

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

## MINUTES

**Pittsfield Village Board Members Present:**

Aaron Pressel  
Jessica Lehr  
Sarah Deflon  
Frank Lotfian  
Kat Irvin

**Board Members Absent:**

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

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

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

**Committee Chairs Present**

Darleen Boynton  
Margarita Garcia-Roberts

**Co-owners present:** Gwen Gilbert

**CALL TO ORDER:** 6:30 pm by Aaron Pressel

**AGENDA APPROVAL**

- CD approval: discuss under Finance.
- Motion to approve agenda made by Frank; seconded by Jessica. Motion carries.

**APPROVAL OF MINUTES FROM MAY AND JUNE**

- Motion by Frank to accept both months; seconded by Sarah. Motion carries.

**COOPERATIVE BUSINESS**

- 55 left in the deferred group
- 6 left in the PV funded units
- A letter was drafted on behalf of the coop board. First Independence Bank has since backed out in their ability to fund

conversions. The letter has been approved by the condo board and will go out to the coop units.

- Terri will request ROA Hutton letters to go out to individual units. This letter would also urge deferred members to convert.
- Release of funds to Jack Boyasian:
  - Each account has been audited through April. Wanda spent a great deal of time calculating the final figure to go to ROA through the escrow conversion fund.
  - Wanda suggests sending the money directly to ROA on a monthly basis rather than transferring the money from one account to another and then cutting a check. This would simply cut out one step internally.

- Take back units: 3 currently. One just sold for \$80,000.00.

## COMMITTEE REPORTS

### **FINANCE COMMITTEE-report on file**

- The budget was discussed.
- CDs and Money Market accounts were discussed.
  - PV funded reserve-what was the purpose? Can it now be moved? What are our options here? This account is exceeding the insured limit. Aaron suggested the total be split and another account be opened. Perhaps Ann Arbor State Bank? Frank thinks we should find the one with the best interest rate.
  - Pacific Premier Bank acquired First Association Bank – according to Jeff Gourlie.
  - Terri suggested moving the balance from First Associations Bank to a University Bank account. This could be done quickly and easily. Terri will to put all of the options in writing for the board to review and approve.
- A transfer needs to be made in the amount of \$6,233.51 from Mutual of Omaha Money market to University Bank Money Market Reserve to bring the insurance deductible balance back to \$10,000 to cover future deductibles. Motion made by Sarah and seconded by Frank. Motion carries.
- A transfer of \$ 85K from Mutual of Omaha to University Bank needs to be done. Mutual of Omaha Bank will have the \$227K PV Funding Reserve left, and then this account can be split or transferred at some point in the near future.
- Motion by Jessica: Moved to open an additional account at University Bank and transfer the total Money Market Reserve (\$85,043.55) from Mutual of Omaha Bank to the new account and transfer the \$61,098.12 from First Associations Bank Money Market Reserve to the new

University Bank Money Market account. Frank seconded. Motion carries.

- Gainsley Electric proposal for entryway sign lighting at WW and Packard and PF and Packard for \$1,272.00. This is not budgeted. Motion to accept proposal was made by Kat Irvin and seconded by Jessica. Motion carries.
- Hutzel Plumbing proposal for water lines: This is a budgeted expense. Colin explained the locations that will be affected and how many units will get new individual water meters (water service upgrades). There will be additional costs relative to landscaping once this type of job is complete.
  - Meter install charges are through the city and is not included, of course, in this bid.
  - Frank motioned to adopt the proposal from Hutzel for 1) \$16,210.00 on WW and \$3,440.00 per line for up to 9 line improvements for a total of \$47,170.00. Sarah seconded. Motion carries.

**AD-HOC COMMITTEE** – see Hutzel Plumbing proposal information above

### **COMMUNICATION COMMITTEE**

- New ad for the City Guide – look for it soon!
- Yard Sale was huge success.
- Meet and Greet was a success.
- Ice cream cart – we have invested in a small chest freezer and a small cart. We will have our very own ice cream cart for all future events!
- Tips for new owners: something needs to be created for the newsletter that will educate new owners on processes such as trash removal, parking, etc.
- We should be using Facebook for notices also. We should try to use this more often.

### **LANDSCAPE COMMITTEE-report on file**

- Chair not present
- Back to Nature will be at the next committee meeting-August 20.

- There is concern in the community about pesticides in our lawn spraying. An ad-hoc committee is forming.
- Les from Superior is concerned about the Garden Marker Program. There are people who have markers who are not weeding and maintaining. The board suggested using standard violation process for owners not in compliance.

#### **MODIFICATIONS AND MAINTENANCE COMMITTEE-report on file**

- 2 playgrounds are being upgraded. Prefer upgrade to be completed prior to pool party but it is unlikely.
- DCAM concrete work: Terri requested that add on repairs be approved as long as it does not exceed \$10,000.00. Motion made by Jessica, seconded by Kat. Motion carries.

#### **BOARD-APPROVED MOTIONS THROUGH EMAIL**

- Approved \$480 to be paid from future funding and expensed to the foundation expense account for work at 2304 PF.

#### **PLANNING SESSION**

- Held July 14, 2013
  - Communication to the residents about flooding was discussed.
  - Being “green”
  - Plan to contact Noah regarding the petition he started.

#### **MEMBER REQUESTS**

- 3507 OW: concerns regarding a more proactive plan and possible reimbursement to co-owners for flooding issues. (Address under new business)

#### **MANAGER REPORT – report on file**

- Projects—painting:
  - Can we put up “painting in progress” signs? Terri will ask Mastercraft if they have some that can be posted.

#### **CONTINUING BUSINESS**

- Purchase of projector, screen, keyboard, etc., totals under \$600.00. Kat and Sarah do not want it purchased from Sam’s Club.

#### **NEW BUSINESS**

- Reserve Study: update needed. Terri will contact Michigan Reserve Associates. Terri will get the quote. M&M will discuss this at their next meeting. We definitely have to be involved in this process.
- Flooding Plan and Owner notification process: Should PV have a proactive plan like the roof and painting projects. Aaron will draft an outline for Colin, Darleen, Terri and M&M Committee to detail. This should also stem into an Emergency Response Notification system. We will discuss VOLO in the near future. Darleen has written articles in the past that could be helpful. Colin could work on developing a checklist or plan of action. An explanation is needed as to the cause of some of these flooding issues. “Why does this happen?” and “How could this be prevented?”
- RTA: almost done with roofing assessment. Insulation specs can be drawn up as well so this is put out to bid also. Not sure we want to include insulation in the bidding process.
- Foundation inspections and mapping: this will be postponed until the fall. Staff members will grade the conditions of the foundations. Notes will be made and input into the data systems.

**ADJOURN TO EXECUTIVE SESSION— 8:55 pm**

#### **EXECUTIVE SESSION**

**NEXT BOARD MEETING:** August 23, 2013,

Respectfully submitted by Tracy L. Vincent