



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, December 4, 2024
Minutes

- Board Members Present: Ellen Johnson, John Sprentall, David Brassfield, Linda Ross, Jessica Lehr
 - Board Members Absent:
 - Kramer-Triad Management Staff Present: Kendra Zunich, Tracy Vincent, Dave Walke (staff virtual).
 - Community Members Present: Theresa Moore, Lisa Lemble, Brian Rice, Jan Frank, Dawn Scholle
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1. Call to Order

Call to order at 6:15 pm by Ellen Johnson

2. Approve Agenda

Add item before Open Forum: Appointment to fill open Board vacancy. Table items under 'Unfinished' Business be tabled to the next meeting's agenda. All in favor. Motion to accept the agenda as amended was made by David Brassfield and seconded by Linda Ross. Motion passes.

3. Open Forum

Ellen Johnson proposes to appoint John Sprentall to fill the open board seat/vacancy. At the October 2024 meeting, during executive session, John verbally gave his resignation to the Board. John will fill the vacancy until the next annual meeting (May 2025). David Brassfield seconded the motion. Motion carries.

OHM / City of Ann Arbor:

- Chris Elenbaas, Senior Project Manager, OHM Advisors, highlighted what will be covered at the community-wide information meeting scheduled to be held on December 5, 2024, at Pittsfield Elementary School.
 - Flyover video – will be live tomorrow. The goal of the video is to provide a visual overview of the project.
 - Project status and phasing- design is 90% complete. Contractor proposals submitted by late January. City council approval anticipated in early March. Construction starting late March or early April 2025. Phasing information will be handed out at the meeting and be available on the new Pittsfield Village Improvement Project website. South side will be targeted first in spring 2025. In 2026 the project will focus on the north side. Lots of things to consider when scheduling the project such as traffic flow around the school, school calendar, parking etc. Communications will be sent to the PV office, and folks can register individually for updates directly from the City of Ann Arbor/OHM.
 - Parking on grass/common area will not be permitted during the project. Accommodations on a case-by-case basis.
 - Speed management / A2 bike corridor: Edgewood Drive loop south of Pittsfield receiving speed tables. Splitter islands added for traffic circle at Pittsfield/Jeanne intersection.
 - New project website will be live tomorrow and will be covered at the community meeting.



- Association's legal counsel will need to work with City attorney for easement and the 'mystery' parcel behind Pittsfield Elementary.
 - Stormwater easements- key easements required to start construction:
 - Parkwood stormwater storage basin- not much will change here. Theresa Moore asked about plantings and maintenance of these planting designs/plans and that the Association will want to be involved in the process. The City coordinates with Washtenaw County on these areas.
 - Swift Run stormwater storage basin south of Norwood.
 - In 1988 Pittsfield Village gave blanket easement rights but not for storm sewers.
 - School / condo parcel—The school uses it currently; does money change hands, etc.? there is a path, a baseball field, and the school has been mowing this area. Most PV folks have assumed this space was school property. Attorneys will have to resolve this issue.
 - School has no record of ownership but are open to taking ownership.
 - Not included in 2009 condo master deed.
 - City attorney believes ownership remains with Village Cooperative Homes which was dissolved in 2015.
 - Work in this area will not be performed until 2026/when property/easement legal matters are settled.
- The contractor will be involved at the next public meeting and be involved in the processes. City staff on the ground every day. Door hangers will be used for communications.
- Water Meter Installation
 - Project will begin soon. Goal to complete by April 2025.
 - The City will contract and perform remaining service lead replacements.
 - For units requiring minor plumbing work i.e. meters, the City prefers to have Hutzell perform the work and reimburse Pittsfield Village.
 - City prefers to coordinate with PV staff to access units for installation.
 - Kendra Zurich requested to meet with the City's Public Works department and OHM to discuss next steps.
 - Chris will confirm the financial obligations. Meter vs. service lines.

4. Approve Previous Meeting Minutes – October 23, 2024

Motion to approve updated/amended/emailed minutes was made by Jessica Lehr and seconded by John Sprentall. Motion passes.

5. Ratify Votes Made via Email in October/November

Motion by Jessica Lehr to ratify the approval of the Citi Roofing contract for Gazebos roof replacement. Seconded by David Brassfield. Motion carries.

Motion by Jessica Lehr to ratify the approval of the City of Ann Arbor Snow Removal Agreement Snow. Seconded by David Brassfield. Motion carries.

