

**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Friday, July 27, 2012**

**MINUTES**

**Pittsfield Village Board Members Present:**

Laura Zeitlin  
Sarah Deflon  
Aaron Pressel  
Kat Irvin

**Board Members Absent:**

Jessica Lehr

**Kramer-Triad Management Group:** Terri Leirstein, Colin Breed and Jeff Gourlie

**Co-op Board Absent:**

Betsy Hunsche  
Brian Rice  
Lisa Lemble

**Committee Chairs Present**

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

**Co-owners present:** Barbara Bernard-Butler and Mr. Khanda

**CALL TO ORDER:** 6:55 pm by Laura Zeitlin

**AGENDA APPROVAL:**

- Under New Business-mold remediation—add Crawlspace issue. The issue is already under Old Business
- Motion to approve: Aaron motioned. Sarah seconded. Motion passed.

**COOPERATIVE BUSINESS—nothing**

**FHA Update – Jeff Gourlie**

- Jeff explained the levels of approval and where our application stands.
- No update to report.

- We were cautioned not to push.
- High potential, per Jack B. that FHA standards may be changing in the future.

**COMMITTEE REPORTS**

**AD-HOC GOVERNANCE-nothing**

Pull from future agendas for now.

**COMMUNICATION COMMITTEE**

- We need to make sure committee chair and members are present at the August meeting.
- The co-op bylaws are on the PV website. We need to fix this to be sure current Condo

documents are posted. By Laws, Policies, Rules should be posted and available to all.

- Aaron would like to see a monthly question or query in the newsletter, or on a website poll. Need to strengthen communication.
- Maintenance and/or landscape “tip of the month” article is a good idea.
- The office should keep gathering email addresses for the mass list.

### LANDSCAPE COMMITTEE

- 7 co-owner requests this month.
- Superior Mow and Snow toured the community with Terri.
- Approved plantings were postponed because of the dry weather.
- City trees planted last spring: Several have died. Les will remove at his expense, leaving a small stump. We need to let the affected owners know the plan for these trees.
- Master Gardener role was discussed. Linda’s role was discussed.
- Front beds of the community building were freshened up.
- It was decided not to plant anything along the new fence line at the parking lot.
- Request for a baby swing to be placed in a tree next to unit 2232 PF. Request was approved. This tree is tagged as #13 on the tree list.
- Change minutes to reflect addresses only

### MODIFICATIONS AND MAINTENANCE COMMITTEE

- Mold issue—later on agenda.
- **Pool plan**
  - The committee wonders what the community thinks about the changes in the pool houses.
  - Very positive feedback on the lifeguards.
  - 
  - Anti-slip coating on the floor at the pool house—this should not be delayed. Other updates need to be completed before the floor is done.
  - Changing rooms are dark. There was some discussion on installing

skylights to brighten the rooms. We will gather more information and pricing.

- Get some better pricing on painting the floors.
- **Building colors:**
  - Paint color committee was established to select additional color pallets only. The plan is to be administered by M&M committee and PV staff.
  - We should be using the mapping program to log building colors to provide variation and avoid building color duplication in buildings within close proximity

### FINANCE COMMITTEE

- Reviewed May and June’s financials at their July meeting.
- Committee asked for a budget variance report prepared for them every month.
- The report that the board receives each month will be made available to the committee so everyone is working from the same document.
- Discussion on month to date and year to date variances.
- Kleinschmidt Proposal for porch roof/ceiling seems high. Can we get another bid?
- Quarterly payments are budgeted to Superior Mow and Snow. Terri will look into it and make sure we’re not over budget.
- June minutes – minor edit – change “Melissa” to “manager” or remove sentence completely. (Note: the issue with the sentence in question is the wording; specifically referencing “board annoyance” at not being informed. The minutes should present the facts. For example, The board will now be included in communication with ...)
- Upcoming projects in July minutes: one line item shows up in 3 places with different amounts. Terri is looking into it.
- Audit: co-op audit has been completed. Waiting on completion of the condo.
- Arbor Valley Tree Proposals – huge Elm tree with a dead limb, and trimming a

neighboring Box Elder tree. One proposal includes trees that were high score trees, planned for this year. Motion to approve the proposal for the 5 tree removals: made by Sarah, seconded by Kat. Motion to approve the additional trimming work made by Sarah and seconded by Kat. Both motions passed.

## **BOARD APPROVED MOTIONS THROUGH EMAIL**

- June's minutes were approved through email.
- Hutzel Plumbing work at 4 units on PF was approved through email. Replacing galvanized piping. This prompted some discussion on water metering and the progress we've made. Motion to accept this bid made by Sarah, seconded by Kat. Motion approved and contract signed.
- Final ad copy for the Ann Arbor City Guide was approved through email.

## **PLANNING SESSION –**

- Focus was the committee structure questions presented to committees this month.

## **MEMBER REQUESTS**

- First request moved to Executive Session (Should this be noted in minutes?)
- Request to combine 2 units into 1. Jeff says that in order for this to happen, the bylaws and the master deed would have to be amended. This would require 66 2/3% approval vote of the community as well as legal fees. This could be a very expensive endeavor that the co-owner requesting would incur. 2324 Pittsfield would like to rent his unit. This does not need approval. Required documents and admin fee will be obtained as per policy.

## **MANAGER REPORT**

- sold 4 units in June. Average price went up a bit.
- 8 co-ops for sale right now.
- 2663 PF is almost ready to be put on the market.
- Add 1 bedroom statistics to managers report.

- 109 off site owners.
- Co-op rentals have a deadline—lease must expire by 4-30-13. Terri will draft a letter to go to these unit owners.
- Start to solicit snow removal bids
- Delinquency report was given to finance committee this month.
- Sent 2 violations were sent out this month.
- One take-back unit sold
- Current maintenance projects were reviewed.

## **CONTINUING BUSINESS**

- Computer purchase: get pricing.
  - Manager will get a laptop through KT. Tracy will then get the manager's computer. A work station will be made in the community building for use by residents.
- Vandalism update: we will make contact with the local law enforcement and have a discussion.
- Pool Party:
  - Band is secured.
  - Terri has a tent and PV has pop-ups to use. This will save us money.

Unit with the visqueen: address: 2843 Pittsfield: The radon abatement is the reason for the visqueen. The mold is a result of the visqueen. It may be possible to remove the visqueen if we upgrade the fan, but Colin is still looking into this issue. Colin confirmed that the owner has been made aware of current status of issue.

## **NEW BUSINESS**

- Mold remediation standards. Board has asked that M & M discuss and develop initial thoughts/recommendations for the board to review.
- Committee structure questionnaire feedback presented to board. Board will review.
- 2 vehicle break ins. Both were unlocked.
  - Terri will write an article for the newsletter.

**ADJOURN TO EXECUTIVE SESSION—9:41  
pm**

**NEXT BOARD MEETING:** August 24, 2012

**EXECUTIVE SESSION**

Respectfully submitted by Tracy L. Vincent