



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, September 25, 2024
Minutes

- **Board Members Present:** Ellen Johnson, David Brassfield, Linda Ross, Jessica Lehr
 - **Board Members Absent:** John Sprentall
 - **Kramer-Triad Management Staff Present:** Kendra Zunich, Tracy Vincent, Ryan Pustay virtually.
 - **Community Members Present:** Michael Wytychak, Theresa Moore, 2621 PF (Kylar)
 - **Community Members Present Virtually:** Dawn Schoelle, Jan Frank
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1. Call to Order

Call to order at 6:06 pm by Ellen Johnson

2. Approve Agenda

- Table unfinished business items A-D, F and H. add to H. front garden bed pavers-check in spring.
- Update addresses under New Business to 2664 and 2666 PF.
- Add to New business: Manager's office updates. Motion by Jessica to accept with changes; David seconded. Motion passes.

3. Open Forum

- Michael Wytychak: update on bike corridor: since July he's tried to get details on what's happening at Pittsfield as part of City planning for the upcoming infrastructure project. He began with the city comprehensive transportation plan finalized in June 2021. Mike explained some of the foresight regarding transportation other than vehicles. Edgewood is to be designed as a connector bike route for all ages and abilities, according to the 2023 specifications. This means they should be able to bike in a manner that is comfortable and safe. Michael has been trying to get more specifics from the City regarding the measures they plan to put in place. Per City, these parts of the plan are still being designed/not ready to share. There is supposed to be another community meeting ca. November, and the contract will go out to bid in Dec/Jan. The board is pleased that Michael is keeping tabs on this part of the project and sharing information with the Association.
- Holly Meade: Alleged violation response: lattice design element was added to her unit without approval. Ellen asked that she send a picture with the letter received so we can understand the issue and follow up.

4. Approve Previous Meeting Minutes – August 28, 2024

- M&M notes: change to read: Board agreed that this would be a good area for a spec and also acknowledged that M&M is down to three people right now so doesn't have a lot of bandwidth to get to this shorter term.
- Under Unfinished Business, A2 Zero, change verbiage to: A. A2Zero / OSI – Jessica reported that Jordan is working on a Standard Operating Procedure (SOP) document to define how we all work together. This will be provided to everyone for feedback. OHM meeting feedback. Home energy rebates were clarified. Home energy audit program through OSI – residents can register. We should let them know that we do want to be a part of this. discussion. Kendra asked that when SOP are established, when will we meet as a group/community? Jessica took this as an action item to raise to Jordan.
- Under Leave the Leaves: change to:
 - Leave the Leaves Pilot Project / Erin Brightwell: pilot proposal, form and evaluation guidelines were sent to the board last Friday. Highlights:
 - Document was changed to emphasize only naturally occurring leaf drop. No leaves from the yard can be moved into the beds intentionally.
 - Discussed success criteria
 - Participants are happy
 - Make sure non-participating units are not inconvenienced.
 - Minimize disruption for landscape crews and staff.
 - Make sure there is an OPT-OUT option.
 - Staff delivers markers, residents return them. Decided on red markers.
 - Costs: there should be no additional costs, but it's possible. Erin will write something into the evaluation and keep records.
- Under New Business change to:
 - Margolis Snow Removal: Linda raised some questions around the history of the City agreement and concerns around how any of our costs are rising. The contract was bid out to 3 parties but 2 did not bid. Discussed why the community moved to this model, and why we are happy with Margolis. Our relationship and the communication Dave has with Margolis is valuable. David moved to accept the contract presented. Jessica seconded. Motion passes.

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

5. Ratify Votes Made via Email in August

Motion to ratify the email vote was made by David to go ahead with the pre-season purchase of salt. Jessica seconded. Motion passes.

6. Committee Reports

Landscape Committee, Theresa Moore

- Report submitted from the 9-10-24 meeting. Theresa also presented to the Board, the issue of resident interference with landscape crew. Residents should be reminded that beds, trees, shrubs, and lawn areas are under contract. Residents and co-owners cannot halt attempts at work being done on the property. DISCUSSION. It was agreed that lawn crew members can respond accordingly

to verbal requests to not blow leaves. Something like, “there are no red garden markers in your beds, telling crews that you are part of the pilot program this year. You will be given the opportunity to sign up for the LTL program again next year”.

