

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, September 28, 2012**

MINUTES

Pittsfield Village Board Members Present:

Laura Zeitlin
Jessica Lehr
Aaron Pressel
Kat Irvin
Jessica Lehr

Board Members Absent: Sarah Deflon

Kramer-Triad Management Group: Terri Leirstein, Jeff Gourlie and 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: 6:45 pm by Laura Zeitlin

AGENDA APPROVAL:

- Add under Communication Committee: newsletter guidelines as they pertain to approving articles
- Motion by Jessica, seconded by Aaron to approve as amended. All in favor.

COOPERATIVE BUSINESS

- No formal meeting this month. Communications are done over email as needed.

- 2 rental units: one of which is a month to month lease, as it will be put on the market early next year.
- Quarterly budget and financials were reviewed. The budget changes as units convert.
- There is a delinquency because management fees have not been collected on all units. The transaction has been made and there will be a large collection transferred to the condominium. Moving forward, these units will be charged.
- We have sold all Village-owned units except for the 2 rental units.

FHA Update –Jeff Gourlie

- Still no decision

COMMITTEE REPORTS**COMMUNICATION COMMITTEE**

- Newsletter requirements –table until October when committee chair is in attendance.

LANDSCAPE COMMITTEE

- Additional notes added to report after board packs were delivered.
- Things are slowing down.
- Tree removals done. Seems to have gone smoothly, with no complaints.
- Snow contract proposals have come in, and will be put through committees before it is presented to the board.
- Committee does not meet in November or December.

MODIFICATIONS AND MAINTENANCE COMMITTEE

- **3420 Oakwood** – request to dig out crawlspace and encapsulate it.
 - Committee is leaning toward not approving. This opens the Association up to potential liability.
 - Not enough detail in request.
 - What are the pros and cons of doing this work?
 - Aaron spoke to the owner who requested this modification.
 - Does it decrease the radon levels?
 - Does it prevent mildew?
 - Home Spec is a reputable company.
 - Colin did request more specifications on the proposed job. Colin will try to touch base again.
 - There is no standard for this type of work, because not all units' crawlspaces are the same.
 - Waiting on revised plans now from the contractor. If received before the next committee meeting, then the revised plan can be reviewed again.

- Can the unit be brought back to the original condition if need be? Not easily, according to Colin.
- Kat – “is it possible to ask for some sort of proof that nothing detrimental will happen by making this modification?”
- Idea for a newsletter article about how to apply for a modification and what is expected from the requestor.

FINANCE COMMITTEE

- Reviewed the variance report. Noticed some discrepancies.
 - Year to date we are under budget. Each month there are fluctuations.
- A PV-funded unit sold.
- Glass replacement: Colin orders glass twice per year.
- Lawn contract: a budget adjustment was made
- Payroll- 3 pay periods
- Future funding and future reserve funding— what's the difference? Committee wants explanation of descriptions of accounts.
- Looking for the quarterly budget from the co-op to review. Hopes to have it for committee at their next meeting.
- Audit was mailed on Wednesday, September 26th. It was promised to be delivered in June. We should have it in a couple of days. The next finance committee meeting will be focused on the audit.
- New member to the committee: Stephanie Gatica. Will be a voting member next month.
- CD rates will be included in finance packets and they will be reviewed. Some will expire in December.

BOARD APPROVED MOTIONS THROUGH EMAIL

- Co-op board approved sale prices.
- Co-op board approved remediation work.
 - 2262 PW –radon test

PLANNING SESSION -- none

MEMBER REQUESTS

- **Smart Meter** Flyers and opposition petition
 - The board should take a neutral position on this issue. Discussion.
 - Should we reiterate the board's stance in the next newsletter, or not use this platform for this type of issue.
 - Conclusion remains that the Board takes no position and will do and say nothing unless at least 212 units come forward with an issue. Even then, the Association has no authority regarding utility meters.
 - We will respond by written letter to those who signed the petition.

MANAGER REPORT

- Great sales month. 4 units were in August.
- Terri recapped the written manager report.
- Escrow conversion fees—who is paying and where this money goes, and who is not paying. Terri and Wanda are working closely on this issue.
- All chimney work was complete and done so under budget.
- Concrete work will be split by category and paid for by each specific line item.
- Tree work can progress by priority rating.
- Pool / cabana work: can the floors now be done since we have a surplus in concrete? The consensus is yes, but will be discussed at M&M's meeting.
- The board wants cumulative totals in the report, beginning with May 2011 totals.
- Unit history report – discuss at committee level further.
- Office now uses Comcast for internet service.
- Snow contract:
 - Dave has worked on bid comparisons. Spreadsheet has been given to the board.

- Colin did state that there is a learning curve whenever we hire a new contractor.
- Major concern with what to choose—a per-push contract or a seasonal contract?
- Ask committee to gather more facts from the past snow removal records and get information to the board.

CONTINUING BUSINESS

- Nut free policy—deferred
- Unit with air flow issues.
 - Will encapsulation help the unit owner's issues?
 - Will the association reimburse the owner for expenses already incurred?
 - Colin explained what has happened and what has been done, and potential remedies.
 - The association is not responsible for radon remediation.
 - What are our options now? how can we help and what is our responsibility?
 - Colin will provide some more information to the M&M committee.

NEW BUSINESS

- Meeting schedule: November / December meeting—November 30th.
- Jessica motioned to approve August minutes as amended on ARC. Aaron seconded. Motion passed.

ADJOURN TO EXECUTIVE SESSION— 10:23 pm.

EXECUTIVE SESSION

NEXT BOARD MEETING: November 9, 2012

Respectfully submitted by Tracy L. Vincent