

**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Friday, April 26, 2013**

## MINUTES

**Pittsfield Village Board Members Present:**

Aaron Pressel  
Kat Irvin  
Sarah Deflon

**Board Members Absent:**

Jessica Lehr

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

**Co-op Board Absent:** Lisa Lemble

**Co-op Board Present:** Brian Rice and Betsy Hunsche

**Committee Chairs Present**

Darleen Boynton  
Barbara Scoville  
Margarita Garcia-Roberts

**Co-owners present:** Kristin Gearhard came to discuss her discomfort relating to excessive fumes due to floor refinishing during a neighbor's renovation projects. There is no resolution to this issue at this time however, as the work has been completed.

Gwen Gilbert was also in attendance.

**CALL TO ORDER:** 6:34 pm by Aaron Pressel

**AGENDA APPROVAL:**

- Add to executive session: payment plan request.
- Motion to approve agenda as amended made by Sarah, seconded by Kat. Motion carries.

**APPROVAL OF MINUTES FROM MARCH**

- Motion to approve made by Kat, seconded by Sarah. Motion carries.

**COOPERATIVE BUSINESS**

- **FHA Approval**

- Got notification from NCA.

- Trying to get Congressman Dingell involved.
- Our attorney has made written contact.
- Worst case scenario, we don't get FHA approval.
- Conversion update  
Deadline extension letter was sent. No feedback so far.  
Co-op owners who are leasing received a letter also.
- Take-back units. Currently there are 4.

## COMMITTEE REPORTS

### AD-HOC COMMITTEE-chair not present

- Water metering
  - The committee may no longer be necessary on this project.
  - Setting curb boxes requires the city's assistance.
  - Colin is ready to move forward soon.

### COMMUNICATION COMMITTEE

- New Newsletter design editor, Karen Tuttle.
  - A 12-month contract will be signed.
  - Monthly fee is \$135.00.
- Facebook page is very active and updated frequently
- Blog should be taken down. Terri will contact Justin.
- June 13 Meet and Greet for new residents within the last year.
- No chair yet for the committee.
- Pool Party plans are in motion.

### LANDSCAPE COMMITTEE

- Modification requests were reviewed at the last meeting. Requests on file.
- Mulch Survey winner announced.
- Flower giveaway scheduled for May 18
- Spring site walk April 28<sup>th</sup>
  - Half of the community will be done now, and the other half will be done in the fall.
- 3 year budget planning has been discussed.
- Community Garden discussion began.

### MODIFICATIONS AND MAINTENANCE COMMITTEE

- Modification requests were reviewed by the committee
- Pool house floor will be painted and lighting installed prior to season opening.
- Painting schedule map reviewed

### FINANCE COMMITTEE

- CPA Scott Winiger from Schultz and Associates was in attendance at the last

meeting. He gave advice to the committee on financials and bank accounts.

- Proposed the audit to take 6 weeks to complete.
- Recommendation to change from Myler to Schultz and Associates.
- 2 CD will mature soon. One in May and one in June. This money will be moved into Operating checking to cover increased seasonal expenses and have a better cash flow during busy months.
- Approval made for purchase of a replacement truck for the community.
- 3 PV funded units and money was transferred into the appropriate account. Terri has verified this with Kramer-Triad Mgmt.
- Myler's audit proposal was also reviewed.
- Insurance expired April 1<sup>st</sup>. Policy was renewed with AIAI.
- Motion by Kat that Terri and Colin have the authorization to purchase the truck at the pre-approved amount of \$15,000.00 without having to go through another approval process. Seconded by Kat. Motion carries. Current truck will be sold or traded in.

### BOARD-APPROVED MOTIONS THROUGH EMAIL

- Fund transfer for money from the insurance deductible account into the insurance claims account to cover final expenses for fire unit @ 2845 Pittsfield.
- Budget with fees at current rate. Approval to keep association fees the same for the FYI 2014 budget.

### PLANNING SESSION – March 25<sup>th</sup>

- 3-year plan outline
- Annual meeting
  - Terri presenting past year's accomplishments
  - Colin presenting maintenance report
- Minutes from session on file

### MEMBER REQUESTS - none

### MANAGER REPORT – report on file

- Budget recap:

- over budget in snow removal
- over budget in utilities
- Tree removal process is going well
- 7 trees will be planted before the end of the fiscal year 2013.
- Painting project has begun. Paint surveys are coming in every day. Aaron suggested inquiring about a discount if we contract with them beyond current contract that expires in 2015.
- May 6<sup>th</sup> the deck staining begins. Aaron suggested that we ask for a contract renewal before the contract ends in 2014.
- Water metering project is ongoing.

### **CONTINUING BUSINESS**

- Budget 3 year plans and final budget approval:
  - Terri submitted a written plan. Discussion.
  - Foundations: no money was spent on foundations this year.
    - Discussion on preventative maintenance; taking on a proactive approach.
    - Foundations should not be a category in Capital Expenses.
  - Concrete: work orders are evaluated by maintenance each year. Porches, up-walks, steps.
- Motion made by Sarah to approve the budget as presented. Kat seconded. Motion carries.

### **NEW BUSINESS**

- Seasonal watering:
  - We should do some research to find out how our community compares.
  - We should raise awareness through a newsletter article.
  - Smoke alarm inspection option on last month's agenda:

- Kat would like this placed on next month's agenda for further discussion.
- This can be done when a unit sells and the Association would do this at our cost.
- Aaron would like to see the cost breakdown.
- Kat offered to call the City of Ann Arbor to find out what the requirements are.

### **Annual Meeting**

- Mgmt report of accomplishments
- Financial report
- Maintenance report of projects
- Committee member recruiting
- CD Renewal
  - Kat motioned to cashing CD's and placing funds into the Operating Account. Sarah seconded. Motion carries.
- Insurance renewal: automatically renewed on April 1<sup>st</sup>.
- Motion to approve Mastercraft Painting bid and Gainsley Electric bid for pool house renovation; Sarah motioned to accept both bids. Kat seconded. Motion carries.
- Schultz and Associates audit proposal: Kat motioned to accept. Sarah seconded. Motion carries.

**ADJOURN TO EXECUTIVE SESSION— 8:54 pm**

### **EXECUTIVE SESSION**

**NEXT BOARD MEETING:** June 14, 2013

Respectfully submitted by Tracy L. Vincent