



**Pittsfield Village Condominium Association**  
**Board of Directors Meeting**  
**Wednesday, June 25, 2025**  
**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, David Walke
- **Community Members Present:** In-person: Erin Brightwell, Karen Waisenen Online: Britt-Marie Martinsson, Dawn Schoelle.

**1. Call to Order**

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Call to order at 6:02 pm by Ellen Johnson

**2. Approve Agenda**

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- Table unfinished business items A, B.
  - Motion to accept the agenda as amended was made by Linda and seconded by Jessica.

**3. Open Forum**

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- No resident issues brought to the Board.
  - City of Ann Arbor + OHM update
    - Whitewood between Norwood and Oakwood: grading needs are more extensive. There will be more disturbances near the units in this area.
    - Landscape damage: our preference is to have our landscape contractor do the work and the City reimburse Pittsfield.
    - It is recommended that we only plant grass on the easements as the City is not responsible for any plantings if they have to perform maintenance.
    - It was suggested that PV join OHM on the walk through after the project to identify damages.
  - Leave the Leaves
    - 28 participants this year!
    - Feedback of the program shared with the Board. Report submitted.
    - We would like a second pilot program this year.
    - Jessica motioned to extend the pilot program with a cap increase of ten. Linda seconded. Motion passes.

**4. Approve Previous Meeting Minutes – April 2025**

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Motion to approve the minutes as amended/presented was made by David and seconded by Linda. Motion passes.

**5. Ratify Votes Made via Email**

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- 2351 PW – Home Spec work: Motion to ratify the email vote for this work in the amount of \$26,838.65 was made by Jessica and seconded by Linda. Motion passes.
  - Playground steps at Richard/Edgewood: Jessica motioned to ratify the online vote to approve the project for \$2094.28. Linda seconded. Motion passes.

## 6. Committee Reports

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### Landscape Committee, Theresa Moore

Report submitted in writing.

Our Dutch Elm tree unfortunately, is now diseased.

### M&M Committee

Report submitted in writing.

### Go Doc Committee, Ellen Johnson

- Update on where committee work stands.
- Another meeting in 10 days.
- One member resigned.

## 7. Kramer-Triad Report

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### Manager Report Recap – Kendra Zunich

- Sales report recap: 4 sales YTD.
- Leasing is near the 25% cap. May consider a newsletter article on the subject.
- Roofing is completed until ~2036 and will be removed from the project list!

## 8. Unfinished Business

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- Front Garden Bed Paver Specification (discussion). This will be referred to the M&M committee for further research and discussion.
- Consent to Alterations of Common Elements Document
  - Which specs / alterations will be considered as required alterations? Start with:
    - Generators
    - Gutters
    - Windows, doors
  - Update some the language in the solar panel specifications to reference this consent document.
  - Jessica moved to approve the Consent to Alterations of Common Elements form; seconded by Linda. Motion passes.
  - Jessica moved to alter the following specs to reference the need for the Consent to Alterations of Common Elements document: Generator, egress windows, and solar panels. Linda seconded. Motion passes.

## 9. New Business

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- Home Spec Proposals:
  - 3417 Edgewood – motion made by David to accept the proposal for \$22,075.71. seconded by Linda. Motion passes.
  - 3425 Norwood – motion made by David to accept the proposal for \$17,524.71. seconded by Linda. Motion passes.
- DCAM Proposal for concrete parking pad work: \$12,724.00. Motion to approve was made by David and seconded by Jessica. Motion passes.
- DCAM Proposal for concrete work in PV – David moved to approve the proposal in the amount of \$12,006.00. seconded by Linda.
- Insurance Risk Management Report: discussion
  - Critical recommendations on GRILLS
    - Send mailing to entire community. Kendra will compose a cover letter and have it reviewed by the BOD.
    - Identify units who have non-compliant grills.
  - Jessica moved that we amend our Resident Rules to say that wood and charcoal burning grills are prohibited. David seconded. Linda abstained. Motion passes.

**10. Adjourn to Executive Session at 8:12 pm.**

**11. Next Meeting: July 23, 2025**