



Pittsfield Village Condominium Association  
Board of Directors Meeting  
Wednesday, August 19, 2026

Minutes

Board Members Present: Ellen Johnson, Linda Ross, David Brassfield, John Sprentall.

Board Members Absent: Jessica Lehr

Kramer-Triad Management Staff Present: Kendra Zunich, David Walke.

Community Members Present:

1. **Call to Order**  
Call to order at 6:02 pm by Ellen Johnson
2. **Approve Agenda** – motion to accept as presented and seconded by Jessica. Motion carries.
3. **Open Forum** – none.
4. **Approval of July regular Meeting Minutes**: Approval of previous meeting minutes John made a motion to accept them as submitted and David seconded motion carries.
5. **Ratify approved motions by email**. John made a motion to ratify the motion at 2837 Pittsfield Blvd for \$32,078.90 for HomeSpec's proposal for foundation repair. David seconded the motion. Motion carries.
6. **Committee Reports**
  - a. Landscape Committee, Theresa Moore
    - They had a walk instead of a regular meeting in July.
    - She instructed her members to take pictures and addresses while they're on the grounds.
    - Les agreed to pay for appropriate plantings for the area around the large rock on Norwood.
    - Theresa recommends the lounge chair be placed in the traffic circle. John had a unique idea to rent a inflatable tube man when Pittsfield is reopened.
    - John also asked the question about how much the committee is allowed to spend without prior board approval. Discussion.
  - b. M&M Committee --There are no notes submitted, but they did meet this month.
  - c. Go Doc Committee – no update
7. **Kramer-Triad Manager's Report – Kendra Zunich**
  - One available unit on Pittsfield as of August 16.
  - Kendra reported on sales, regular communications from the office, offsite owners versus renters, and current delinquencies.
  - In the month of July, there were 103 work orders open, and 105 work orders closed. It was a busy month for staff.
  - Deck staining was completed, painting starts in September, concrete started August 17, and the chimneys are complete.

- Linda asked if we could ask the contractor to wash off power was before they paint. Kendra confirmed that she has reached out to the contractor about this.

#### 8. Unfinished / Continuing Business

- Community Building Parking Lot Update: the response from our attorney has been received by the board. Kendra will send out a call for action.
- A2 Zero Collaboration Update
  - Linda confirmed that the committee met today.
  - Maggie from A2Zero found a few incorrect addresses on surveys received.
  - The wording has been revised.
  - 172 valid responses have been received, 114 of those are qualified. We're getting closer, but we need another push.
  - John said we need another mailing. A postcard might not be the best idea. Should we pre-address information to make it easy on folks? We can send out email blasts and continue posting in the newsletter.
  - We have the Facebook page we can utilize.
  - Perhaps we can make phone calls.
  - Maggie will attend the September meeting with another update.

Linda also reported on the tree grant status. The southside plantings and maintenance map was received by Kendra to analyze. Details to button up still. Les knows what we know. What's good is that we get \$20,000 worth of trees!

#### 9. Deferred Items / Pending future discussion

- Water Management in the Village
- Resident Rules Update

#### 10. New Business

- Storm Damage: Kendra said that there's hail damage at 2816 and 2818 Whitewood and that it has been reported to City Roofing. The cost we expect should be \$9,250.
- John's Updates/ Website. The goal is to re-organize or redesign our website with tabs and sub folders.
  - Add a virtual handbook and a welcome packet.
  - Kendra loves these ideas for the fall and winter project for staff.
  - John would like to see a tab for maintenance and modification and a tab for landscape committee clearly rewritten with all rules, forms and specifications.
  - He would like to see the home tour pictures and garden photos reposted. He noticed there was a flicker tab where some photos of Pittsfield were saved and he asked where that came from. Kendra will investigate the matter.
  - He would like to see the main picture on the front page be updated.
  - Other notes: Kendra mentioned that Tim does minimal updates for us currently, and if the board wants more input and monthly work, we could call to Pittsfield for a volunteer to do the website.
  - John also mentioned he'd like a search bar feature added (search function)
  - Linda volunteered to do a prototype of a website for Pittsfield. She has extensive background in this type of work, but we will search for someone as a volunteer perhaps to aid in the redesign and other updates.

- ix. We will ask residents what they want to see on our website and what they might go to the website to look for.
- x. We will add online virtual forms for maintenance modification application, landscape application applications and a complaint form.
- xi. Kendra mentioned that there's a new newsletter format coming soon starting in October as Microsoft publisher is no longer being supported. We will try Canva or another new program.
- xii. John asked that we remove the working group from the website calendar. He and Theresa do not want it publicized. John felt it's unnecessary to put it on the calendar. Kendra reminded the board that this calendar serves as a clubhouse calendar/reservation calendar, and we can change the wording from the working group to simply "reserved". John mentioned that these have not always been listed on the calendar and Linda said no because it's a new group. Staff will follow up with Theresa and Ellen, and we will rename it tree group - members only. John is good with this; end of discussion.
- c. Violations: John mentioned two barbecue grills and a fire pit near the pool. There was discussion about requirements and our policy, and do we have the legal authority after three notices to remove items? Discussion. We will consult legal on this matter. John mentioned repeat offenders with stuff on the buildings again (ornamental items). David agreed that he is totally in line with enforcing the rules. Discussion.
  - i. We haven't been holding open hearings about violations, Kendra added. It is a legal process that hasn't been followed or enforced exactly in line with our bylaws.
  - ii. Also discussed was how do we try to motivate people to comply? Are folks best motivated with fines? John reiterated that it's pointless to have rules if we cannot enforce them. David added that a good place for violation reminders is the newsletter- we will call for compliance. How can we entice folks to clean up? The committee used to go out and do violation tours that no longer happens. Kendra does not want to add extra burden to the committees, and it can be tough to get quorums at a regular committee meeting as it is.
  - iii. We need a new process and we need it written. We need a procedural policy for each committee. We need a new system, and we need to be effective about it. KC suggested a compliance committee John added that he'd be willing to be the bad guy and lead the charge.
- d. John went on to say that Theresa, leading the landscape committee, has been very diligent and takes on the job that no one wants to do. She's doing a great job. John wants to give Teresa more some kudos and the acknowledgment she deserves.

11. Adjourn to Executive Session at 6:30 pm.

12. Next Meeting: September 23, 2026