



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, February 28, 2024
Minutes

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- Board Members Present: Ellen Johnson, David Brassfield, John Sprentall, Jessica Lehr.
 - Board Members Absent: Joy Knoblauch
 - Kramer-Triad Management Staff Present: Kendra Zunich, Dave Walke, Tracy Vincent.
 - Community Members Present: Theresa Moore, Teresa Alsobrooks & Ed Kuczynski.
 - Community Members Present Virtually: Su Hansen, Lisa Lemble, Jan Frank,
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1. Call to Order

Call to order at 6:05 pm by Ellen Johnson

2. Approve Agenda

Unfinished Business – TABLE ALL

New Business: add Annual Meeting, and next Budget Meeting

Motion to accept the agenda as amended was made by John and seconded by David. Motion passes.

3. Open Forum

A resident came to the BOD regarding a violation notice received. Documents will be shared with the BOD. Ellen offered some resolution options. Discussion. Kendra suggested holding an Executive Session at 6 pm specific to complaints and the regular Open Forum start at 6:30 pm.

4. Approve Previous Meeting Minutes from January 24, 2023

Remove Open Forum items and replace with “a resident came before the BOD to discuss a sensitive issue that will be discussed in Executive Session”.

Sustainability paragraph by Su Hansen will be moved to the end of the minutes as an addendum.

Motion to accept the minutes as corrected was made by David and seconded by Jessica. Motion passes.

5. Ratify Votes Made via Email -- NONE

6. Committee Reports

Landscape Committee: new Chair, Theresa Moore!

Resident requests were tabled to the March meeting. February meeting's focus was the new FY Budget Pilot Program: “Leave the Leaves”.

M&M Committee, Lisa Lemble

Approved a crawlspace encapsulation project, which had already started by a trusted contractor.



Solar Panel request – discussed and referred to the Board for discussion and approval.
2 door approval requests
Outdoor Storage Specifications

Go Doc Committee

A meeting was held a couple weeks ago
Committee will meet again next week

7. Kramer-Triad Report

Manager's Report

- Kendra recapped her written report.
- Sales Update – 1 sale YTD
- Work orders are starting to pick up.
- New maintenance man starting February 29.
- Large project updates reported.

8. Unfinished Business – all below are tabled.

- A. Foundations Policy
- B. Surveillance Policy
- C. Community Bldg. Parking Lot
- D. Water Management
- E. Board Procedural Policy
- F. Violation Procedure

9. New Business

A. 2024 Service Contracts

- a. Supreme Deck / Deck staining. Discussion whether to continue this service. Motion by John to accept the Proposal of a 3-year contract in the amount of \$135,160.00. David seconded. Motion passes.
- b. Mastercraft Contract: General building painting contract for \$122,900.00 and (48) Gable Ends at 180 per building for a total of \$8,640.00. Motion to approve the building painting contract for the above-mentioned cost was made by John and seconded by David. Motion passes. Motion made by John to accept the contract for the amount mentioned above to paint the gable ends was seconded by Jessica. Motion passes.
- c. Fresh Start Cleaning Services: \$3,525.00 for weekly cleaning. Motion made by Jessica to approve the contract in the above-mentioned amount and seconded by John. Motion passes.

B. Dynamic Drain Proposal

- a. 2354 Parkwood: section of sanitary sewer service line outside of the building is broken. \$4,571.00 to repair this issue. Motion to approve this repair for this cost was made by David and seconded by John. Motion passes.
- b. 2259 Parkwood: section of sanitary sewer service line outside of the building is broken. Motion to approve the contract for \$3,543.00 was made by David and seconded by John. Motion passes.



- C. 2328 Fernwood – Solar Panel Installation Request. Discussion. Should RTA be consulted? It's a good idea that they do while they are already on site. Co-owner responsibility should be reviewed by legal counsel? Architectural inspection requirements were listed in the proposal submitted. Part of the cost would be re-shingling the roof. Resident will receive a 30% of the cost as a tax credit. Motion to approve the proposal from 2328 Fernwood for solar panel installation inclusive of roofing work and contingent on legal review of the financial responsibility agreement with intent to have RTA provide monitoring of the work. John seconded the motion. Motion passes.
- D. Budget Meeting: March 8th at 4:00 pm.
- E. Annual Meeting: Virtual Meeting. May 6th

10. Adjourn to Executive Session at 7:49 pm.

11. Next Meeting: March 19, 6:00 pm.