

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, June 22, 2012**

MINUTES

Pittsfield Village Board Members Present:

Laura Zeitlin
Sarah Deflon
Jessica Lehr
Aaron Pressel

Board Members Absent: Kat Irvin

Kramer-Triad Management Group: Terri Leirstein, Jeff Gourlie, and Lance Govang.

Co – op Board

Lisa Lemble
Brian Rice

Co-op Board Absent:

Betsy Hunsche

Committee Chairs Present

Margarita Garcia-Roberts, Finance
Darleen Boynton, M & M

CALL TO ORDER: 6:45 pm by Laura Zeitlin

AGENDA APPROVAL:

Changes were made and emailed to the board.
Sarah moved to approve as amended. Jessica
seconded; All in favor of amended agenda.

COOPERATIVE BUSINESS

- FHA current status: the HUD department has our waiver in front of them and they are reviewing it. Nothing happened last week while congress was in recess.
- Our attorney contacted Dingle's office and got the same answer...they're still reviewing it.
- We will check with them every few days, but we will not push, as that could have the opposite effect of what's intended in this situation.
- An update, even brief, should go into the next newsletter.
- It is difficult for condo associations to gain FHA approval.
- If we do get it, it will probably be a 1 year waiver. At that point, we need to communicate to the deferred group with the deadline and the fact that this is an opportunity/window for conversion that they need to jump on.
- IF we do not get approved, we will apply again.

- We need to find banks that are comfortable with conventional mortgage lending. Melissa had done some work on this before she left. Jeff will get that information and follow up with other banks as well. He will get more information to the Board and to the community.
- There are at least 3 other communities in the nation looking for similar FHA approval (in similar situations to ours).
- Real estate agents as a whole do not completely understand the situation we're dealing with. They need to be educated. Perhaps a press release through the board of realtors? Home tour? (Nostalgia tour – lots of people in the area have fond memories of PV)
- A “fluff” piece should be considered, perhaps through Ann Arbor.com.
- Aaron suggested a planning session to discuss a comprehensive marketing plan. In addition to advertisements, we need to educate realtors and banks, and start doing regular press releases (note – there are some people living in the general neighborhood who write for local papers)

COMMITTEE REPORTS

AD-HOC GOVERNANCE-nothing

COMMUNICATION COMMITTEE-nothing

LANDSCAPE COMMITTEE—

Chair not present

- Member requests were reviewed.
- Copies of all letters, approvals and denials, were included in the board pack.
- Can “denials” be presented differently? Perhaps face to face with Les from Superior, or the Master Gardener, to provide explanation and opportunity for discussion? Denials will be met with a personal phone call from the new manager, Terri Leirstein.
- Committee will be discussing options for buildings where a long-time gardener has moved out. These are often extra work to maintain.

- Idea of having the Master Gardener offer some seminars to residents came up.
- May and June minutes will be provided to the board in July.

MODIFICATIONS AND MAINTENANCE COMMITTEE

- Committee did not meet in June.
- Some work via email.
- Changing the meeting date to the 1st Monday of each month from the 1st Tuesday.
- Make sure newsletter editor gets notified.
- Replace name with address mold issue and relative reimbursement: status? Colin has scheduled Probe Environmental to visit the unit next week. Make sure there is follow up to report.
- Paint options: Two buildings next to each other on Parkwood are blue. We need to look at this during the next painting cycle, so this does not happen too often. Committee tasked with reviewing the data and the responses that came back from the choice pallet. We may want to consider replacing colors that have been consistently unpopular with ones we were planning to eliminate.

FINANCE COMMITTEE

- Met on June 21st.
- Financials for May were not available.
- Will review May and June next month.
- Audit will be reviewed in July also
- Long discussion on FHA
- May's minutes were given to the board.
- Terri will follow up with the auditor
- Look at final budget numbers at 2012 Y/E to see where we stood. May Finance minutes said that we were \$20K over budget, but at the April Board meeting we were projecting \$50K under budget.
- Discussion about finance committee's meeting date and how it relates to the board meeting date.

