

**Pittsfield Village Condominium Association
Board of Directors Meeting
Thursday, August 28, 2014**

MINUTES

Pittsfield Village Board Members Present:

Aaron Pressel
Sarah Deflon
Kat Irvin
Frank Lotfian

Board Members Absent: Zach Bloomfield

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

Co-op Board members present: Betsy Hunsche and Lisa Lemble.

Committee Chairs / Members Present

Margarita Garcia-Roberts
Gwen Gilbert
Ellen Johnson

Co-owners present:

- **Topzewski:** Roof status: Aaron explained finalizing the contract for the extra roof requested by the homeowner. Unfortunately, it has taken longer than expected. It is our hope to have this scheduled 2 weeks after the contract is signed. Terri gave further details. The full roofing project bid and their bid is ready to be reviewed and signed by the board tonight. The homeowners will be kept informed of the progress of this project.
- **Lillian Brooks:** Administrative fee for Leasing unit / dispute: has not received what she feels is an adequate response to the reason for this annual fee. Suggestions: would like to see the administrative fee clearly listed in the budget. She would like the bylaws updated to reflect the Leasing Policy and relative fees. She would like the tasks associated with this fee. Kat offered to collect the details requested and will meet with Lillian personally to explain it to her satisfaction.

CALL TO ORDER: 6:50 pm by Aaron Pressel

APPROVAL OF MINUTES FROM JULY

Motion to approve the minutes as written was made by Frank, seconded by Sarah. All in favor. Motion carries.

AGENDA APPROVAL

- Amy **Donnelin** from Comcast is in attendance and we would like to add her first to the agenda.

- Finance: additional proposal to review. Motion to approve the agenda as modified made by Frank and seconded by Sarah. All in favor. Motion carries.

COMCAST RENEWAL CONTRACT / ACCESS AGREEMENT:

Amy explained the contract on the table; \$42,200 plus revenue sharing, to the tune of \$77,000 over the term of the 10 year contract.

- standard providing service
- access to system

- easement
- customer service
- insurance
- limitation of liability

Aaron asked what the motivation behind this contract is. If there is revenue sharing, then maybe PV would promote Comcast, therefore, making more money.

Bulk rate is available but it has to be 100% participation and can be written into our contract at any time through an addendum.

Kat proposed for the sake of time to table the idea of a bulk contract and discuss it at a future time.

COOPERATIVE BUSINESS UPDATE

- There are 10 units left in the cooperative. There will be 8 by next week.
- There are 9 hardship cases. There are new line items in the budget to reflect these.

COMMITTEE REPORTS

FINANCE COMMITTEE-report and minutes on file

- Auditors attended the committee meeting
- The audit is not on the agenda for the board to approve tonight.
- For approval tonight:
 - Pool Fence
 - Gator
 - Concrete at Pool entrance

Our reserve accounts are now below the insured limits, because we opened up two new accounts and transferred some funds to do so.

COMMUNICATION COMMITTEE

- Pooch plunge set for September 4.
- Ad was in the Ann Arbor Observer

LANDSCAPE COMMITTEE-report on file

- Replacements budget is being used
- Boxwoods have been removed
- Updating tree removal list
 - One tree has been moved up in priority. 3430 EW is and has been causing problems with the sewer.

Motion made by Frank to immediately remove the tree and approve the cost of sewer repair, provided the removal doesn't interfere with the repair. Kat seconded. Motion carries. Motion to consult with maintenance staff prior to any tree be re-prioritized on the list—made by Kat and seconded by Frank. Motion carries.

MODIFICATIONS AND MAINTENANCE COMMITTEE-report and minutes on file

- New member to the committee
- Several requests were reviewed
- Unit on Jeanne has an issue with duct work and has a pending request with the committee. The committee will continue to discuss and bring their recommendation to the board.
- Radon mitigation requests continue to come through committee
- Picnic areas and playground areas: proposals reviewed.
- Roof specs: RTA attended the meeting and clearly explained the project to everyone's satisfaction.
- Specifications continue to be reviewed:
 - Radon
 - Exterior doors
 - Screen doors
 - Crawlspace / basement renovations
- Frank asked about park benches and the status of repair or replacement. We are now looking at spring 2015 at the earliest.
- Aaron suggested that the roof priority list be re-reviewed at the next meeting, and how it would change the financial picture.

BOARD-APPROVED MOTIONS THROUGH EMAIL

- July 28 coop board approved 6 land contract conversions \$300,296.39 to pay for conversions.
- July 29: PV B of D approved to fund \$54,041.68 from PV funding reserve for one conversion.
- August 7: PV B of D approved an additional conversion for \$59,882.82 to be paid from

the PV funding reserve. Approved unanimously.

- August 12: coop board approved waiving legal fees \$1,926.76 in order to expedite the sale of 2333 FW.

MEMBER REQUESTS

MANAGER REPORT – report on file

CONTINUING BUSINESS

- Fire pits: another complaint was received. Issue of burned grass at 2415 PF. A letter will be sent asking them to repair the damage, or we will repair the area and charge back the owner. Give them 10 days to make the repairs.
- Kat and Sarah would like to discuss fire pits in further detail.
- Pool Fence proposal for \$17,988.00. Motion to accept the proposal from Fowlerville Fence made by Kat, seconded by Sarah. Motion carries.
- Gator proposal from Bouillon Sales for \$14416.00: Frank motioned to accept proposal and Sarah seconded
- Concrete proposal from DCAM \$13870.00: motion by Kat seconded by Frank. Motion carries.

- Climbing nets: \$2,164.40: motion made by Kat, seconded by Frank to accept. Motion carries.
- RTA roof specifications: Kat moved to accept the specifications and begin the bid process. Motion seconded by Sarah. Motion carries.
- 3503-3505 EW re-roof: bid did not go through M&M or the Finance committee. Motion to approve the \$7,150.00 bid made by Frank, seconded by Sarah. Motion carries.

NEW BUSINESS

- Radon Reduction System Specifications: Motion to approve the revised specs made by Sarah, seconded by Frank. Motion carries.

ADJOURN TO EXECUTIVE SESSION— 8:25 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: September 25, 2014

Respectfully submitted by Tracy L. Vincent