairs, grapple with new concerns, and look as far as we can into the future for the Village, I can't and don't subscribe to the view that we've fallen short in our duties to sustain the physical and financial well-being of the Village.*

*While the term may not appear on a Board meeting agenda, my take is that we have always been working toward the goal of sustainability. Maintaining our assets, properties, and the well-being of residents is a very big part of sustainability and underscores all deliberations and decisions we make as representatives of the Village community.*

*That said, climate change—with goals of reducing energy consumption, conserving resources, and contributing to a healthy environment--adds urgency and focus. We have work to do, to refocus and adjust our course. I think we're at a point where we need to identify efforts to date, achievements (and failures), and desired directions, and put them together into a cohesive whole. Setting our course is the most important task in front of us. We'll need specific goals and concrete, well thought-out projects. It's critical that we know pros and cons of proposed actions, so we can make conscientious decisions that use our resources wisely and support directions that are sustainable over time as well as contributing to the overall goal of sustainability. "*

Residents:

Linda Ross communicating with someone at A2 Sustainability. They are-willing to work with us on our efforts. Linda wants to set up a meeting to get things started.

Su Hansen thanked Ellen for bringing up some important issues.

Su will post her letter on these items and more on the Facebook Page.

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*"I am Su Hansen, 3465 Richard. I want to make clear I am speaking as an individual resident not as a representative of a group, although there may be members of the Sustainability Group who agree with these ideas and have stated so, we haven't discussed it fully as a group. There are two things I wish the Board to consider. First, I would like the Board to agree to a written statement to the effect that environmental sustainability will be strongly considered when making any decision. This is a practical matter. You are charged with making financially responsible decisions. Given the drastic weather changes we have seen throughout the country, such as flooding, wildfires, dangerous air quality, high winds, extreme heat, and massive failure of utilities, we would be naïve to think that this won't be an increasing problem here. The integrity of our condos, the land we share and the health and welfare of all who live here will be impacted. As I look at the agenda, I know that these are also the concerns of the current Board and that you are not naïve. And I know how easy it can be to forget about these threats and the need to take measures to mitigate them, when we are challenged financially and when we would like to keep our lovely community the way it's always been. So, this statement would be a reminder to this and future boards that environmental sustainability is the only way to have financial sustainability.*

*Another reason to have this written statement is that possible funding partners, such as the City of Ann Arbor and various agencies both public and private in Washtenaw County want to be sure that grantees are going to enter fully into the sustainability projects that they fund. Universities, including U of M, are seeing the value of town and gown projects where they provide expertise and labor to projects in the community which they would help to design. We could use the statement to show that we would welcome and be fully supportive of their goal. The money and the expertise are both sorely needed, and a written statement would go a long way toward getting them.*

*The second thing I would like the Board to consider is the creation of a Sustainability Advisory Committee. The Board could call on this committee to help find people and resources to help them put together a plan to meet specific sustainability goals that the Board has agreed upon. Residents could also use the committee when they have an idea for addressing a concern of their own. The committee could help them to find others in the Village who would want to work on it or add expertise to develop a plan and ultimately a proposal. The committee could help them to understand how to move through the process of taking their idea to the landscape or modifications committee, getting feedback, answering concerns, and eventually taking the proposal to the Board for approval. The Board retains agency to deal with whole proposal on their own and residents could still bring things directly to the Board. The reason I am suggesting this is that the Board and the committees have an overwhelming number of things to decide and approve. There will also increasingly be more need for sustainability problems to be addressed. It seems it would be useful for the Board to have a committee they could turn to to gather people and resources to help them in their decision making. It would also help to make residents proposals, ones that could be addressed by the Board with more ease. It's merely a way to make the work more efficient and more effective.*

*I don't expect you to address these ideas today. You already have a full agenda. I ask that think about their value, tweek them to make them more workable and I sincerely hope you will give them consideration. I will be posting what I have just said on the Pittsfield Village Sustainability Facebook page with a request for comments. If you are not a member of that Facebook page, it might be good for you to join so that you can see comments from the community and join in the conversation. Thank you for your time."*

Lisa Lemble added comments on how to get things done by training people and educating people on what we want to do and what we already have done.

Having a statement going forward and while we are making financial decisions is important. Jessica Lehr added that a statement is a great idea.

Theresa Moore

Theresa purchased soil testing kits. She would like the board's support on this and for the office to send an email blast to the community about upcoming soil testing of the two former volleyball

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courts. We will invite anyone interested, to observe a soil testing being done in the community. The results can then be shared by posting on our website and Facebook pages.

Ellen's Message and Su's report will be added to the September newsletter.

#### 4. Approve Previous Meeting Minutes of July 26, 2023

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Motion to approve as amended via Track Changes and as presented was made by Jessica and seconded by John. Motion carries.

#### 5. Ratify Votes Made via Email

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NONE

#### 6. Committee Reports

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##### **Landscape** - Brian Rice, Chairperson

- At last week's meeting, the Meadow proposal was discussed. Concerns with soil at the proposed site for a new meadow.
- Landscape is recommending decommissioning the current Tree Nursery due to its issues. Les can't get in to plant or move trees. What to do with this site now?
  - Some trees may be salvaged. Les quoted to remove and relocate to appropriate places in the community, all but 4 trees for \$1,750.00. Kendra mentioned that there is budget money under that line item.
- Jessica would like to see the details of the plan in writing, including plants being affected by this work, before plans for the space are finalized. Brian provided some history on the areas called the "volleyball courts." On one, we amended the soil and made into the current Tree Nursery. The other was planted with a number of trees without any soil amendment. Both these sites are targeted for soil testing, which will help us understand them better.
- Several resident requests were reviewed.

