

**Pittsfield Village Condominium Association  
Board of Directors Meeting  
Friday, January 24, 2014**

## MINUTES

**Pittsfield Village Board Members Present:**

Aaron Pressel  
Jessica Lehr  
Frank Lotfian  
Kat Irvin

**Board Members Absent:** Sarah Deflon

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

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

**Committee Chairs Present**

Margarita Garcia-Roberts -- Finance  
Barbara Scoville -- Landscape

**Co-owners present:** none

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

**AGENDA APPROVAL**

- Add tree removal proposal to New Business
- Motion to approve as amended made by Kat, seconded by Frank. Motion carries.

**APPROVAL OF MINUTES FROM NOVEMBER**

- Motion to approve as written made by Frank and seconded by Kat. Motion carries.

**COOPERATIVE BUSINESS**

- Updated spreadsheet provided to Hutton Group.
- Calls to co-op members were made, alerting them to the upcoming workshop and trying to gather notes on their plans for conversion.
- 48 remain in the co-op.
- The workshop will be held February 13.
  - Six (6) lenders are lined up to attend.

- Hillary Ward with Charles Reinhart will be there/here as a consultant.
- Another letter will go out asking for an RSVP.
- Meeting areas will be set up for privacy.

<b>COMMITTEE REPORTS</b>
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**COMMUNICATION COMMITTEE**

- Kelsey King, chair not present
- The next committee meeting will be held this coming Tuesday.
- Meet –n- Greet get-together was held last night.
- February newsletter is being finalized.

**FINANCE COMMITTEE-report and minutes on file**

- One small correction to the last meeting's minutes. Change last meeting date.
- Met January 9, 2014 to review the final draft of the co-op review.

- 64 units were in the co-op at the time the draft was put together
- Myler did not provide any guidance to the new CPA.
- The tree removal list was given to the Finance Chair to review before discussion during the Landscape Committee report
- Kat recommends approval of the tree proposal as presented. Jessica seconded. Motion carries. If the contract is signed quickly, we may get a discount extended to us.

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

- Remaining budget funds will be used for tree and shrub trimming. This will be gone over with Superior Mow and Snow at a future meeting.
- Committee will be requesting additional funds in the tree planting budget next fiscal year.
- The board thinks that the community should be invited to become more involved and asked for their input regarding tree placements.
- Garden Marker Program needs to be re-evaluated and the instructions re-written.

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

- Darleen Boynton, Chair, not present
- Reviewed the reserve study at their meeting
- No co-owner requests at the last meeting
- Door specifications are still being worked on.
- Radon mitigation system specs are being written.

#### **BOARD-APPROVED MOTIONS THROUGH EMAIL -- none**

#### **PLANNING SESSION – not held this month.**

- One should be set to discuss the reserve study. This has to happen before the budget meeting. Tim Clarkson, maintenance, who created a very complicated spreadsheet, will be asked to attend to present it to the board.

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

- Can the Village and bank owned unit balances be taken out of the delinquency summary? Yes, a separate line will be created so the delinquency does not appear inflated.

#### **CONTINUING BUSINESS**

- Draft 2015 reviewed.
  - Motion to continue budget discussion for another 15 minutes made by Kat, seconded by Frank. Motion carries.

#### **NEW BUSINESS**

- none

#### **ADJOURN TO EXECUTIVE SESSION— 8:00 pm**

Frank motioned to adjourn at 8:35 pm; Jessica seconded. Motion carries.

#### **EXECUTIVE SESSION**

#### **NEXT BOARD MEETING: February 28, 2014**

Respectfully submitted by Tracy L. Vincent