

**Pittsfield Village Condominium Association
Board of Directors Meeting
Thursday, October 24, 2013**

MINUTES

Pittsfield Village Board Members Present:

Aaron Pressel
Jessica Lehr
Frank Lotfian
Kat Irvin
Sarah Deflon

Board Members Absent:

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

Co-op Board Absent:

Co-op Board Present: Lisa Lemble, Brian Rice, and Betsy Hunsche.

Committee Chairs Present

Margarita Garcia-Roberts -- Finance
Gwen Gilbert
Kelsey King -- Communication

Co-owners present: none

CALL TO ORDER: 6:30 pm by Aaron Pressel

AGENDA APPROVAL

Motion to approve as presented made by Frank, seconded by Sarah. Motion carries.

APPROVAL OF SEPTEMBER MINUTES

- Motion to approve made by Frank, seconded by Jessica. Motion carries.

COOPERATIVE BUSINESS

- 51 co-op units remain
- 1 pending conversion
- Jack Boyajian proposed a 6 month budget over a quarterly budget. Discussion
- Remaining escrow payments were released to ROA Hutton.
- ROA plans to reach out to each remaining members of deferred group. If there is

enough interest, he may come to the community to meet with the group.

- **Motion to accept Cooperative budget and postpone increase scheduled to commence November 1, 2013 to December 1, 2013,** made by Lisa Lemble, seconded by Betsy. Motion carries. New fee schedule to be sent to all cooperative members along with a letter as early in November, 2013 as possible.

COMMITTEE REPORTS

COMMUNICATION COMMITTEE

- Proposed community craft show and meet and greet combined. December 8, ²⁰¹³ rather than November 12, 2013.
- Orange pumpkin face flyers – most have been delivered already. Board members

volunteered to deliver to the remaining sections.

- Pumpkin carving contest—no entries yet, but an email reminder will go out.

LANDSCAPE COMMITTEE-report on file

- Chair not present
- Trees have been re-evaluated and re-scored. 17 trees will be removed (pending bids)
- If there is remaining funds, can those funds be put toward new plantings? Terri will take this back to the committee.

MODIFICATIONS AND MAINTENANCE COMMITTEE-report and minutes on file

- Chair not present
- Satellite dish policy reviewed
- Door specs reviewed and will be further discussed in planning session.
- Deck staining

FINANCE COMMITTEE-report and minutes on file

- Sold unit profits—the CPA has been consulted about this. Can we use these profits to fix take-back units? Discussion
- Mel's Truly Clean Contract for office cleaning. We will ask for green cleaning products. Motion to accept proposal made by Jessica, seconded by Sarah. Motion carries.
- Snow removal proposal. Spreadsheet with statistics and prices was reviewed. Jessica moved to approve a one year per push contract for snow removal and salting. Frank seconded. Motion carries.

BOARD-APPROVED MOTIONS THROUGH EMAIL

- **none**

PLANNING SESSION

- One will be scheduled.

MEMBER REQUESTS -- none

MANAGER REPORT – report on file

CONTINUING BUSINESS

- Reserve study update – Pending M&M Committee review at their next meeting.
- RTA specification update -- Pending M&M Committee review at their next meeting.
 - Jessica asked why we can't consider gutter installation. Discussion.
 - Can we have test buildings? Where would downspouts go? Colin suggests underground PVC piping to carry the water away.
 - Aaron suggested not adding gutters to this current project but to go ahead with 5 test buildings.
 - What is the warranty on the roofs/shingles

NEW BUSINESS

- New owner orientation – assign to committee. Sarah volunteered Communications Committee.
- Emergency plan – Volo message system: it has advanced since we last used it. Discussion. Frank suggested the county Nixle system, too. He can ask someone to come to talk to us about it.
- 2015 budget process – Committees should get directives to begin working on 2015 budget and use 3 year plan discussed during 2014 budget process as starting point.

ADJOURN TO EXECUTIVE SESSION— 8:05 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: November 22, 2013.

Respectfully submitted by Tracy L. Vincent