##### **Maintenance & Modification** - Lisa Lemble, Chairperson

A. Window Specification - Trim discussion (allow aluminum wrap & paint it)

#### 7. Kramer-Triad Report

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##### Manager's Report – Kendra Zunich

Kendra summarized her report which included a report on 18 total sales YTD

Violations will be discussed in executive session

Painting mid-September

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Chimney work will commence soon

Many recurring contracts will be coming up for renewal soon.

## 8. Continuing Business

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### A. Governing Document Amendment

- a. Had the first meeting on Monday the 14<sup>th</sup>.
- b. A set of amendments will be presented to the community for discussion and eventually approval.
- c. 2/3 of the voting members must approve to pass these amendments. We can vote each one separately or all together as one.
- d. Important to solicit input from the community
- e. Our attorney took our “wish list” and read the documents thoroughly. He made his suggestions to the Board so they could understand what was identified.
- f. Timeline unknown
- g. Meeting again in 2 weeks and then again in another 2 weeks
- h. Name: GoDoc Committee
- i. Financial matters must also be approved by the first mortgagees. The attorney handles all of this for us.

### B. Foundations Policy

- a. The question is when do we call HomeSpec or McDowell to assess? Chris Hancock reached out to McDowell and received valuable information on what to look for to make an assessment:
  - i. Floor settlement
  - ii. Tilted or bowed walls
  - iii. Cracks in drywall or ceilings
  - iv. Jammed or misaligned doors and windows
  - v. Water infiltration

### C. Resale Inspections- Residential alteration and modification restriction acknowledgement

- a. Ellen has suggested changes to the last paragraph of the form as it pertains to the Exterior Elements List. She will provide the exact verbiage over email. All were verbally fine with her changes.
- b. This will be a living document that may change to include newly adopted specifications or changes to the lists. We are fine with staff making those changes (no vote needed since Board will always vote on the specs)
- c. John motioned to approve this document with Ellen’s addition, with David and Jessica’s second. Motion passes.
- d. Amy Griffith said it should get to the Listing Agents and someone added that even to the Title Companies.
- e. Kendra will follow up with Chris Hancock on how he gets these into the buyer process at other communities.

### D. Email voting Procedure

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- a. Joy wanted clarification on this. All agreed that not voting on email does not mean abstain (if someone is choosing to abstain that must be explicitly stated).
- b. We need to put a timeframe on email votes.
- c. We still need to confirm whether how email voting is being handled adheres to our by-laws. It is possible that some process changes would require by-law amendment. If so, they could be surfaced via the GoDoc committee.

## 9. New Business

### A. M & M Committee – Window Specification Revision

- a. John made a motion to accept the change in the specifications to allow for aluminum wraps be painted by staff.

### B. 2329 Parkwood – HomeSpec Proposal

- a. Cracked foundation and settling. The deck will be removed, piers will be installed.
- b. Les will do back fill work and then come back to complete landscaping at job completion.
- c. Look at the band joist when the deck comes off. This will be done.
- d. In addition to grading, how do we evaluate where the water comes from? Jessica commented and will be discussed under Water Management.
- e. Motion to approve HomeSpec's proposal for \$19,388.45 was made by Jessica and seconded by John. Motion passes.

### C. Landscape Committee – Resident Rules Revision

- a. House rule: residents can't remove foundational plantings without permission. One resident has done this on two occasions. This revision addresses consequences. Ellen agrees with the intent. There are some grammatical changes needed. Repeat the phrase "any modification, addition or removal of...". Committee will make the change. Joy suggested also that a period be put in place of the one comma then to remove the rest of that sentence. John motioned to accept the amended policy 2.3 Landscaping. David seconded. Motion passes.

### D. Sustainability Goals Statement

- a. Submitted and presented by Jessica Lehr. Discussion
  - i. Problems vs. Goals
  - ii. Execution / legwork / plan TBD. We will discuss at future meetings
  - iii. Jessica agreed to incorporate feedback from the discussion, and to review Su's and Ellen's statements. She will submit a revised statement for discussion and potential vote at the October Board meeting.

### E. Water Mgmt in the Village - Discussion

- a. Statement submitted and presented by Jessica Lehr. Discussion:
  - i. "Landscaping and Land Management" instead of Rain Garden Planning
  - ii. Ellen likes the structure/format. It's good to have Current Efforts and Proposed Efforts. Other current efforts can be added to this, using this same format.



- iii. Board members should think about what more we can to add to this document.
- b. Rain Garden update: Jessica confirmed that Susan Bryan from the county plans to come to PV to attend the October landscape committee meeting. We will look at the rain gardens put in last year. The county has agreed to help us use lessons learned to develop rain garden guidelines.
- F. Solar Panel Specs Review & Discussion
  - a. Lisa Lemble asked to remove the word “rear”
  - b. Discussion
    - i. The City’s historic district now allows solar panels on the front roofs
    - ii. John has concerns about the historic/aesthetic impact on the front roofs. He believes he would feel differently if the solar panels could be brown. Investigate possibility? Would require a future spec change.
  - c. Ellen called for a vote: Jessica moved to amend the solar panel specs to remove the word “rear”. Joy seconded. Motion passes.
- G. Deck Treatment Contract Renewal - tabled
- H. Office Computers- tabled
- I. Violation Procedures- tabled

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10. Adjourn to Executive Session at 8:48pm

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