- David suggests M&M specifications clarify that if landscape work is needed because of a resident-requested Modification, the owner bears the cost of plant or tree removal or replacement (i.e., generator, patio, deck, and interfering plant). Advance notice must be given to the contractor. There was discussion of the Landscape committee developing criteria for when they might need to approve a request.
- Leave the Leaves: if a unit is not registered, they cannot ask lawn crews to “not blow leaves”.
- Theresa attended a perennial plant symposium in downtown Detroit and recapped her extraordinary experience. This was also an opportunity to see a new garden put in at Belle Isle by a famous Landscape Architect. It was all native plants.

M&M Committee, Lisa Lemble

- Lisa asked for clarification on the opinion brought forth by Michael regarding the proposed bike path within Pittsfield. There was clarification that he is a staunch bike advocate, which drove his interest in understanding the City plans. Lisa also offered her view and experience on landscape work notifications and how it does affect the end user (unit owner). Most residents are not as connected as Board or committee members and may not be paying attention/understand
- Meeting held on September 3; minutes submitted and reviewed.
- 2315 Fernwood – Kitchen Renovation. Approval postponed as contractor is not licensed. Contractor in question has done a lot of work throughout the Village. Contractors that are not licensed are asking residents to pull permits which make the resident responsible if construction is not up to code
- 3518 Edgewood – Basement Bathroom installation was approved. Currently there are no specifications for basement bathrooms. This would be another specification that would be beneficial.
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- Front garden bed paver specification will be revised and resubmitted to the board for consideration.

Go Doc Committee – Ellen Johnson

- Next steps: Linda Ross is creating a document indicating old text vs. new text.
- Ellen and Kendra will meet with our attorney soon.
- Next meeting: October 21.

7. Kramer-Triad Report

Manager’s Report

- Kendra recapped Sales. 3 available currently. 14 total sales YTD.
- Delinquencies remain high.
- 108 / 104 work orders open/closed.
- Margolis approved through 2027 for snow removal.
- Superior will be reviewed next month.
- Unplanned expenses are logged on a separate report.
- Water service lines: David asked when they come up. There usually is a problem or indicator.
 - Maintenance maps will be updated with all summer work added.

8. Unfinished Business

- A2 Zero / OSI: Jessica reported with the group me with Jordan this morning. SOP document is being tweaked. DTE conversations: no update to report.
- Generator Specification Draft:
 - legal counsel did review the document and did not indicate any issues of concern. Some discussion on ADA - ADA requirements supersede a condo specification.
 - David expressed concern about how many may go in (cluttering the community), potential emissions, and other clutter or safety concerns. DISCUSSION.
 - If we are confident that city code and permitting protects from our concerns, then we could approve this specification.
 - Motion to approve the specification as presented was made by David and seconded by Linda. Motion passes.

9. New Business

- Hutzel water service proposal for 2664 and 2666 PF: motion to approve the estimate for \$12,500 was made by Linda and seconded by David. Motion passes.
- Home Spec proposal for 2397 Jeanne foundation work: Motion to approve the estimate for \$30,388.70 was made by David and seconded by Linda. Motion passes.
- Outdoor storage box specification: under “additional storage options”, Theresa proposed new extended dates for bike tents. Ellen posed a couple of questions. Jessica asked that the depth size be reconsidered and increased. DISCUSSION. Residents who have approved storage boxes that are outside of spec can keep them. Motion to accept the spec with the modifications made tonight was made by David and seconded by Linda. Motion passes. Jessica abstained from voting.
- On-site Manager office repairs: exterior door leaked and was rusting. We need to find a way to make these repairs. There was some grading issues outside that was dealt with.

10. Adjourn to Executive Session at 8:24 pm.

11. Next Meeting: Wednesday, October 23, 2024