

**Pittsfield Village Condominium Association
Board of Directors Meeting
Thursday, November 22, 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: Betsy Hunsche

Co-op Board Present: Lisa Lemble and Brian Rice

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 Sarah, seconded by Jessica. All in favor. Motion carries.

APPROVAL OF OCTOBER MINUTES

- Motion to approve minutes as written made by Jessica, seconded by Frank. All in favor. Motion carries.

COOPERATIVE BUSINESS

- Report format changed.
- 50 left in the co-op
- 44 should be working toward converting
- 6 either Village owned or bank-owned.
- 5 co-op rentals
- ROA is working on a detailed plan for remaining units trying to convert.
- What will happen after the deadline? The two boards need to meet to discuss all the options. We should include Jack Boyasian

and Jeff Gourlie in this discussion as well. Tentative date: December 16th at 6:00 pm.

- There has been no feedback from co-op members since the letter regarding their increase was sent out.
- 2261 Parkwood is ready to list at \$76,000.00. Motion by Brian agreeing to this price. Lisa seconded. Motion carries.

COMMITTEE REPORTS

COMMUNICATION COMMITTEE

- Postponed the Craft Show. No date set. We will plan farther ahead and plan for fall of 2104.
- Postponed the Meet and Greet.
- Holiday Light contest. All units will submit their addresses. Kelsey and Tyler Carter will visit units on December 20th. All entries will be placed in a drawing for the gift card.
- Marketing budget will be discussed at the next meeting.

LANDSCAPE COMMITTEE-report on file

- 3 landscape approvals at the last meeting
- Tree removal and trimming had to be done after the recent wind storm.
- Committee continues to discuss organic fertilizer.

MODIFICATIONS AND MAINTENANCE COMMITTEE-report and minutes on file

- Reserve study was discussed
- Flood Plan and notification process discussed.
- Playground project discussed.
- Next meeting: 2014-2015 budgets
- Roof specifications reviewed
- Satellite dish specifications reviewed.
 - Motion to approve made by Sarah to approve new specs as written. Frank seconded. Motion carries.
 - The board thanks the committee for all the work on these changes.
- Door specs reviewed at the planning session on November 10th.
 - Board notes/comments will be sent back to committee and changes made. Final draft will then be submitted for approval.
- Radon mitigation issue reviewed.

FINANCE COMMITTEE-report and minutes on file

- Audit update reviewed November 21, 2013
 - Co-op audit was not ready for 11/21/13 meeting.
 - Co-op audit will be the focus of the December committee meeting.
 - A letter should be drafted to the auditors to include a penalty clause
 - We have not yet paid for their services
- CD's: transfers previously discussed have been completed.
- We need to transfer \$235,000 from the PV funded unit reserve account to a bank, TBD-motion made by Jessica, and seconded by Sarah. All in favor. Motion carries.

- Trying to boost committee membership through Facebook and newsletter.

BOARD-APPROVED MOTIONS THROUGH EMAIL

- **Margolis Snow Removal Contract:** reviewed over email and approved by majority. Aaron signed the contract. Jessica motioned to accept the amended contract. Sarah seconded. Motion carries.

PLANNING SESSION

- Held November 10th
- Notes on file

MEMBER REQUESTS -- none**MANAGER REPORT – report on file; reviewed and briefly discussed.**

- Jessica would like kudos to go to the landscape committee for all their work on the tree list.

CONTINUING BUSINESS

- Reserve study review meeting set for December 3rd
- RTA Spec update – pending committee review
- 2015 Budget:
 - major future projects and how to prioritize
 - how to budget future funding line items
 - budgeting according to the reserve study

NEW BUSINESS

ADJOURN TO EXECUTIVE SESSION— 7:53 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: January 24, 2013,

Respectfully submitted by Tracy L. Vincent