

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, August 24, 2012**

MINUTES

Pittsfield Village Board Members Present:

Laura Zeitlin
Sarah Deflon
Jessica Lehr
Aaron Pressel
Kat Irvin

Board Members Absent:

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

Co-op Board Absent:

Betsy Hunsche
Brian Rice
Lisa Lemble

Committee Chairs Present

Margarita Garcia-Roberts, Finance
Darleen Boynton, M & M
Jason Beckerleg, Communication

Co-owners present: none

CALL TO ORDER: 6:46 pm by Laura Zeitlin

AGENDA APPROVAL:

- Motion to approve made by Jessica, seconded by Sarah. All in favor. Motion passed.

COOPERATIVE BUSINESS

- One co-op unit sold at asking price
- Another unit will be listed next week at \$75,000.00

FHA Update –Jeff Gourlie

- Made contact again.
- Decision has been bumped up to the “next level”. It is now at the highest level of HUD.
- Not a “no” yet. We are still very optimistic.

COMMITTEE REPORTS

COMMUNICATION COMMITTEE

Chair attended to answer questions and hear ideas from the Board.

COMMUNICATION COMMITTEE...cont.

- 2 other members involved on other projects. Willing to work on things with direction from the board. Sarah would like to attend the next communication committee meeting.
- Methods to improve communications
 - Feel we've lost communication
 - Review of website. Notes given to Jason on how to refine the website.
 - Home listings on website.
 - Recruiting new committee members – all committees
- Mission to re-brand Pittsfield Village
 - Is there a budget for this? There is a small Marketing budget line item. We may need to consider increasing marketing for next budget.
 - Let's strengthen what we have in place now, with information and usefulness.
- Website, Newsletter and Facebook are the main focuses.
- The office needs access and knowledge on how to use these resources in order to help streamline and make more efficient.
- How do minutes get posted on the website? They had been placed on the "Exchange" but never made it onto the website. Office needs access to post these and make other updates to the website.
- The "Exchange": what do we take off of here and put on the website? Committee members and staff should look through this to determine.
- Jason will invite Andy to the next board meeting to discuss training board members and staff on how to post things should the need arise.
- Are we involved with the Chamber of Commerce? Terri will reach out to them and make sure they have our brochures.
- Darleen mentioned that she knows a co-owner who has many historical newsletters. The board asked if they could get them to scan.
- Ann Arbor District Library also has a lot of interesting historical materials. There are photos of Pittsfield Village in the Ann Arbor News Archive.

- There is a video / short movie that a previous owner made. We'd like to get our hands on that as well. No one has been able to locate a copy. Would CTW (local TV station) have a copy?

LANDSCAPE COMMITTEE

- Need rep to be present each month.
- Community garden /Pittsfield School garden brought up again. Reps from the school were invited to board meeting to discuss the project and talk to us about how PV could be involved, but scheduling problems interfered. Revisit for next year? Jessica noted that there is also historical info from the group that looked into creating a PV Community garden. Jeff suggests checking the "Mother Earth News".
- 4 requests this month
 - 3421 Richard wanted a garden in the back. This was denied due to limited access in the common area.
 - 2532 Pittsfield wanted to move a tree that was planted 2 yrs ago. Committee decided it wasn't good for the tree to move it.
 - 2304 Pittsfield wanted to remove some Yews to make room for some fresh plantings. Approved
 - 2301 Pittsfield requested cost for Butterfly bushes. Was told \$40 each and that she may not need the 4 that she requested. Suggestion by Kat, re: provide a lower cost option to purchase available.
- Tree plantings by the City: A lot have died. Les cut them down at his cost. Letters were sent to the City. We have a list of the ones that died and the city may replace them but we have to plant them.
- Committee talked about changing meeting start time to 6pm. Need to advertise any changes to community.
- Talked about tree mapping; Committee is on board with it.

