



Pittsfield Village Condominium Association  
Board of Directors Meeting  
Wednesday, August 27, 2025  
Minutes

- Board Members Present: Ellen Johnson, David Brassfield, Jessica Lehr, John Sprentall, Linda Ross.
- Board Members Absent:
- Kramer-Triad Management Staff Present: Linda Martin, Tracy Vincent, David Walke.
- Community Members Present: Dawn Scholle online

1. Call to Order

---

Call to order at 6:02 pm by Ellen Johnson

2. Approve Agenda

- 
- Add Steve Christianson from the Office of Sustainability to Open Forum – Potential DTE / City collaboration.
  - Table items A, B, D under Unfinished Business

Motion to approve as amended was made by John and seconded by David. Motion passed.

3. Open Forum

---

Chris Elenbaas, Project Manager with OHM

- Unexpected water main leaks on Norwood pushed the project off schedule. The result is that Oakwood was not completed before school started. One layer of asphalt was laid to provide access to the school.
- The map online has been updated.
- The next phase, starting in September, is Pittsfield [between Packard and Oakwood](#) Construction of the southernmost stormwater detention basin on Norwood between Pittsfield and Whitewood will also begin in the fall.
- [Asphalt cannot be laid after mid-November. Pittsfield should be done before winter. If not, a temporary pavement will be laid, and contractor will be responsible for snow removal. Parkwood may be open during the late winter \(get underground completed and paved in April\).](#)
- Parkwood / Jeanne section will likely be the focus after the coldest months of winter.
- Ellen asked how snow removal will work in the construction areas during the winter? How will this be handled? Chris explained that snow removal will be handled by Fonson if our crews cannot get through or access portions of the project. Fonson should be our contact (Dave Walke, staff / Margolis) for Snow removal issues, planning, questions, etc. [Dave Walke will coordinate a meeting with Fonson and Margolis to discuss snow removal.](#)
- Pittsfield should have little issues with vehicle and foot traffic during the winter.

The City of Ann Arbor has approved the changes made to the Grant of Easement for the Storm Sewer behind Pittsfield school that were made by Pittsfield Village attorney with one exception. The city's attorney will work directly with the PV attorney to get this resolved.



Steve Christiansen, Energy Assessor, City of Ann Arbor, Office of Sustainability  
Attended at the request of Jessica Lehr to discuss a possible collaboration with Pittsfield Village, OSI and DTE to participate as a community in a program that helps fund weatherization investments for income qualified homes. If we can income qualify as a community, there is potential that energy efficiency improvements covered by both City of Ann Arbor and DTE could be paid for 100% for all PV residents.

An Income qualified community means that 51% of the residents are at or below 80% Ann Arbor median Income:

1 person household: \$66,950

2 "": \$76,500

3 "": \$86,050

4 "": \$95,600

5 "": \$103,250

OSI can help PV develop a method to gather data for the residents using an honor system. This will need to be in a way that preserves privacy of residents. Ellen offered to assist, using her experience and expertise in data gathering. DTE must approve the method used to obtain income information. If the community income-qualifies, we can proceed. The path to decarbonization!

Multi-family rebates – DTE:

There is a fee on all customer's DTE energy bills (energy waste reduction). This must be used by DTE to fund energy efficiency projects for income qualified homes. DTE has a yearly target and a yearly budget for these projects. DTE has money to spend on multi-family communities. DTE currently has funds available for 2026.

Ann Arbor Home Energy rebates – City of A2

Home energy advisor program: available to any city of A2 resident, and there are rebates available through the City for qualified home energy improvements. The funding for this is via Climate Action Millage.

Another community in Ann Arbor has been a pilot project and between programs offered by the city (rebates) and DTE. After qualification found many areas of energy efficiency and cost savings. This is their Pilot Program, a new venture. We are doing assessments, and work could begin in the fall. Walker-Miller is helping with the assessments. The program for that community is covering:

- Attic insulation
- Air sealing opportunities
- Rim and joist
- Crawlspace encapsulation

There was discussion of which types of investments might help Pittsfield Village the most. Steve will investigate whether wall insulation and weather stripping/caulking are included. We have done attic insulation as part of re-roofing, but it would be good to evaluate whether that is enough. The Pittsfield Village Summary based on Home Energy Audits in the community that have already been done will be a good resource for determining which covered investments would make the most difference for Pittsfield Village.



Next steps: Board votes to communicate our interest. Next step is establish qualifying income verification. We are already planning a community meeting in November and OSI will be going door-to-door ahead of that meeting so there is opportunity to raise awareness of residents about filling out an income qualification survey if we can get it in place in time. Kyler, who lives here and works at OSI is working on a flyer for door-to-door efforts that we hope to review at next month's Board meeting. Jessica motioned to add to our work plan with OSI, the DTE/OSI Collaboration for Energy Efficiency. John seconded and the motion passed.

#### 4. Approve Previous Meeting Minutes – July 23, 2025.

---

Edited minutes will be sent with some clarifying changes:

John motioned to accept the corrected minutes; David seconded. Motion passes.

