



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, June 26, 2024
Minutes

- Board Members Present: Ellen Johnson, David Brassfield, John Sprentall, Jessica Lehr
 - Board Members Absent: Linda Ross
 - Kramer-Triad Management Staff Present: Kendra Zunich, Dave Walke, Tracy Vincent; Ryan Pustay (online).
 - Community Members Present: Michael Wytychak, Janet Frank, Brian Rice, Theresa Moore, Brit-Marie Martinsson, Joann Constantinides.
 - Community Members Present Virtually: Lisa Lemble, Michelle O'Grady.
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1. Call to Order

Call to order at 5:59 pm by Ellen Johnson

2. Approve Agenda

David suggested tabling the Meadows Report because the Landscape Committee were not yet ready with their response. Report will remain on the agenda. Table all unfinished business except item E. A2Zero. Motion to approve agenda as amended was made by John and seconded by David. Approved.

3. Open Forum

OHM and City reps present re: large improvement project update. Chris Elenbaas is the Senior Project Manager with OHM. They plan to come back a few more times this year. Later this summer will be a big public meeting, probably at the school. Another public meeting in the late fall then again in late winter or early spring, 2025. Phase I is scheduled to begin in April/May 2025 and continue through November 2025. Phase II will begin April/May 2026 and run through November 2026. Tentatively, the plan is to begin at the south end of the Village. The purpose of this meetings was to provide the Board with an update on plans for the water system overhaul and the storm water system upgrades.

Water System Overhaul and Metering Project

- All water mains will be replaced except for those running along Parkwood which have already been replaced as part of an earlier project. In the new system, the Village will be transitioned from the current arrangement which routes all water through one of three master meters to a system which provides point-of-use meters. This new metering and its financial ramifications were the main subject of this part of the OHM presentation.
- PV had its own standalone water system back when built. The City took it over when it annexed the Village in the late 1950's. This system is now woefully out of date and does not meet modern standards. All water runs through one of three master meters, and all usage is billed to the Association. The problem with our current systems is that it results in restricted water circulation, "dead ends," lower fire hydrant flows, and a lack of redundancy required to minimize service losses when water main breaks occur. A modern system would be metered at points of use, and in our case this could be at every unit or



at every service line where it enters a building. In almost all cases each service line from the main supplies two units.

- The big question before us was whether to opt for meters for every two units or to meter every individual unit. If the choice is a meter for every two units, then the cost of metering will be borne entirely by the City. If for every unit individually, the Village would be required to make a huge capital investment and to submit to an immense amount of excavation and disruption of our landscape. The tradeoff if the Village were to invest in metering for every unit would be slightly lower costs for water usage. The estimated savings, however, would be minimal, and OHM calculates that payback of the capital investment would take 72 years. All this being said, we were invited to review costs of the various metering options: remain on 3 master meters (presented for comparison only since the City will not leave our system as is), transition to two units per meter, transition to one unit per meter.
- The estimated cost breakdowns were as follows:
 - Current system—3 Master Meters Annual Fees: \$198,400
 - Option 1—Annual Fees with 1 Meter for Every Two Units: \$255,800
 - Option 2—Annual Fees with Every Unit Metered: \$244,900
 - Option 2—Capital Expense for the Village: \$861,000

These figures are rough estimates. Chris promised to send along a more precise breakdown in the next few days.

Stormwater System Overhaul

- The system for managing stormwater runoff in the Village is hugely deficient and in recent year has often proved incapable of handling the volume of water that falls here during some major rainstorms.
- In some parts of the Village there are no storm sewer lines, and throughout the Village there is a shortage of curb inlets and curb drains. The Swift Run Drain that handles runoff in the southeast corner of the Village is subject to frequent flooding above ground and in adjacent basements.
- OHM has done extensive modeling in designing a system that is up to the task, using the City's current sizing standards for storm sewer systems.
- The resulting plan includes added storm sewers where there are none, upsizing existing sewers, and installing additional curb inlets. Curb drains will be added as well behind street curbs throughout the Village so that all units will have the necessary access for discharge lines should they wish to install sump pumps and participate in the City's footing drain disconnection program.
- Two large stormwater retention areas will be dug to receive stormwater overflow during and after major storms, releasing it in a controlled fashion so as not to overwhelm the two streams—Mallett's Creek and Swift Run--that carry our excess water down to the Huron River. OHM is proposing that one of these retention areas be constructed at the swale on the south end of our property bordered by Parkwood and Jeanne. The other would be carved out in a stretch of land along the utility corridor behind the Pittsfield School playground.
- Easements will be required for both of these storage areas. The Village owns the land at Parkwood and Jeanne and would be asked to grant the easement there. Ownership of the land behind the school has not been determined as yet, but OHM and the City believe that it may belong to the Village, since it is listed as part of our property in the original 1940's platting. It is not, however, included in our Master Deed. The matter is still being researched.
- Ellen asked about the new development being built on Platt (upstream from PV). Will this affect our storm sewer system? OHM stated that the City does assess capacities and their impacts before approving new housing and commercial developments.



