

**Pittsfield Village Condominium Association
Board of Directors Meeting
Friday, February 28, 2014**

MINUTES

Pittsfield Village Board Members Present:

Aaron Pressel
Jessica Lehr
Sarah Deflon

Board Members Absent: Kat Irvin, Frank Lotfian

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

Co-op Board Present:

Committee Chairs Present

Margarita Garcia-Roberts -- Finance
Darleen Boynton

Co-owners present: Gwen Gilbert

CALL TO ORDER: 6:30 pm by Aaron Pressel

AGENDA APPROVAL

- Motion to approve the agenda made by Jessica and seconded by Sarah. Motion carries.

APPROVAL OF MINUTES FROM JANUARY

- Motion to approve the minutes made by Sarah, seconded by Jessica. Motion carries.

COOPERATIVE BUSINESS

- Workshop was held on February 13. It went very well. Only 7 members did not make contact in some way. Bank of Ann Arbor and Flagstar are working with several members on their conversion. Hillary Ward attended and gave some helpful advice to those who may consider selling. Hutton Group is still reaching out to everyone. Aaron suggested sending all correspondence beginning now, using Certified Mail.

COMMITTEE REPORTS

COMMUNICATION COMMITTEE

- Committee did not meet in February.
- Quarterly Meet and Greet gatherings
- Free Google advertising (Tim Clarkson)
- Ann Arbor Chronicle may be an option (Darleen)
- We are out of our marketing flyers. Terri requested using the remainder of the 2013-2014 Marketing budget to invest in more.

LANDSCAPE COMMITTEE-report on file

- Trees were recently removed as budgeted for FY 2014.
- Stumps will be ground when the weather improves.
- Co-owners will have the option to request a smaller replacement tree.
- May 17 is the Flower Giveaway

MODIFICATIONS AND MAINTENANCE COMMITTEE-report and minutes on file

- Committee is working on a“Preparing for flooding” article
- Working on another write up –all the ways water can damage your unit.
- Working on a radon spec.
- Working on an ice dam article.

FINANCE COMMITTEE-report and minutes on file

- Met last week and reviewed the budget.
- Reserves: How will we spend the money?
 - Another meeting should be set to go over the reserve accounts and the reserve study to create a 5 yr plan. Perhaps the next Finance Meeting date March 20th. Aaron thinks having Kat at the Finance meeting as the Board Liaison is adequate, and the entire board is not needed. Jessica would prefer an April date.

BOARD-APPROVED MOTIONS THROUGH EMAIL

- HomeSpec proposal for 2397 Jeanne to repair drain tiles. Approval was unanimous via email.

PLANNING SESSION – held February 9th.

- Notes on file; Sarah will make some corrections and resubmit.

MANAGER REPORT – report on file

- Would like to eliminate the “co-op rental unit” section of the report.

- We will start pulling back on spending any co-op budget money, as they will not exist once the conversion is complete. Some of the co-op money can begin to be transferred to the condo accounts, as most bills are paid out of the condo budget as it is.
- Contracts that are expiring in 2015: Aaron would like to see us negotiate renewals for a discount. They are MasterCraft Coatings, Kramer-Triad and Pristine Pools. Jessica agrees.
- RTA (Roofing Technologies): The next phase in the plan: Roofing specs will soon be put out for bid.

CONTINUING BUSINESS

- Reserve study review: Table discussion and review at the March BOD meeting.
- 2015 budget review: table until next month’s meeting.
 - Terri was asked to send an email to the board reminding them to come to the March meeting prepared to review, discuss and approve.

NEW BUSINESS - none

ADJOURN TO EXECUTIVE SESSION— 7:38 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: March 28, 2014

Respectfully submitted by Tracy L. Vincent