



**Board of Directors August Meeting  
Wednesday, September 4, 2019**

## **MINUTES**

**Pittsfield Village Board of Directors Present:** Ellen Johnson, John Sprentall, Jessica Lehr, Kathleen Irvin

**Pittsfield Village Board of Directors Absent:** Leif Millar

**Committee Chair(s) Present:** Brian Rice – Landscape

**Committee Chair(s) Absent:** Lisa Lemble – M&M

**Associa / Kramer-Triad Management Present:** Thayer Moran, Kendra Zunich, Colin Breed

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

#### **Diane Brandt**

- Addressed the Board regarding concerns related to manager/staff training. Ms. Brandt was upset about a courtesy letter she received regarding her window boxes, & the courtesy parking suggestions in the September newsletter.

#### **Janet Frank**

- Addressed the Board regarding concerns related to her damp crawl space. She formally addressed the Board with a memo prior to the meeting. She has lived in the Village for approximately 12 years and has dealt with different levels of dampness. The Board brainstormed various options. Several residents have had success with encapsulating their crawlspace.

#### **Geraldine Kish**

- Curious about community happenings, came to observe.

### **CALL TO ORDER**

Ellen Johnson called the meeting to order at 6:42pm.

### **AGENDA APPROVAL**

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

### **APPROVAL OF JULY 2019 MINUTES**

Motion by Kathleen Irvin to approve the July 2019 meeting minutes with the below revisions. Seconded by Jessica Lehr. Motion carries.

#### **Revisions**

- Continuing Business
  - Bylaw Amendment Wishlist
    - Revise 'deck' to 'deck extension'
    - Add note next to 'fiscal year' to read 'move from fiscal year to calendar year'
    - Revise 'bylaw amendment wish list' to 'amendment wish list'
    - Add note next to 'window responsibility to read 'association vs co-owner'



- Revise ‘% of value’ to ‘equal % of value’
- Add note next to “co-op leasing restriction’ to read ‘tied to FHA approval’
- Risk Mgmt Report Action Plan
  - Revise to read ‘The Board received risk management report from insurance carrier. The Board is in the discovery phase of the project and are working on an action plan. Communication will be circulated from Association’s legal counsel to residents to near future.’

## **COMMITTEE REPORTS**

### **Landscape Committee**

August meeting minutes on file.

#### Highlights

- Grapevine and diseased red bud removed at 3416 Oakwood.
- 2310 Pittsfield will be submitting an overgrowth plan for the committee to consider.

### **M&M Committee**

August meeting minutes on file.

#### Highlights

- Co-owner requests for lattice, gutter installation, bathroom window replacement, various bathroom renovations, and new patio. The committee approved a slightly different neutral tone for patio pavers than what is designated on the patio paver spec.

## **APPROVED MOTIONS THOROUGH EMAIL**

Motion by John Sprentall to ratify the approved DCAM concrete repair/replacement estimate for \$29,995.00 as approved via email, with the addition of Ellen Johnson & Jessica Lehr’s approval. Seconded by Jessica Lehr. Motion carries.

## **KRAMER-TRIAD REPORT**

### **Manger’s Report**

August manager’s report for activity through July 2019 submitted & reviewed.

#### Highlights

- Two (2) closed sales since last reported on July 31, 2019.
- Median sales price for two (2) bedroom units holding steady around \$153,000.00.
- Twenty-one total combined one & two bedroom, units closed in 2019.
- Twelve garden marker violations sent in July.
- 191 work orders closed during the month of July.
- 2019 painting phase completed in mid-August.
- FY 19/20 concrete bid recently approved by the Board.

### **Financial Report**

July 2019 financial package submitted and reviewed

#### Highlights

- Under budget for the month & the year. Landscaping is showing significantly under budget because shrub & bed care installment was paid in August 2019, and co-owner removal & replacement request were paid in August 2019.



## **CONTINUING BUSINESS**

### **Resident Rules**

Tabled to September's meeting.

### **Amendment Wishlist**

Tabled to September's meeting/on-going.

### **Do Not Plant List Enforcement**

John Sprentall provided update to Board. John is working with an active member of the Landscape Committee to "revamp" the 'Do Not Plant List' to include three sections: do not plant moving forward, items on the list that do not require extraction at this time, and items identified by committee & Board as species that need to be eradicated immediately. A second communication will likely to be circulated to residents in the coming months. More details to come in September.

### **City of Ann Arbor Trash Cart Swap**

Kendra Zunich provided update. Kendra reached out to City of Ann Arbor to coordinate swap. Still waiting to hear back from City of Ann Arbor.

## **NEW BUSINESS**

### **Margolis- Salt/Ice Melter Preorder**

Motion made by Jessica Lehr to approve Margolis' invoice \$40,925.01 for sale & deicer for the 19/20 snow season. Seconded by John Sprentall. Motion carries.

### **Egress Window Specification**

Maintenance & Modification Committee recommended an egress window specification to the Board. After review, the Board would like to add the following items:

- If architect or engineer finds issue during inspection, the co-owner is responsible for correcting issue prior to installation.
- Co-owner is responsible for any future problems related to foundation integrity, drainage, etc. caused by egress window installation.
- Egress window installation upgrade must be filed with county registrar of deeds, documentation must be kept on file with Village office, too.

The Board requests the Association's legal counsel review the egress window spec.

### **Hutzel- Water Service & Sewer Line Estimate**

Water service line price remains steady at \$3,700 for two units. Renewing water service lines is an on-going capital improvement project. The Board also reviewed a proposal to replace the sewer line at 2826-2828 Whitewood. The sewer line has been repeatedly clogging over the past several months. The line has been scoped with a camera to check for a collapsed line. The Board has asked Colin to monitor the situation. No action currently.

## **ADJOURN TO EXECUTIVE SESSION**

Ellen Johnson adjourned to executive session at 7:51pm

**NEXT BOARD MEETING:** Wednesday, September 25, 2019

*Respectfully submitted by Kendra M. Zunich.*