6. Committee Reports

Landscape Committee, Theresa Moore

- There was no regular Landscape Committee Meeting in November.

- There was an informational meeting called on November 18, 2024 to discuss the areas located in the common area currently referred to as the meadows.
- A 54-page informational packet with historical documents, reports, and vendor estimates, was put together and distributed to the Board and other participants.
- The meeting was recorded for Board Members to review.
- The Landscape Committee will continue to meet during the winter months so we can review landscape policies and prepare for spring.

M&M Committee, Lisa Lemble

- Committee met on December 3, 2024.
- One storm door was approved.
- One window request was lacking information; project is planned for March, so we've asked for additional information.
- One gutter request needs additional information also. Lisa will reach out to this requestor.

Go Doc Committee – Ellen Johnson update.

- Another meeting is set for January 2025.
- Thanks to Linda Ross for the exceptional notetaking.
- John Sprentall asked where we are in the process. Hard to say, but we are more than halfway there.

7. Kramer-Triad Report

Managers Report Recap – Kendra Zurich

- 17 sales year-to-date
- No changes in the number of off-site owners
- Typical communications were sent to residents during November.
- 8 bill backs
- 64 open work orders in November
- Citi Roofing – Project reaching completion after 10 years! A party or something is being planned.
- Service contracts for Superior Mow & Snow, TruGreen and Pristine Pools will be reviewed tonight.

8. Unfinished Business –TABLED

- Community Parking Lot
- Water Management
- A2Zero/OSI Collaboration Updates
- Front Garden Bed Paver Spec

9. New Business

- 2319 FW – Front Porch Gutter – discussion
 - Need to consider options for additional gutters that will work for interior units.
 - Discussion will continue at January meeting.
- Superior Mow and Snow
 - Lawn Contract Renewal Proposal

- 1 year extension with a 3% increase. Unlike last year's contract renewal, an accelerated payment of \$10,000 will not be necessary to ensure compliance with the City's gas-powered blower ban (due to City of Ann Arbor's ban on gas powered blowers that began on June 1, 2024). If there are any additional compliance measures during the contract, Superior Mow & Snow will contact the Board to discuss.
- Discussion between Jan Frank, Theresa Moore and the board about budget discussions. Landscape Committee discusses other budget line items pertaining to the grounds, Board reviews contracts. Contract allows for deviation in the contract with authorization from the Board.
- Motion made by Jessica Lehr to approve a one-year contract extension with Superior Mow & Snow in the amount of \$125,277.64. Seconded by John Sprentall. Motion passes.
- Shrub and Bed Care Renewal Proposal:
 - Proposal is for two years vs four years with a 7 percent increase.
 - Jessica Lehr would like to review original contract and amendments. Kendra will provide this information to the Board.
 - Jessica is concerned about increase, since this is one of the Village's biggest service contracts. The last approved contract was approved pre pandemic + inflation. Increase was budgeted for in current FY 24/25 budget.
 - More discussion at January meeting.
- Homespec
 - 2338 PW – Proposal for \$4,028.00 (tilted/ bowed foundation walls): Jessica Lehr moved to approve the proposal for \$4,028.00. John Sprentall seconded. Motion passes.
 - 2346 FW – Proposal for \$36,394.25 (significant repairs needed. Block wall will need some rebuild. Deck will be removed. Jessica moved to approve the foundation repairs for \$36,394.25. David Brassfield seconded. Motion passes.
 - 2345 FW – Proposal for \$22,168.00 (Large crack in foundation, deck will be removed.). Jessica Lehr moved to approve the foundation repairs for \$22,168.00. John Sprentall seconded. Motion passes.
- TruGreen
 - The Village only treats the lawns once per year. Once in the fronts and once in the backs. Some Associations have monthly treatments. Motion to approve the proposal in the amount of \$3,756.18 was made by David Brassfield. Seconded by John Sprentall. Jessica Lehr and Linda Ross abstained from voting. Yes from Ellen Johnson. Motion passes.
- Pristine Pools
 - Client Service Agreement
 - John Sprentall motioned to accept the service agreement contract with a 3% increase (~\$13,659.00 total) . David Brassfield seconded. Motion passes.
 - Chemical PreBuy
 - David Brassfield motioned to accept chemical prebuy proposal for \$3,061.75, with a second by Linda Ross. Motion carries.

10. Adjourn to Executive Session at 8:45 pm.

11. Next Meeting: January 22, 2025