

**Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, October 25, 2017**

MINUTES

Pittsfield Village Board Members Present:

John Sprentall, Secretary; Aaron Pressel, Member at Large; Sarah Deflon, President, Ellen Johnson, Treasurer.

Board Member(s) Absent:

Associa / Kramer-Triad Present: Tom Cottrell, Tracy Vincent, Colin Breed, Thayer Moran.

Committee Chairs / Members Present: Brian Rice – Landscape; Leif Millar—M&M (7:30pm)

CALL TO ORDER: 6:31 pm by Sarah Deflon

APPROVAL OF MINUTES from September 2017.

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

AGENDA APPROVAL

Add new Member request received today.

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

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

Owner will be contacted regarding the overgrowth and not conforming to the GM program for which she signed up for. Board would like to approve any amount to be billed to the owner if we do clean-up of this area.

GM violations should have their own template/ form letter aside from other violations. We need a protocol and record.

MAINTENANCE AND MODIFICATION – minutes on file – Ellen reported

Basement window: did the owner receive a letter inviting them to the board meeting?

Sewer Stack issue: Ellen has had no success reaching the owner. Tom wrote and delivered a hand-written note as suggested by Kat Irvin. Tabled to Executive Session.

Violation letters are still on hold until revised Rules are sent to the community.

Foresite – Ellen has had trouble logging in. Tom will follow up with Reserve Advisors.

Water meter horn charges: city never billed us. Tom is still working with them to try to get a discount or other amicable resolution.

APPROVED MOTIONS THROUGH EMAIL – none

MEMBER REQUEST

Resident slipped on an apple on her deck and broke her ankle. Now asking for some reimbursement for costs incurred. Board denied the request and agreed not to set this precedence.

KRAMER-TRIAD MANAGER REPORT – Tom Cottrell, CAM

Manager report on file

Aaron indicated that some financial figures were missing from the manager report under Capitol Expenses. Aaron also asked Thayer to assist Tom with encumbered fund reporting, and asked why violation letters were sent out. Tom clarified that these were in fact letters sent in August, which was prior to the board's direction to put violation letters on hold.

John reminded Tom to provide the landscape budget to the committee, per Sarah's initial request/inquiry in August, so they know how money has been spent, when, and where they currently stand.

CONTINUING BUSINESS

Newsletter –Quarterly newsletter. We have a plan for articles for the month of November. Insurance article, committee reports, protecting property values, calendar, board contact information, etc. Need now who will do the layout, and what is the budget for printing and mailing? Let's check with Lisa Lemble about how she has had documents formatted. Ellen agreed to follow up with Lisa. Thayer suggested and will send information on Associa Newsletter Services --which is a cost-effective alternative. Board happily agreed to have Associa set it up if we send in the articles. Funds to come from 5110 Marketing.

Foresite – discussed under M&M report / minutes.

Pet Waste Signs

Approval given to Tracy to send out the memorandum to the owners at the SW corner near the school.

2272 PW – updated during M&M report.

Resident Rules

Update and mail to all residents. This will be reviewed this winter.

Survey

Ellen worked off of the template Tracy Vincent created. Added and removed items. Changed the wording. Submitted to board for review.

Add stoop/porch to list.

Ellen will make changes and send it to Tracy to get it mailed out ASAP

New Business

Routine light checks. Discussion. We have tried in the past. Some people don't want them replaced. Shall we put something in the newsletter- please call if your porch or deck light is out. Colin has found LED bulbs that fit our fixtures.

Halloween Party / Pumpkin Carving—this Saturday! Tom, Tracy, and possibly Ellen and John will attend. Pumpkins were donated. Chili dogs and other goodies will be served. Small craft project is also planned.

December 7th for Volunteer dinner?

ADJOURN TO EXECUTIVE SESSION — 8:05 pm

NEXT BOARD MEETING: November 29th

Respectfully submitted by Tracy L. Vincent