

# Pittsfield Village Condominium Association

## Annual Membership Meeting Minutes

Pittsfield Elementary School (2543 Pittsfield Blvd., Ann Arbor, MI 48104)

May 10<sup>th</sup>, 2011

**Board Members Present:** Justin Ferguson, Ken Sylvester, Laura Zeitlin, Jessica Lehr and Aaron Pressel

**Board Members Absent:** None

**Staff Present:** Melissa Brown (Site Manager), Dee Dittmar (Office Coordinator), Wanda Buster (Bookkeeper), Colin Breed (Maintenance Mgr), Tim Clarkson and Dave Walke (Maintenance Staff), and Jeff Gourlie (President of Kramer-Triad Management).

**Others Present:** Condominium co-owners representing 52 units.

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### Registration

Registration was conducted between 6pm and 6:30pm.

### Determination of Quorum

Proof of notice of the meeting was presented by Justin Ferguson. He confirmed that a quorum according to the governing documents had been reached.

### Call to Order

The meeting was called to order by Justin Ferguson at 6:37pm. He introduced the staff of Kramer-Triad Management and thanked them for putting the meeting together. Jeff Gourlie (President of Kramer-Triad Management) was also thanked for his outstanding services. Justin introduced the current members serving on the Board. He explained that the purpose of the meeting was to provide an update to the co-owners regarding the operations of the Association as well as to hold an official election. New co-owners were acknowledged and asked to introduce themselves. They were welcomed to the Association and thanked for attending the Annual Meeting.

### Approval of 2010 Annual Meeting Minutes

Justin Ferguson called for any questions regarding the minutes from January 23<sup>rd</sup>, 2010. There were none.

- Motion: Darleen Boynton moved, Greg Witbeck seconded, that the minutes of the Annual Meeting of January 23<sup>rd</sup>, 2010 be accepted as written.

***Motion passed unanimously on a voice vote.***

## **Election of Directors**

*Introduction of candidates.* Justin Ferguson introduced the two candidates who had declared their candidacy for the Board: Aaron Pressel & Jessica Lehr (current members)

*Nominations from the floor:* Justin called for nominations from the floor. There were none and he closed the nominations. He advised that a motion could be made from those present to vote by acclamation allowing the current members to maintain their seats on the Board.

- Motion: Jane McGee moved, Kathleen Strnad seconded. Majority in favor, 1 opposed.

## **Reports from Officers**

**Conversion Update:** Ken Sylvester advised that 104 units have been converted. The deadline to utilize ROA Hutton's services to convert is May 1<sup>st</sup>, 2012. It was explained that 85% of the Association had voted to convert from a Cooperative to Condominiums. He urged those that have not yet converted; to do so and if they had any questions to explore their options as well as consult with a Financial Advisor, ROA Hutton, a Loan Officer or by simply speaking with the Site Manager.

**Budget:** Ken informed the co-owners that the budget season starts in the fall and is composed using historical trends as well as zero based budgeting. When the budget was assembled, committee activities were taken into consideration. Revision of what was important led to deciding to fund future goals which addressed the concerns of the committees, and created room in the budget to proceed with re-roofing various buildings. Ken also explained that incremental increases in dues help facilitate in combating maintenance issues. The landscaping rejuvenation project was removed from the budget to help focus those funds on removing large trees that are affecting the structural integrity of the buildings.

**Communication:** Justin Ferguson thanked Jason Beckerleg for helping to increase the communication throughout the community. Many avenues were explored including email lists, newsletters, blogs, and websites. Through these avenues, topics that are of a high importance are communicated. Jason stated "The main goal is to keep co-owners informed of what is occurring within the community."

**Landscaping:** Jessica Lehr stated that the main goal over the past year was to shift the focus from the landscaping rejuvenation project to removing large trees that are damaging the buildings. Replacement plantings were placed in those areas where large trees were removed. The city of Ann Arbor donated 54 trees to the Association. Through volunteers working together these trees were planted in various locations throughout the community. Volunteers that participated in this project were thanked formally. It was announced that a flower giveaway will be taking place at the community building on May 21<sup>st</sup> from 11am – 1:30pm.

**Community Garage Sale:** Jessica announced that community garage sale will be held on June 4<sup>st</sup>, 2011 all day. Signs will be posted around the community. Co-owners were encouraged to take advantage of the dumpster that will be provided at the office for items that don't sell.

**Community Building Update:** Jessica advised that 2 offices will be removed to make room for more community events. This project also includes some re-carpeting and re-painting.

**Signage:** It was announced by Jessica that all signage throughout the entire community was replaced with signage with the Association's Logo on it.

**Pool:** Laura Zeitlin informed the co-owners that lots of work is commencing on the pool in anticipation of having the pool opened by Memorial day weekend. Some of the issues that were discovered that needed repair included cracked concrete and drainage issues. It is intended that once the repairs are complete the pool will be beautiful, functional and welcoming.

**Painting:** Laura explained that there is a new process involved for choosing the color of the buildings as interest was expressed by co-owners regarding the color selections. Those co-owners who are having painting done at their buildings are offered a ballot to submit their paint color preferences which are reviewed and considered by the Board. The Board is going to continue this process and is thinking of including a space to submit additional suggestions. The on-site Maintenance Mgr and Staff were thanked for providing samples and researching alternatives. Laura stated that "owner involvement in this process helps promote harmony."

