

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

**MINUTES**

**Pittsfield Village Board Members Present:**

Aaron Pressel  
Jessica Lehr  
Sarah Deflon  
Kat Irvin  
Frank Lotfian

**Board Members Absent:**

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

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

**Committee Chairs Present**

Margarita Garcia-Roberts -- Finance  
Darleen Boynton  
Barbara Scoville

**Co-owners present:** Gwen Gilbert

**CALL TO ORDER:** 6:32 pm by Aaron Pressel

**AGENDA APPROVAL**

- Amendments to agenda: M&M – Change 7:55 p.m. on timed agenda to 6:55 p.m.. Motion to approve as amended made by Jessica, seconded by Frank. Motion carries.

**APPROVAL OF MINUTES FROM FEBRUARY**

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

**COOPERATIVE BUSINESS UPDATE**

- Have a handle on almost everyone who remains in the cooperative. There are 7 we have had no contact with. Strongly worded and Registered/Certified letters should go out to these 7 units. Door tags have been placed. Terri’s report is on file. Aaron asked

for a list of the non-responsive owners. He’d like the board to receive this list of addresses. Terri will contact Jack Boyajian and request a draft of one of his letters to work from. What happens after May 1<sup>st</sup>? Discussion. Lisa Lemble suggested that a letter be sent April 1<sup>st</sup> via FedEx. We need proof that someone signed for that letter and if they live there or not. Someone then should knock on the door. The attorneys have a way of locating a current address (Skip-Trace), according to Jeff Gourlie. Motion by Kat that we send a Fedex letter stating that this is a final attempt to notify; The second step is for Terri and Colin to go door to door with the same letter, then arrange for a Skip-Trace. Motion seconded by Frank. Motion carries.

**COMMITTEE REPORTS**

## COMMUNICATION COMMITTEE

- Google search will bring up a map with pictures.
- “Ann Arbor Condominium” we are #9 on the list.
- Advertising: Ann Arbor Chronicle, A2/Ypsi Chamber Ad in their publication.
- Karen Tuttle will design our ads to be placed.
- Brochures(250) have been ordered.
- Events: Annual meeting, flower giveaway, yard sale, pool party discussed.

## LANDSCAPE COMMITTEE-report on file

- Bed Maintenance Program form revised and consolidated.
- All but 2 trees have been removed. Stumps will be ground soon.

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

- Did not meet in March
- Modest number of ice dams this year

## FINANCE COMMITTEE-report and minutes on file

- Committee recommends to combine 2 CD's that expire in May, 2014 and place with Fifth Third Bank for 28 months at 1%. Aaron thinks that we should do more research. Issue tabled. Terri will keep an eye on Flagstar's rates.
- Supreme Deck's proposal is recommended by the Finance Committee. Motion to approve Supreme Deck's proposal for the next 3 years at \$170 per deck, includes two coats of stain. Seconded by Frank. Motion carries.

## BOARD-APPROVED MOTIONS THROUGH EMAIL

- The board voted to approve the staff raise at 3%. The board is very appreciative of all their hard work.

## PLANNING SESSION - not held

- One should be held in April with the co-op board invited to discuss the conversion

deadline further. Each scenario needs an action plan. A date will be set in Executive Session.

## MEMBER REQUESTS

- The “Buy/Sell” tab was removed from the website per request. There should be a link still from our site to somewhere that has information.
- Someone asked that agendas be posted on the website. Motion by Jessica that all agendas be posted; board agenda 5 business days ahead. Motion seconded by Frank. Motion carries.

## MANAGER REPORT – report on file

- Email notification to go out: asking folks to please clean up their area: trash, debris, pet waste.

## CONTINUING BUSINESS

- Reserve Study: Tim's spreadsheet was reviewed and discussed. Terri noted requested changes
- **Motion: adjust reserve input and reserve contribution that for the next 3 years so it will reflect that we've already funded a portion of that through the future funding reserve account. Motion seconded by Frank. Motion carries.**
- BUDGET: With the payroll increase plugged in to the budget, the fees remain the same, with a few other minor adjustments. Motion to approve budget as shown made by Sarah, seconded by Frank. Motion carries.
- ROOFS: Engineering services proposal by Sidock Group for structural / roof work: \$4000.00 to inspect a number of roofs to see if our decking will support another layer of roof material. If we did perform this work, (installing a layer of plywood over the existing decking) it would save the Association several thousands of dollars over the life of the entire roofing project. Motion to approve the proposal (not to exceed \$4000.00) for this engineering evaluation and the funds be taken from

Future Funding. Motion seconded by Frank.  
Motion carries.

accept both changes. Motion seconded by  
Kat. Motion carries.

#### **NEW BUSINESS**

- **Insurance bids:** Terri will send the bids we are waiting to receive to the board via email. The board can vote on insurance proposals via email.
- **Meeting Date Change:** Motions to both approve changing the meeting day to the 4<sup>th</sup> Thursday and beginning the change with the April board meeting. Frank motioned to

**ADJOURN TO EXECUTIVE SESSION— 8:10  
pm**

#### **EXECUTIVE SESSION**

**NEXT BOARD MEETING:** Thursday, April 24,  
2014

Respectfully submitted by Tracy L. Vincent