Other Forum Participants

Brit-Marie Martinsson came to follow up on the issues at the pool. She expressed thanks for the mirrors and the new clock. She also noted that there is a ring of dirt and grime around the upper wall of the pool again this year. She suggested mentioning this to Pristine Pools. She also asked about pool furniture. Are there replacement plans this year? Ellen indicated that funds initially allocated for this had to be diverted elsewhere, but we may be able to budget for replacement furniture next year.

Theresa Moore reported that during A2Zero week she toured the Net Zero house and met with the contractor who does heat pumps. He indicated that if we did heat pumps here (at least 4) we would get a discount.

4. Approve Previous Meeting Minutes - April 2024

Motion to approve as presented (correcting Theresa's name) was made by David and seconded by John. Motion passes.

5. Ratify Votes Made via Email in May

- Motion to ratify DCAM Proposal for \$44,324 was made by John seconded by David. Motion passes.
- Motion to ratify Superior contract extension by John seconded by David. Motion passes.
- Motion to ratify dumpster approval made by John and seconded by David. Motion passes.
- Motion to ratify Hutzel's contract to replace two water service lines with costs to be fully reimbursed by the City. Motion made by John and seconded by David. Motion passes.

6. Committee Reports

Landscape Committee, Theresa Moore

- Recapped submitted reports from the committees' last two meetings.
- Plan to increase educational opportunities for committee members and for other residents.
- Several resident requests have been submitted this spring.
- Meadow Report discussion and Flower Giveaway follow up.

M&M Committee, Lisa Lemble

Typical requests have been received and reviewed by committee.

Go Doc Committee

Met in May and June. Getting close to wrapping up this major project. Committee will review with attorney before recommended changes are presented to the Board.

7. Kramer-Triad Report

Manager's Report

- Kendra recapped her written report.
- 4 units have sold since April.
- Number of off-site owners has gone down.
- Delinquencies around \$29,000.
- 110 work orders completed in May.

- Roofing and gutters work for 2023-24 completed.
- Deck staining has begun, weather permitting.
- Painting will begin late summer.
- Concrete work has been completed.
- Chimney work started this week.
- Snow Removal RFP will be sent out for the next winter season.
- Maintenance project maps are updated as needed.

8. Unfinished Business

A2Zero Collaboration Update:

- July 17th at 10:00 is set for an in-person meeting with PV Board and standing committees.
 - Goals of the Meeting
 - Building relationships
 - OSI commitment and PV work
- Jessica will send information and goals to Kendra who will draft something to communicate to the Board and committees.
- Meeting will be held hybrid.

9. New Business

Meadows Report

Extended discussion. Highlights as follows:

- Lisa submitted a written report to the Board.
- Lisa asks that the Board give direction on this to the Landscape Committee.
- Discussion. How do we move forward?
- David suggested that what to do with the meadows might best be addressed as part of the master landscape architecture plan that he and many others have been pushing for.
- John proposed that guidance be sought from an impartial third party with the relevant expertise.
- A suggestion was made that we could make sure they get mowed each spring.
- Perhaps we should draft an RFP for maintenance and managing of these areas by an outside firm.
- How will the city project change or delay work and maintenance on the meadows?
- We might need to create an Ad-Hoc group to help create a master plan, and/or hire a consultant.
- Collaboration efforts should be made between Landscape committee and the original Meadow Group. Theresa asked for some suggestions on who to call to come take a look at our meadows. Jessica will ask her Rain Garden contact for a recommendation. Leads can be sent directly to Theresa at landscapecommittee@pittsfieldvillage.com for Theresa to follow up on.
- What is the long-term goal and the value in these meadows? Why do we have them and what are the benefits?
- The upshot of these discussions: the Board asked Theresa and the Landscape Committee to do the following:
 - Seek out disinterested qualified outside professionals who might be engaged to provide guidance about options for the meadows going forward.
 - Continue their internal discussions about the meadows.
 - Begin the process of developing a plan for engaging a firm to work with the Village on a master landscape architectural plan to guide our future decisions about plantings and maintenance of our land.



Pool Rules

- Recent reports of unruly behavior at the pool now that we no longer have pool attendants.
- Reports of non-residents using the pool.
- Our fob system does not track usage data.
- We can disable fobs if need be.
- Hire attendants on weekends or during peak hours?
- Pool Rules should be revised. There are pool rules, and separate pool rules within the Resident Rules
- New signs at the pool will be ordered and placed inside the gate where it's easy to notice and read.
- Check pricing on fob system tracking upgrades.
- Email blast will be sent from the office reminding folks of the rules and being responsible for the behavior of family members and guests.
- Make no changes at this time—other than additional signage—until we know whether the disturbances are an anomaly or the beginning of a pattern that will require added security and supervision measures going forward.

Community Building / Office Door Replacement

Discussion:

- The outside door into Kendra's office is badly corroded at its base, and water can come in there. Quotes have been obtained.
- Estimate from Chelsea Lumber was received. \$8,435.00.
- Estimate from Pure Energy was received for almost \$11,000.00.

The Board did not elect to replace the door at this time. Patching and painting were possible fixes.

10. Adjourn to Executive Session at 9:23 pm.

11. Next Meeting: Wednesday, July 24.