**Other Business:** Appreciation was extended to the Board for their efforts, research, diligence and time. It was announced that Dee Dittmar (Office Coordinator) will be retiring June 3<sup>rd</sup>, 2011. Dee worked in the office for 21 years. She was presented with flowers and a gift from the Association for her years of dedication. Dee was informed that she will be missed and was thanked with a standing ovation.

### **Committee Acknowledgement**

Those volunteers that served on the communication, finance, maintenance/modification, landscaping, and ADHOC/Governance committees were all thanked for their services and time. Each committee leader was asked to introduce themselves and explain what it is that each committee is responsible for.

**Finance Committee:** Margarita Garcia-Roberts joined this committee in 1994 when the Association was refinanced as a cooperative. She explained that this committee reviews the condominium and the co-operatives financials. The main goal is to serve and contribute to the Associations as well as the Boards. The committee meets on the 3<sup>rd</sup> Thursday of every month and welcomes new volunteers.

**Maintenance/Modifications:** Darleen Boynton joined this committee over 15 years ago. The committee has been evaluating all aspects of the buildings over the years. This past year the committee has been working with a hired consultant to research and learn more about the crawl spaces. The committee makes recommendations and provides inspection reports to the Board. The committee meets the first Tuesday of the month and welcomes new volunteers.

**Landscaping:** Darlene explained that this committee is responsible for maintenance, aesthetics, and finding appropriate plantings for the community as well as facilitating the removal of trees that are causing issues with the foundations of the buildings. This committee also helps with the flower giveaways. Members like to commit to site walks once a year to inspect the landscaping throughout the community. The committee meets the third Tuesday of the month and welcomes new volunteers.

**Communication:** Jason Beckerleg took over leading this committee in January of 2010. This committee manages the websites, blogs, email lists, and newsletters. Jason advised that he can be reached at [pittsfieldvillage@gmail.com](mailto:pittsfieldvillage@gmail.com). The committee meets on the 2<sup>nd</sup> Thursday of every month and welcomes new volunteers.

## **Question/Answer**

### ***Does the Co-operative Board still exist?***

Ken Sylvester advised that the Board does still exist but the Association only consists of the remaining units that have yet to convert to Condominiums.

### ***Why haven't all co-owners converted their units to Condominiums?***

Ken said there are a few factors that could affect this, some examples include; personal financials, negative equity, and there are simply off-site owners who lease their units who do not wish to be involved in the Association's activities.

### ***Is assistance still available to those that haven't converted?***

Ken explained that there is still aid available through ROA Hutton, but only until May 1<sup>st</sup>, 2012.

### ***What is the incentive to convert from a Cooperative to a Condominium?***

Ken stated the fees in the Co-operative will continue to rise as it becomes smaller because legally it must be its own entity. By those co-owners converting to Condominiums, will help reduce their fees. This can also create more of a sense of pride and ownership within the community. This in turn can also help improve resale values. He went on to explain that in a Co-operative the co-owners hold a proprietary lease and in a Condominium a co-owner owns their unit directly as well as an undivided interest in the common areas.

### ***How does the Association proceed if all units do not convert?***

The Board is exploring options and is hoping for more to transition in time. Communicating the deadline to utilize ROA Hutton is very important. The Board does not wish to speculate any outcome. The two Boards are working together as best as they can to facilitate a smooth conversion. It was explained that ROA Hutton is only paid for those units that have converted.

### ***Are there any updates regarding deck maintenance?***

Justin Ferguson stated that deck sealing will be done in phases. Repairs to decks however are the co-owner's responsibility.

### ***When is the fiscal year for the Association?***

The fiscal year runs from May 1<sup>st</sup> to April 30<sup>th</sup>. At the beginning of the fiscal year a coupon payment booklet, budget, and Annual Meeting notice are sent out together via US mail.

### ***Has there been any talk of installing gutters on the buildings?***

The Board advised that it has been investigating options as well as the costs involved to install gutters.

### **Tennis Court Discussion**

Jessica Lehr acknowledged a newsletter article that discussed the condition of the tennis court. A decision needs to be made to keep and maintain the court or remove it. It was noted that the court has a large crack that needs to be repaired. The court also needs a bond coat, a seal coat and the lines need to be repainted. A quote was obtained to make the needed repairs in the amount of \$16,000 (\$3.23 a month per unit for 1 year). The cost to remove the court was in the amount of \$3,500 (69 cents a month per unit for 1 year). If it is decided to repair the court it will need \$3,900 in repairs every 4 years (\$2 a month per unit). Jessica advised that the Board would like to move forward with making a decision regarding the tennis court as soon as possible. It was voiced that the tennis court could be considered a selling point to potential buyers and that it provides aesthetic appeal. It was also noted that it is an asset to the community and is important despite the lack of usage. Talk of creating a tennis committee was entertained by Julius Hanslovsky. Many expressed that the cost to replace the court is a small price to pay for those that truly enjoy it (comparable to pool).

### **Adjournment**

- Motion: Justin Ferguson moved, Ken Sylvester seconded, that the meeting be adjourned. Motion carried unanimously.

***The meeting was adjourned at 8:03pm.***

**Prepared by Thayer Moran, CMCA**

**Approved on May 16, 2012**