

**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, August 30, 2017**

MINUTES

Pittsfield Village Board Members Present:

Lara Cooper, President
Ellen Johnson, Treasurer
John Sprentall, Secretary
Aaron Pressel, Member at Large

Board Members Absent: Sarah Deflon, Vice President

Associa / Kramer-Triad Management Group:

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

Committee Chairs / Members Present:

Brian Rice / Landscape
Leif Millar / M&M

CALL TO ORDER: 6:31 pm by Lara Cooper.

APPROVAL OF MINUTES from July 2017.

Motion to approve was made by John and seconded by Ellen. Motion carries.

AGENDA APPROVAL

Add Movie Night and Budget Feedback to New Business

Motion to accept as amended made by John, seconded by Ellen. Motion carries.

LANDSCAPE COMMITTEE – minutes on file / Brian Rice, Chair reported

Added a new member

Co-owner requests

Over-growth between our property and strip mall – homeless problem. Discussion.

MAINTENANCE AND MODIFICATION – minutes on file / Leif Millar reported

Several co-owner requests

New specs being written regarding Ceiling Headers. What is our responsibility? How should we address this to the owner / seller? We should contact the attorney. An expert should be contacted to take a look at the structural modification that was not approved by the Association. Motion by Ellen to review the steps we should take and notify the parties concerned for the unit and lack of modification request for their renovations and the fact that they may not have a permit for this work. Seconded by John. Motion carries. A “simple” letter will be drafted and sent by August 31.

APPROVED MOTIONS THROUGH EMAIL – none

MEMBER REQUESTS -- none

KRAMER-TRIAD MANAGER REPORT – Tom Cottrell, CAM

Manager report on file

Sales figures were not updated on the report that was sent to the board. Encumbered funds portion of the report has been added. Tom is still working on getting this included in the budget and financial documents and work on its accuracy.

Concrete 2017 work has not yet begun. Visual examinations have been done and work orders have been accumulated.

Balance Sheet / Reserve Funds – Aaron asked Tom to sort by category Future vs. regular reserves.

Tree removals? Have we spent money so far this year out of this category? Brian asked. Tom confirmed that invoices are forthcoming.

CONTINUING BUSINESS

Newsletter –Quarterly newsletter. November, February, May and August for big printed and delivered newsletters. Planning session needed to discuss content. Tentative: Saturday, September 9th. 10:30am at Ellen's unit. Committees will be invited.

Foresite – Update

One alternative found that was free and a blank template. Discussion

Motion to purchase the 3 yr software was made by John and seconded by Ellen. Motion passes.

Budget feedback: Aaron promised at the annual meeting that we would share information with the community. Perhaps scenarios can be drawn up and shared. Our spending should be communicated so there is no "sticker shock" if / when the fees are raised. Budget planning must start much earlier than last year. We must build a communication stream (Outreach) to let the co-owners know what the budget money is really being spent on. Motion made by Aaron instructing the mgmt. team to develop a survey that they believe should be sent out to the community in the next two weeks and send to the board for their approval; survey to include a timeline. John seconded the concept of this motion. Motion carries.

NEW BUSINESS

Pet Waste – Signs

Discussion of the need and the effectiveness of purchasing and placing signs around the community. Tom is assigned this duty to research. How many and placement where?

Resident Rules: Tree Swings – John wrote a draft resident rule. Discussion. Some edits made. Add to residency rules and send them out to everyone? Tabled.

Movie Night – NO. Postpone until spring perhaps.

ADJOURN TO EXECUTIVE SESSION — 8:23 pm

EXECUTIVE SESSION

NEXT BOARD MEETING: September 27, 2017

Respectfully submitted by Tracy L. Vincent