

**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, August 31, 2016**

MINUTES

Pittsfield Village Board Members Present: Aaron Pressel, John Sprentall, Cindy Samoray, Lara Cooper.

Board Members Absent: Sarah Deflon

Associa / Kramer-Triad Management Group:

Jeff Gourlie, Thayer Moran, Tracy Vincent, and Tom Cottrell. Colin Breed absent.

Committee Chairs / Members Present: Darleen Boynton, Ellen Johnson and Brian Rice.

CALL TO ORDER: 6:30 pm by Aaron Pressel

APPROVAL OF MINUTES from July 27th
Motion to approve as submitted was made by Cindy, seconded by Lara. Motion carries.

AGENDA APPROVAL

Motion to approve without changes was made by Cindy and seconded by Lara. Motion carries.

COMMITTEE REPORTS

LANDSCAPE COMMITTEE – minutes on file from August 9th

- Several requests were reviewed and approved. At least one request was tabled.
- One tree replacement was approved at a moderate expense.
- Trugreen did not attend the meeting this month either. Tom explained recent email communications with Trugreen and explanation of breach of contract. The committee may consider getting a bid from Back to Nature.
- Aaron posed a question about new grass as opposed to established grass.

It seems that the new grass holds more weeds. Brian responded that he sees weeds everywhere. Weeds grow even when grass is dry and dormant.

- Tom reported on an update to Les' "hit list" and the progress that has been made so far.

MAINTENANCE AND MODIFICATION – minutes on file from August 2nd

- Brian Rice has joined the committee, as well as a couple of other co-owners.
- 2800 PF had several requests: deck modification, gutter installation, basement wall repairs. These issues all require follow-up.
- Deck shading structure- request denied, but approved for an Arbor that can be taken down.
- Sewer stack reimbursement—a co-owner had replacement done on their own for 3 times our cost. Was told that they could be reimbursed our cost if a permit was provided to the Association. Colin will be asked to talk to Rork Plumbing. It really should be inspected.
- Flue liner question of responsibility

- Basement window replacement approved.
- LBP discussion. Refer to Continuing business
- Trash enclosure options discussed
- Online drawings-create and make available on our website
- Complaint form discussion
 - How to report
 - Enforcement? Must try to be consistent.
 - Prioritize violations; safety, aesthetics, etc.

BOARD-APPROVED MOTIONS THROUGH EMAIL – none

MEMBER REQUESTS – none

MANAGER REPORT – report and financials on file

Cindy asked about bank balance difference from EOM June to EOM July. Tom and Thayer explained to Cindy's satisfaction.

CONTINUING BUSINESS

- Reserve Study update: Engineer was onsite on August 17th and met with Tom and Colin and toured the community.
- Mastercraft / LBP: the attorney is reviewing the SOP which was produced by A2 Environmental. It is a very

thorough report. To satisfy Mastercraft's attorney, further and final testing may need to be done. There is a tentative meeting Sept 2nd with A2 Environmental. What happens if the tests come back needing remediation? We are doing more than our due diligence at this point.

- Volo Village – there is a potential here to reach more co-owners than with emailing alone. Ellen had a concern with TCPA. Unlimited minutes cost is \$1,055.00. motion to approve renewing the contract made by Lara and seconded by John. Motion carries. We need a protocol for communications.
- Sandwich Boards – Thayer provided photos. Discussion. Motion by Cindy to purchase 1 sandwich board, seconded by John. Motion carries.

NEW BUSINESS - none

ADJOURN TO EXECUTIVE SESSION—
7:48pm

EXECUTIVE SESSION

NEXT BOARD MEETING: September 28, 2016

Respectfully submitted by Tracy L. Vincent