

**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Friday, April 20, 2012**

**MINUTES**

**Pittsfield Village Board Members Present:**

Laura Zeitlin  
Ken Sylvester  
Justin Ferguson  
Jessica Lehr  
Aaron Pressel

**Board Members Absent:**

**Kramer-Triad Management Group:** Melissa Brown, Jeff Gourlie, and Colin Breed.

**Co – op Board**

Lisa Lemble  
Brian Rice

**Co-op Board Absent:**

Betsy Hunsche

**Committee Chairs Present**

Margarita Garcia-Roberts, Finance

**CALL TO ORDER:** 6:44 pm by Justin Ferguson

**AGENDA APPROVAL:**

New agendas emailed.

Further additions:

- Minute template
- Insurance renewal
- Member request moved to Executive Session.

Justin motioned to accept agenda as revised. Ken seconded. Motion passed.

**COOPERATIVE BUSINESS-none**

There was a conversion closing today

**COMMITTEE REPORTS**

**AD-HOC GOVERNANCE-none**

**COMMUNICATION COMMITTEE-none**

- Additional changes have been done to the website. Board will review site content and give comments.

**LANDSCAPE COMMITTEE**

- Many requests were reviewed
- Flower give-away; May 19<sup>th</sup>, 11am to 3pm
- Tree list “scores”-Jessica had a question needing clarification; the scores distinguished shrubs from trees. This list is

still a work in progress. It seems to be working well, but everyone is getting used to it. Melissa and the committee are requesting a version of the report for committee with budget categories. Tim is working on this.

- Walk thru / site walk is this coming weekend.
- Melissa will add budget categories to landscape items for board member reference.

### **MODIFICATIONS AND MAINTENANCE COMMITTEE**

- reviewed co-owner requests
  - Installation of lattice because of privacy issues was reviewed at the unit by the committee.
  - Empty lot behind Aaron Pressel's unit was discussed. We are waiting to hear from lot owner. If they don't respond, we could approach the City.

### **FINANCE COMMITTEE**

- Committee met yesterday
- Statements are reviewed
- Audit is coming up. Audit should be completed earlier this year – we expect it to be presented in June.
- Need new recruits.

### **BOARD APPROVED MOTIONS THROUGH EMAIL**

- Motion for audit approval
- Budget approved through email on 4-18-12.

### **PLANNING SESSION – none**

### **MEMBER REQUESTS**

- 2826 WW: request for Board to purchase a community pass to the Henry Ford Museum. Jessica motioned to accept this request and that we purchase a corporate membership. Justin seconded, as did Laura. All in favor; Motion passed. Board discussed other institutions that might have similar programs. Ideas were:
  - Zoo pass
  - Ann Arbor Hands on Museum
  - Dominos Farms

- Leslie Science Center

- “Free” cycle event suggested by Margarita. She will write a newsletter article and announce it at the Annual meeting.

### **MANAGER REPORT**

- 5 sales through the month of March. Average price went up \$3,000 from previous months.
- 2834 PF has an offer on it. Supposed to close in early May.
- Off site owners list is steady
- Co-op letter went to those renting with a deadline to convert.
- Violations—there were a few in March.
- Site walk on Tuesday—Melissa will follow up on any violations.
- 9 co-ops for sale
- All co-op rental leases will now end on 4/30 of each year
- 2822 WW has an offer on it and will close next week.
- 2262 PF has an offer to close at the end of April.
- owner conversion on WW did not happen.
- owner conversion on Jeanne did not happen.
- 2663 PF and 2264 PW are now take-back units.
- 3536 EW had a water leak. Water service needed to be updated, so we did so.
- 2424 – 2426 leaky pipe up to unit was repaired.
- Sink hole found by landscapers on Norwood. Roto Rooter came out and gave an estimate of approximately \$2,500.00.
- Deck staining will start May 14 this year. Initial info being sent via email. Supreme Deck will put notices on doors 72 hours prior to start date.
- Painting is set to start June 4<sup>th</sup>. They will send out notices and we send out letters.
- Poolhouse paint: what color does the board want? Consensus was to keep it consistent with Logo colors and signage.
- Problems with the marcite at the pool will be repaired under warranty. Pool company and marcite company will work together.
- Ad is running for a pool attendant/lifeguard.

- Money left over from the year-end budget (\$51K) can be reallocated from cash into future funding. The board can look at this at the June meeting. M&M committee is striving to be more proactive with major maintenance projects such as foundations.

## CONTINUING BUSINESS

- Annual Meeting:
  - We had to change the time to 7pm rather than 6:30pm because of a conflict with the school.
  - Nomination profiles received will be sent out via email and put onto the website for residents to review prior to the meeting.
  - Committee chairs should give a report. Should we have stations/tables? Melissa will ask the committees what their thoughts are. Jessica will be a contact for any potential candidates with questions. She will also draft a newsletter article.
- Can the staff post things onto the website? We are particularly concerned about handling of units for sale. Melissa can now post stuff, but cannot change anything. This needs follow up.
- Asphalt replacement
  - Melissa obtained a copy of our parcel
  - The right of way is there for in and out traffic, emergency vehicles.

- Melissa suggested filling in the holes with gravel, as needed, and approve the pad for under the dumpster. Jessica motioned approval of the concrete dumpster pad. Aaron seconded motion. All in favor. Motion passed.

- Meeting minute template presented by Jessica. Each committee should have consistent styling and formatting. Content of minutes is also a concern. Too much info or not enough. Jessica will make some minor adjustments.

## NEW BUSINESS

- Open late Mondays. Log was given to the Board. We will talk about it at the Annual Meeting to make sure people are aware. We will revisit in the fall.
- Insurance renewal
  - May 1<sup>st</sup> our insurance will renew.
  - Proposals were obtained.
  - AIAI prices out through many different carriers.
  - Last insurance appraisal was in 2006
  - Motion made by Jessica to accept AIAI plan, Aaron seconded. All in favor; motion passed.

**ADJOURN TO EXECUTIVE SESSION—8:30 pm**

## EXECUTIVE SESSION

**NEXT BOARD MEETING:** June 2012  
*Annual Meeting is held in May.*

Respectfully submitted by Tracy L. Vincent