MODIFICATIONS AND MAINTENANCE COMMITTEE

- There was a second request made for a deck extension which prompted discussion about the current specs for the Association. The board is asking the committee to reexamine the deck specs and make this a priority. Gathering pictures of existing decks as examples of modifications people have made might be useful. This is something that could be provided to residents for ideas (something similar could be done for other popular modifications).
- Beginning work on mold remediation policy. This will take a while. Once it's written it will be given to the attorney for review.
- A porch roof replacement bid was reviewed and accepted by the committee for Joe Baublis to do the repair/replacement at 2333 Fernwood.
- Tim has created a building/paint color map and with staff help, think they have a good process to maintain resident color choice program as well as avoid duplication of close proximity building colors.
- Next month's meeting is one day later on Tuesday, September 4, 2012 because of Labor Day.
- The committee wouldn't mind a better understanding of the budget and spending under their "jurisdiction". Terri will provide the variance spreadsheet to them each month.

FINANCE COMMITTEE

- Report given from their recent meeting.
- All CDs are in the name of Pittsfield Village. Aaron would like to see the committee come up with a holistic approach to this. When a CD comes up for renewal, options should be presented for review by the board. Community Manager mentioned that the next one expires in December. She will make sure the rates are brought to the committee in a timely matter.
- Margarita expressed concern with data she's been receiving monthly and reviewing

comparatively. She is keeping records of co-op units and their status.

- Jessica explained what Pittsfield Village funded units are. These were units that ended up in the deferred group at the last minute during the initial conversion. Because we hadn't planned for enough deferred units, Pittsfield Village essentially lent itself money to pay off the share loan for these units. This money comes back to the community as the units close.
- Porch roof replacement bid was approved by the committee. The bid is for \$240.00. This prompted the manager to confirm boundaries of approvals. The board does want to know about repairs and relative expenses, but does not need to approve or sign items under \$1,000.00.
- Waiting for the condo's audit. Last year's was complete in September and agreement was completion for June due to planned leave of audit firm staff. Asked management to follow up. This is potentially a breach of contract.

BOARD APPROVED MOTIONS THROUGH EMAIL

- Hutzel Plumbing proposal approved for water service line repair at 2512-2514, 2520-2522, 2524-2526, 2530-2532 Pittsfield

PLANNING SESSION –

- Committee feedback
- Long term thinking and goals

MEMBER REQUESTS – None to report

MANAGER REPORT

- 7 units sold in July prices and stats detailed in the manager report
- NCB owned units: should we be pursuing these units – "take backs": refurbish and sell.
- Audit of rental units still in process.
- KT is transferring to a new operating system in September.

- Violations in July: there were eight letters sent to co-owners.
- Conversions: down to 78 or 79 left in the co-op and there should be at least 3 more conversions by end of September.
- Painting complete for this year. Final inspection with contractor on Tuesday, August 28th.
- Chimney work complete
- Concrete work still in process. About 4 weeks from completion.
- Topic for a future Board meeting: Welcoming new residents (including info on getting involved). Darleen offered to speak to what we have done in the past.
- Aaron volunteered to write an article on economic recovery in Pittsfield Village, focusing on affordable housing. We would use this as a press release.

CONTINUING BUSINESS

- Computer purchase: KT will buy a computer and gift it to the Association.
- Pool party final details covered.
- A recent nut allergy situation at the pool has caused the board to consider writing a resolution to make the pool area a “nut free zone”.
 - A larger discussion must happen before the next pool season about rules re: food at the pool. This needs to be clarified.

- Motion by Sarah to create and post “Nut Free” posters at the pool before the pool party; seconded by Aaron.

NEW BUSINESS

- Tree mapping software and schedule of maintenance and removal.
- Snow removal bids are coming in for the next winter season. Specs are written for a “seasonal” contract, rather than a “per push” contract. Before renewing, the Board would like to consider the numbers across multiple years and compare types of contracts. Are we saving money with the current arrangement?

ADJOURN TO EXECUTIVE SESSION— 9:33 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: September 28, 2012

Respectfully submitted by Tracy L. Vincent