

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, March 22, 2013**

MINUTES

Pittsfield Village Board Members Present:

Aaron Pressel
Jessica Lehr
Kat Irvin
Sarah Deflon

Board Members Absent: None

Kramer-Triad Management Group: Terri Leirstein and Colin Breed.

Co-op Board Absent: Betsy Hunsche

Co-op Board Present: Lisa Lemble, Brian Rice

Committee Chairs Present

Darleen Boynton
Barbara Scoville
Margarita Garcia-Roberts

Co-owners present: none

CALL TO ORDER: 6:30 pm by Aaron Pressel

AGENDA APPROVAL:

- Add approval of minutes.
- Add transfer of funds from co-op to condo.
- Take back unit expense approval from “take back unit update”
- Tree planting: Add to Landscape Committee
- Motion to approve: Jessica. Sarah seconded.

**APPROVAL OF MINUTES FROM
FEBRUARY**

- There were a couple minor typos. Jessica will edit on ARC. Motion to approve as amended: Kat. Seconded by Sarah.

COOPERATIVE BUSINESS

- Conference call on Monday morning regarding FHA approval. Terri will report results to the Board.

- 69 co-ops units.
- 10 conversions in process.
- Deadline for conversion: discussion of options. Suggestion to extend the deadline another 6 months. FHA is a primary factor in this decision. The consensus is to go for another year. The Association will send a letter or email to the co-op members, including incentives of lower rates if they convert, local banks offering low interest rates, and appraisals coming in high. Draft will go to the co-op board for review and approval.
- 2 more take-back units. Terri has stats on how much upgrades may cost on each of these. Approval to move forward on necessary renovations: motion by Lisa, seconded by Brian. Motion passed.
- Terri requested approval of the transfer of \$22,066.39 from the co-op to the condo

association budget. This figure includes bill backs, materials, clubhouse rentals, admin fees, NSF fees, late fees that were collected and paid to the Co-op. Such items are budgeted in the condo. Lisa motioned to approve. Brian seconded. Motion passed. Motion amended to include this action moving forward.

COMMITTEE REPORTS

AD-HOC COMMITTEE-chair not present

- Water Service Line Project: Frank Lotfian and Colin both met with the city representative Dan Wooden. Water department came out this last Wednesday to determine water service entry points.

COMMUNICATION COMMITTEE

- Will meet Tuesday March 26th at 6:30 pm in the community building.
- Jason Beckerleg will remain active on the committee.
- Terri will prepare an agenda and a calendar of events already planned.
- Sarah will send a reminder to members of the coming meeting.

LANDSCAPE COMMITTEE

- Review of minutes from their March meeting.
 - Community garden interest
 - Discussed use of more native plants. Will have Lisa, Master Gardener write an article.
 - Les Crots from Superior was in attendance.
 - Rain barrel idea discussed however the committee will not pursue this.
 - Landscape surveys are being hand delivered to the community.
 - Flower giveaway May 18th
 - Spring Walk: The tree list will be available for reference during the walk. Trees are not the only things the committee looks at while on the walk. Terri suggested creating a priority list to take along.

- The balance of the tree planting budget this year will be spent to plant more trees. Les thinks he can get 6 or 7 trees with this money. Motion to approve this expense made by Sarah, seconded by Jessica. Additional motion to approve going over budget \$10 made by Sarah and seconded by Jessica. Motion passed.
- Committee to discuss future vision for committee and report on it at the Annual Meeting.
- 3 year budget plan was created.

MODIFICATIONS AND MAINTENANCE COMMITTEE

- Energy Audit results will prompt some future newsletter articles. Jessica will inquire about bulk group discounts for the community. Discussion evolved to insulation, drafty windows, sealing vents.
- Proposal for a playground system for older children. Committee does not recommend replacing anything at this time but will replace worn plastic components.
- Working on 3 year budget plan.
- Pristine Pool contract – the M&M committee recommended to the Finance committee to sign a 3 year contract.
- Pool shades and furniture – looking into.

FINANCE COMMITTEE

- No minutes submitted
- Strongroom accounts payable system: Terri explained this system that is coming soon through Associa.
- Adjusting to the new Chart of Accounts.
- Quarterly co-op budget was adjusted.
- Chase provides free financial advising. Margarita would like a representative to attend the next committee meeting.
- CD's (2) maturing soon. We'd like to combine these into one.
- Pristine Pool 3-year Contract.

BOARD-APPROVED MOTIONS THROUGH EMAIL- none

PLANNING SESSION

- March 24th at 11:00 am
 - budget discussion
 - 3 year plan structure
 - annual meeting

MEMBER REQUESTS

- Consideration of adding a fee at each closing to cover certain costs (i.e. smoke detectors and CO detectors) to make sure they are updated and/or meet current code.
 - We should at least write a newsletter article to remind people to check their detectors and make them aware of current code.
- Discussion on Homeowner handbooks – how do new residents find out about all the rules? The Communication committee will discuss at their next meeting.

MANAGER REPORT – report on file

- Newsletter – 2 proposals for newsletter designers. Communication committee will recommend to the board their choice.
- Rentals in the co-op – There are 12 Co-op rental units. These units should not be allowed to renew their leases unless they prove they have made attempts to convert. Terri to draft a letter for the board to review.
- PV funded units: There are 10 PV funded units left in the Co-op. Terri to contact these co-owners to find out their conversion status.

CONTINUING BUSINESS

- **RTA Roofing Contract Information:** Phase I will cost \$4,900.00 and will be a working document writing specifications for

contractors to be able to bid the job. Move forward with RTA.

- Budget discussion and 3 year plan.
 - Request to add \$32,000 each year to landscaping for the next 3 years for the 181 trees on the list. We need to look at these projections more carefully. Discussion. Would like tree replacements to at least equal trees removed.

NEW BUSINESS

- Annual Meeting—April 7th or 14th. Terri will contact the school for availability.
- Board meeting after Annual: schedule for earlier in June.
- Basement drain and sewer line Policy: We would like to begin enforcing this policy. We will send this out via email and put an article in the newsletter as well.
- Seasonal watering guidelines and consideration of restrictions—table for next month.
- Pristine Pool multi-year contract: Motion to accept contract made by Sarah and seconded by Jessica. Motion passed.

ADJOURN TO EXECUTIVE SESSION 9:01 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: April 26, 2013.

Respectfully submitted by Tracy L. Vincent