

**Pittsfield Village Condominium Association**  
**ANNUAL MEETING** Via GoToWebinar  
**May 23, 2022**

**Meeting was called to Order at 7:00 p.m. by Ellen Johnson, Board President**

Purpose of Meeting & Virtual Meeting Protocol Review, and welcome to new Residents. GoTo Webinar tutorial was given. Attendees are in listen-only mode initially. The Board will answer questions (Open Forum) at the end of the meeting. Current board members introduced themselves. Ellen Johnson, John Sprentall, Nick Oliverio, Kat Irvin, and Jessica Lehr.

**Proof of Notice of Meeting – Kendra Zunich**

1<sup>st</sup> notice was mailed April 8<sup>th</sup> and the second notice was sent on May 6<sup>th</sup>, 2022.

**Determination of Quorum**

Quorum achieved prior to the meeting time, by proxy and/or mail-in ballot. Quorum requirement is 10% of the units, less delinquencies. 35 units need to be represented for tonight's meeting. Quorum has been achieved. Motion to accept quorum as those present and by proxy was made by Steve Rich, seconded by Joy Knoblauch. Motion carries.

**Approval of 2021 Annual Meeting Minutes**

Motion to accept last year's Annual Meeting minutes a presented was made by Linda Groshans, seconded by David Brassfield. Motion carries.

**President's Report / Annual Review – Ellen Johnson**

Thank you to Rita Khan, Community Director, who also attended the meeting from Associa/Kramer-Triad as support.

Sales report, past year budget, summary of the prior year Income and Expense, and the report of continuing projects was distributed to all via USPS and recapped tonight by Ellen Johnson. Roofing, painting, and foundations are huge reserve/capital expenditure. The Annual Report was hand-delivered by Board members.

We (the Board) are trying to come up with ways to better communicate with residents, both with this annual report and with the monthly newsletter.

Ellen gave special thanks to all staff members at the on-site office at Pittsfield.

Fellow Board members are appreciated and valued for their different perspectives and input in reaching decisions at monthly board and annual budget meetings.

Thank you to committees: Maintenance & Modification and Landscaping, to their chairs and each member.

Ellen reviewed happenings of the last year, as detailed below. The last two years has been challenging. The flood we had in June 2021 was a disaster. Cost increases on most budget items has been painful.

## **Planned and Done:**

Preventive maintenance log (chimneys, foundations, electrical service drops, etc) and how to plan and forecast for these items. Board and staff have worked hard on compiling this very helpful database. Staff did an exterior noninvasive visual inspection of each building's components. Levels of concern are being assessed.

Preventive maintenance and inspections are ongoing. We use RTA for our roofing project preparation + quality control.

Our reserve study is now under final review. It will be posted on the website when it's complete.

Jessica developed budgeting models for our needs. It's very detailed and accompanies our reserve study. Foundations, chimneys, sewer stacks – these items are being identified for future maintenance needs.

## **BUDGET**

Prioritizing maintenance is a top consideration when going through the budgeting process. The buildings are ~80 years old. Painting, roofing, foundation repair, chimney repairs, are all critical to the health of the building.

Our reserve contributions had to be increased to cover increasing capital expenses + increasing operational costs (day-to-day operations).

The average fee increase is 14% and that's the best-case scenario, in terms of increase, considering everything we had to plan for.

Roofing project funding was decreased from previous years due to unplanned foundation repairs. \$130K was spent on unplanned expenses in 2021! Floods, foundations, etc. Flood damage expenses especially took a toll on our budget.

If you are updating your circuit breaker panels, the service drop portion is an Association responsibility. The current electrical service is rated for 60 amps, the minimum service you can get now is 100 amps, so the service line must be replaced in tandem with the circuit breaker panel. Many residents are opting to upgrade their panels, this pushed the electrical budget over budget ~\$20k.

Water and sewer: city increase was ~7%, about \$20,000 higher than what we budgeted last year.

## **Discussed / NO action Taken**

Governing Documents "wish" list: Legal & extra administrative costs have been budgeted for this process. A membership vote and majority approval is required. This is a lengthy process and will require community feedback + participation. Some items the Board would like to put to the community for a vote-

- Fee structure: currently by % of value, stemming from when we were a cooperative. The Board would like to consider making this less complex- example assessments based off one + two-bedroom vs % of value.
- Windows and doors responsibility – most associations do not cover these items.
- Co-op Leasing Restriction. The verbiage in the bylaws needs to be updated.