#### 5. Ratify Votes Made via Email

---

#### 6. Committee Reports

---

Landscape Committee, Theresa Moore

- Report submitted in writing.
- Tree survey report numbers will continue to grow. Next newsletter will include an update.
- Bev Richards' family will be meeting near 2626 WW on September 4<sup>th</sup> at 11:00 am for the memorial tree dedication.
- Elm celebration continues to grow. Tree is coming down due to Dutch Elm disease. Picnic, maybe some entertainment, an appropriate poem or limerick. No date is set yet.
- The Sycamore by the tree is likely the largest of its species in Ann Arbor. We missed the July 31 deadline to get it classified as such, but will pursue again next time.
- Considering a sapling project – we need a process and guidelines for situations where residents have access to free or low cost trees. For example, trees that have seeded or Washtenaw County Free Tree program.

M&M Committee, Ellen Johnson for Lisa Lemble

- Report submitted in writing.
- There is work to develop a rain barrel spec
- Committee discussed the value of our courtesy deck clean and stain program for getting regular feedback on condition of the structures. The company has a new foreman and process for providing that feedback back to PV has faltered. Dave will reach out to ensure that aspect of our contract is followed.

Go Doc Committee, Ellen Johnson – no meeting in August

#### 7. Kramer-Triad Report

---

Manager Report submitted in the Board Packet

#### 8. Continuing Business

---

- a. A2 Zero Collaboration Update – Jessica Lehr covered updates sent out via email. See end of minutes for text of email.
  - a. OSI / DTE – see above discussion about DTE Weatherization program
  - b. HEA Summary – there are enough Home Energy Assessments from our community for a PV focused summary to be created.
  - c. We will update the PV website to provide easier access to the Sustainability information including the addition of a Sustainability tab . Jessica is working on proposal and text and will email that out ahead of the next Board meeting. Others are asked to share their ideas and feedback. Jessica volunteers to help make the changes once approved. Will need permissions to update website.
  - d. Working on community outreach plans. Kyler is drafting a flyer and will plan to attend the Sept Board meeting to discuss.

## 9. New Business

---

- a. City of Ann Arbor Snow Removal Agreement: signed, sealed, and delivered. The contract has been signed.
- b. Home Spec – 2307 Fernwood: wall stabilization. This unit had work done in the past, but it was not permanent stabilization and that is now needed. Motion to approve the proposal for \$28,522.13 was made by Jessica and seconded by David. Motion passes.
- c. Hutzal – New water service lines- 2641-2647 and 2631-2637 PF. Dave explained the situation and the price is for 8 units. Unfortunately this does not qualify for City reimbursement. Motion to approve the proposal totaling \$59,500.00 for water service lines in 8 units was made by Jessica and seconded by John. Motion passes. We will have to use Reserves Contingency line item to pay.
- d. Social Events
  - a. Pooch Plunge
  - b. Craft Night

10. Adjourn to Executive Session at 8:08 pm.

11. Next Meeting: September 24, 2025

ADDENDUM: Email update on OSI Collaboration (8/27 email to the Board)

Hi All,

Sharing out in advance of the Board mtg updates from our conversation with OSI last week. I'll go over these as updates in our meeting later. This is intended as a preview and to make notes easier for Tracy ;)

1. Jordan alerted us to a possible opportunity to participate as a community in a DTE program that helps fund weatherization investments for homes. See separate email from me. This will be on agenda for 6:45 & Steve Christensen from the Energy division of OSI (A2Zero) will be coming to give us an overview and answer questions.
  1. Potential Vote: If this is of interest I'd like to vote on whether we would add it to the work plan with OSI. If we vote to add it, I would ask Jordan to work with the energy team to draft the work plan item text for our (and OSI's) review via email between now and the next Board mtg.
2. Work Plan item; HEA Summary:



1. HEA Summary - There are enough Home Energy Assessments from our community for a Pittsfield Village focused summary to be created. Jordan will email Ellen to introduce the person working on the summary (Julie) to us.
3. Work Plan item; Community Outreach
  1. Kyler is working on a draft flyer. He will share it out with us via email for preview/feedback and plans to attend the September Board meeting to discuss and hopefully get approval so it can be printed/used in door-to-door efforts. (he would come tonight but Ellen and I decided the agenda was already too full)
  2. We discussed scheduling the community meeting/celebration for early November when Kendra is back.
  3. Website Proposal: We would like to update the Sustainability section of our website to be more robust and have pages the flyer can link to. The goal would be to give us a foundation we could build off of over time to give residents access to more info on workplan items.
    1. Basic concept is that there would be text on the landing page with links (all the current ones would have a home).
    2. We would also create a landing page with text for the OSI collaboration and links to documents like the SOP (section within sustainability).
    3. I would send out a full proposal with draft text between now and the next board meeting & we could discuss and finalize at the next meeting.
    4. I volunteer to make the changes myself once approved - would need website permissions to do so.
  4. Kyler has developed a tree walk in our neighborhood (+ Forestbrooke). This is self guided. He has ideas about collecting people's stories about trees and personalizing the walk more over time.

See everyone tonight!

Jess