



**Board of Directors Meeting  
Wednesday, December 4, 2019 (November's Board meeting)**

## **MINUTES**

**Pittsfield Village Board of Directors Present:** Ellen Johnson, John Sprentall, Jessica Lehr, Kat Irvin  
**Board of Director(s) Absent:** Leif Millar

**Committee Chair Present:** Brian Rice – Landscape  
**Committee Chair Absent:** Lisa Lemble – M&M

**Associa / Kramer-Triad Management Present:** Kendra Zurich, Colin Breed, Tracy Vincent

### **MEMBER REQUESTS/CO-OWNER FORUM**

#### **Stephanie Gelderloos**

Resident concerned about individual security camera. Stephanie explained her concerns regarding worst case scenarios—a/v can be recorded, files are sharable, system is wi-fi based. Management & the Board will investigate Association's legal position regarding banning or posing restrictions on personal security systems.

#### **Doug Peterson**

Attending with no specific concerns, just observing.

**CALL TO ORDER** - Ellen Johnson called the meeting to order at 6:35 pm.

### **AGENDA APPROVAL**

Add "Skunks" to Continuing Business

John Sprentall motioned to approve the agenda as amended. Seconded by Jessica Lehr. Motion carries.

### **APPROVAL OF PRIOR BOARD MEETING MINUTES**

Under, 'open forum', Shannon inquired about RULES not bylaw revision status. Under 'continuing business' 'egress windows' John voted NO.

Jessica Lehr motioned to accept the October minutes as amended. Seconded by John Sprentall. Motion carries.

### **COMMITTEE REPORTS**

#### **Landscape Committee**

Shady lawn area behind 3524 Edgewood is tabled until spring. Superior Mow & Snow contract expires on June 1, 2020. Superior will present proposal for Board to review at January BOD meeting. Jessica Lehr questioned going out to bid. Ellen Johnson & John Sprentall are not in favor of bidding out lawn services during this contract extension. Board will discuss options leading up to next contract extension expiration.

#### **M&M Committee**

November meeting minutes were submitted and reviewed.



### **APPROVED MOTIONS THROUGH EMAIL**

RTA proposal for bidding assistance and QC services was approved via email. Motion to ratify email vote was made by John Sprentall and seconded by Jessica Lehr. Motion carries.

### **KRAMER-TRIAD REPORT**

#### **Manager's Report**

November manager's report for activity through October 2019 was submitted & reviewed.

#### **Financial Report**

October 2019 financial package submitted and reviewed. Under budget for the month & fiscal year. Drainage project + common area tree removal will be reclassified from a reserve expense to an operating expense. Bad debt/contingency line item will offset unexpected expenses.

### **CONTINUING BUSINESS**

#### **Resident Rules**

Ellen Johnson will email updated version to the Board & management. John Sprentall suggests the revised resident rules be approved and enforceable by April 1<sup>st</sup>, 2020. The revised resident rules will need to be adopted by the Board at the February BOD meeting so resident can be notified by March 1, 2020.

#### **Governing Documents Amendment Wish List**

Management will reach out to the Association's legal counsel to get an estimated cost on governing document amendment.

#### **City of Ann Arbor Snow Removal Agreement**

A fully signed + executed contract with the City is on file at the office.

#### **Storm door specifications**

Per the Board's request, the M & M Committee removed 22SS model from the specification as an approved option. Motion to approve the storm door specification as presented was made by Jessica Lehr and seconded by John Sprentall. Motion carries.

#### **Trash Can Enclosure Specification**

Tabled until January meeting.

#### **Skunks**

A concerned resident reported there is an increase population of skunks with distemper. This issue is not isolated to the Village, this is a city-wide problem. Management will address concerns in the newsletter regarding tips to discourage skunks + other critters, who to call if they see a sick animal, what is distemper, etc.

#### **Fiscal Year 2020-2021 Budget discussion**

A date for a February budget meeting will be decided at the January BOD meeting. Both committees have reviewed & weighed in on line items.



## **NEW BUSINESS**

### **Mastercraft 2020 Contract Addendum**

Jessica Lehr motioned to approve MasterCraft's 2020 contract addendum. Kat Irvin seconded. Motion carries.

### **Supreme Deck 2020-2022 Contract Proposal**

Deck power washing + staining RFPs are due to management by December 20, 2019. The Board will review bids at January meeting.

### **RTA / Citi Roofing 2019-2020 Contract**

FY 19/20 roofing budget is \$230,000. Citi Roofing's contract proposal assumes the following, all costs are approximate-- \$30,000- Gutters for buildings roofed in 2016 that need gutters. 46 units total. Gutter installation will be caught up to current roofing year. \$13,300- RTA fees \$162,000- Includes roof + gutters for 30 units @ \$5,400 (Buildings include—2325-35 Fernwood, 2345-47 Fernwood, 2530-32 Pittsfield, 2270-76 Parkwood, 2304-10 Parkwood, 2315-21 Parkwood, 2360-62 Parkwood, 2315-21 Fernwood, 3422-24 Norwood) \$20,000- extras (insulation, etc.) Motion to approve contract as presented was made by John Sprentall. Kat Irvin seconded. Motion carries.

## **ADJOURN TO EXECUTIVE SESSION**

Ellen Johnson adjourned to executive session at 8:25 pm.

**NEXT BOARD MEETING:** Wednesday, January 22, 2020

*Respectfully submitted by Tracy Vincent.*