BOARD APPROVED MOTIONS THROUGH EMAIL-none

PLANNING SESSION – not held

MEMBER REQUESTS

- Referral program request from Lori Maddix De Hernandez.
 - She referred someone who did purchase.
 - Where should this money come from? Suggestion that it come out of Marketing.
 - Advertise it in the Newsletter so current owners are aware.
 - This is a benefit all around for the community.
 - Should it be a check cut or a credit to their account? A check might be more appealing.
 - We will budget for this going forward.
- Resident request for a pool party in July for 20-30 children.
 - No insurance issues since there is no money involved.
 - Suggestion to double up on the lifeguard during the time of the party. Resident to reimburse for 2nd lifeguard.
 - We need to find out how many parents will be there.
 - Jeff offered Scout the Dog from Associa to attend as well.
 - Let them know that the pool and picnic area will not be exclusive to their party.
 - Make sure the requestor gets the pool rules.
 - Place a small notification to the community in the July newsletter to make the residents aware that there is a party but the pool is still open. Also let residents know Board is considering a policy around these sorts of events (as a benefit to community members) and would love their feedback.
 - Mass email to be sent also, due to the timing of the newsletter.
 - Permission slips will be created and sent to resident to distribute to

parents of all children planning to attend.

- Jessica motioned to approve all of the above, with Sarah seconding motion. All in favor.

MANAGER REPORT

- How can we make the monthly report better and more streamlined? Terri requests feedback.
- 2831 PF closed today. Sold for \$59,900.00.
- 2264 PW was listed for \$75,000.00 and has already been sold—after 4 days on the market, for \$70,500.00. Closing is set for 6-27-12.
- Some changes made to the section “mini co-ops for sale”.
- Some discussion on how to beef up marketing, especially through our website. Links or hyperlinks through real estate websites.
- Condo rental units. The office will be doing an audit of sorts on all files and make sure all leases are up to date and all relative paperwork is in order.
- Remove “tennis court” from Future Funding portion of the report.
- Water metering and budgeting appropriately. This is dependent on City work – it’s possible it may happen sooner than we can anticipate.
- Unexpected costs for pool pump replacement. Discussed how to fund from budget
- Insurance deductible for fire caused by lightning (\$5,000). It used to have its own line item in the budget. Discussion of payment from future funding, general line item Perhaps re-establish deductible line item in budget? Lance suggested a money market account for the amount of the insurance deductible, and have it there year after year until it needs to be used. The board agrees to have Terri open the highest yield MM acct for this purpose for \$10,000.00 to cover this current deductible and then balance to maintain.
- Pool vandalism update.

- Do we have an incident report? Need to develop, and pool attendants need to fill these out when incidents occur.
- We should file police reports when and if this ever happens again.
- We can have local law enforcement visit the community/patrol more frequently
- Removal of planters? Better securing? Terri will talk to Colin.
- Remind residents to be vigilant and call office and police if they see suspicious activity.
- Fountain proposal: Should we go ahead? Board decided to move forward with removal.

CONTINUING BUSINESS

- Meeting minute template—ongoing project.

NEW BUSINESS

- Pool party initial plans. The party will be on 8/25 because of George Bedard's availability. We may move it earlier in the afternoon since it is on a Sunday. KT has offered to sponsor the food and have Scout the dog there again. We may see if Police/Fire dept can attend as well (for kid activities). We will probably do the bouncy house again, since that was popular. There are also many other ideas. We will finalize details at July's meeting.
- Block party (idea)
- Movie night in the park – through AT&T, or a “Float and Flick”, suggested by Terri.
- Henry Ford membership –defer this option. It's too expensive and we have not budgeted for this.
- Angie's list – postpone discussion to July meeting
- Group purchasing
 - For some types of improvements we could utilize the contractor who is

refurbishing village-owned units. Pictures of completed projects can be used. Prices given, etc.

- May eventually want a poll of community to see what folks would be interested in
- Seasonal opportunities for group purchasing. Lance suggested we do a practice run, giving enough notice, gathering interest for furnaces. Terri will contact contractors for Furnace/AC to start
- Possible contractors for AC/Furnace – Pat (?), Thrifty, Modern Mechanical, Indoor Comfort, Lowes
- We will allow Pittsfield Village residents to advertise in the Newsletter for free as long as they offer a discount to residents. This will not mean that PV endorses the contractor – we have to make sure to print a disclosure on every ad. Put something in the newsletter letting folks know about this.
- City Guide advertising: larger version of logo (easier to read). Motion made by Aaron to approve no more than \$1,050 for this advertising. Sarah seconded. All in favor.
- University Directory: every undergrad gets one as well as faculty, and they are delivered to every dorm. Consensus was that this is not our target market.

ADJOURN TO EXECUTIVE SESSION—9:35 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: July 27, 2012

Respectfully submitted by Tracy L. Vincent