- Double units at Pittsfield. There are a couple of these and they need to be identified in the documents.
- Proxy limitations
- Deck extensions

## **THE YEAR AHEAD**

Aligning the Budget

Continuing funding capital improvement projects while limiting impacts on residents

Governing documents amendments

POOL – installing a new access system and distributing fobs. More information will go out soon.

Foundations

Chimney repairs

Long-term planning

Communicating better with the community

Resident Rules and helping with corrective efforts

Yard Sale – June 4

Doors and Windows

Deck power washing and staining resumes 2022

## **Committee Updates**

Maintenance & Modification Committee, Lisa Lemble, Chairperson submitted a report to all residents in the packet of information sent. We need members, we are currently at 3. If interested, please reach out to the office.

Landscape Committee, Brian Rice, Chairperson submitted a summary report for the meeting. The flower giveaway was held this past weekend, in a modified format from previous years, but back nonetheless. Committee meets on the 2<sup>nd</sup> Tuesday each month. Let us know if you are interested in joining.

## **Election of Directors**

Candidate Introductions: Profiles were sent with the USPS mailing.

1. Joy Knoblauch
2. Jessica Lehr
3. Linda Ross
4. Maura Nicholson
5. John Sprentall

## **Election Results**

Election tellers, Lisa Lemble + Brian Rice, tabulated the ballots collected prior to the meeting.

Jessica Lehr, John Sprentall, and Joy Knoblauch received the highest number of votes. Congratulations!

Ellen Johnson thanked Kat Irvin for her service on the board.

## Open Forum / Other Business

Steve Rich

Q: foundation question/issue.

A: Prevention activities are done, yes. Community-wide, we are working to identify issues + solutions. We are working with the City of Ann Arbor and Washtenaw County on prevention measures. Gutters are installed as part of the roofing project. Directing water away from the buildings is vital.

Q: TruGreen (weed + feed application)

A: There are varying opinions on weed and feed on our lawns. We treat only once per year now, first in the fronts, then later (fall) in the back. Ellen suggested joining the landscape committee and help find an alternative solution. It is ongoing and ripe for discussion.

Kathleen Strnad

Q: Woodchuck Problems

A: Kendra mentioned that we have trapped in the past and will continue to do so as needed. Ellen came up with her own preventive measure by putting chicken wire around the deck to keep them from digging. Ongoing issue around Pittsfield.

Amy Griffith

Q: Unapproved modifications that came up at time of sale?

A: There was one interior renovation that removed a supporting wall. This modification was not approved by the Association.

Heather MacFarland

Q: Windows + doors being addressed

A: If an owner wants to replace their windows & doors, they can on their expense, as long as specs are followed. Changing the responsibility for these items will be a community decision, not a board decision, during a governing document amendment.

Stu Simon

Q: Snow removal increase, and printing cost increase inquiry

A: Increase in snow removal contract. Printing costs increase is for the potential governing document amendment.

Q: Electronic delivery methods: are we required to USPS all important mailings?

A: Yes, governing documents can be amended to allow for email delivery vs snail mail.

Q: When will roofing be complete?

A: Tentatively, 2026-2027 will be the last budget year for spending on this major project.

David Brassfield:

Q: How much do we have in reserves?

A: We must keep at least 10% in reserves at all times. The goal is to keep 20% in reserves (\$500,000).

Q: Do we have a master gardener?

A: Yes, there is a new staff member, Kristan, who is a horticulturist.

Q: Buckthorn removal project this year?

A: The top 3 areas have been identified. There is an area near the 2500 block of Pittsfield that will be addressed this season. There are also funds to address another location, location TBD.

Q: Doors and windows: asked for clarification on what it would mean to change the bylaw verbiage as it pertains to replacements vs. repairs.

A: This would need to be discussed with the community & legal.

Brenda Webster: willing to hand-deliver notices, etc.

**Adjourn Meeting**

Motion to adjourn the meeting was made by Ellen Johnson. Seconded by John Sprentall. Motion carries. Meeting adjourned at 8:52pm.