



**Board of Directors Meeting**  
**~~Via GoTo Webinar~~**  
**Wednesday, June 24, 2020**  
**6:15 pm**

## **MINUTES**

### **Pittsfield Village Board of Directors Present:**

Ellen Johnson, John Sprentall (joined @ 8:00pm), Jessica Lehr, Kat Irvin, Leif Millar

**Committee Chairs Present:** Brian Rice – Landscape

**Committee Chairs Absent:** Lisa Lemble- Maintenance & Modification

**Associa / Kramer-Triad Management Present:** Kendra Zunich, Dave Walke, Jeff Lee

**Co-Owners Present:** Cynthia Bostwick, Laura DeCicco, Lauri Mallonen

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

No member requests. Board discussed written feedback submitted by Joy Knoblauch, Su Hansen, Jessica Lehr, Sarah DeFlon, Cynthia Bostwick, Jill Baker, Terry Coffman, Chip Desjardins, Evan Redmond, Sarah Bush, Paul Hanna, Rick Kangas, Pam Kangas, & Sharon Donovan regarding weed & feed lawn application/herbicide treatments. This group of residents opposes herbicide applications in the Village. The Board is planning to revisit this topic. The Board discussed the potential of forming an ad hoc committee to research options for the Landscape Committee & Board to consider.

**CALL TO ORDER** - Ellen Johnson called the meeting to order at 6:37 pm.

### **AGENDA APPROVAL**

Motion to approve agenda as presented was made by Leif Millar, seconded by Jessica Lehr. Motion carries.

### **APPROVAL OF MAY BOARD MEETING MINUTES**

Revision request made by Jessica Lehr to add more details under the 'Risk Management Report'. The Board discussed sending a "wrap up" letter to residents regarding feasibility study & final decisions. Revisions request was made by Jessica to add more details under '2020 Pool Season'. The Board's pool decisions will be based off State of MI & local orders. The Board will wait until regulations are available to make decision regarding Village's pool season. Motion to accept the minutes as revised was made by Jessica Lehr and seconded by Kat Irvin. Motion carries.

### **Committee Reports**

#### **Landscape Committee**

##### **Brian Rice, Chairperson**

Routine requests were submitted & reviewed at June's Landscape Committee meeting. The Committee conducted their annual site inspection on Thursday, June 18, 2020. The Committee will be tackling a garden bed overgrowth project at 3406 Oakwood (dangerous red bed + invasive buckthorn removal). There is also an



extended garden bed adjacent to Red Bud Park on Parkwood that will be rejuvenated/bed line brought in. Committee is seeking buckthorn overgrowth quotes from Superior for area at Pittsfield + Packard & on Parkwood.

## **Modification & Maintenance**

### **Lisa Lemble, Chairperson**

Routine requests were submitted & reviewed at June's Maintenance & Modification meeting. The Committee approved final edits of the Trash Can Enclosure Specification & a language for a proposed bylaw amendment regarding clotheslines. Both items are on tonight's agenda for the Board to review.

### **Approved Motions through Email**

1. 2020 Pool Rules to Legal Counsel for Review
2. 2020 Pool Season (tentative) Start Date\*

Motion to ratify approved motion 1 was made by Jessica Lehr, seconded by Kat Irvin. Motion carries.

Motion to ratify approved motion 2 was made by Kat Irvin, seconded by Leif. Motion carries.

*\* The Board will open the Pittsfield Village pool on July 1, 2020, on condition that:*

- *No spike in infection rates for Covid-19 in Washtenaw County is observed between now (June 19, 2020) and July 1, 2020*
- *COVID-19 pool rules are adopted*
- *Pool inspection is executed, and pool opening is approved*
- *Pool attendants have received training specific to required COVID-19 practices*
- *We have established procedures for daily monitoring and documentation of*
  - *pool usage*
  - *attendee compliance to pool rules*
  - *issues or rule violation and how to address them, including escalation pathways and when to use them*
- *We have identified staff for the weekdays and weekends to receive and review daily monitoring reports, ensure that documentation is complete, and to follow-up on issues through to resolution*

### **Kramer-Triad Report**

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

May was a slow sales month, likely related to COVID-19. Community communications & projects were summarized. Despite closures related to COVID-19, seasonal projects are on schedule. Manger's report as presented is on file.

#### **Financial Report- May 2020**

May is the first month of FY 2020/2021. Under budget \$45,668.76. Financial report as presented is on file.

### **Continuing Business**

#### **Resident Rules**

Ellen Johnson reported she is nearing the end of the final edit phase.



### **Trash Can Enclosure Specification**

Motion made by Jessica Lehr to accept the Trash Can Enclosure Specification as recommended & presented by the Maintenance & Modification Committee, seconded by Leif Millar. Motion carries.

### **Individual Security Systems Rules & Regulations**

Kendra Zunich provided additional example rules & regulation policies from other Kramer-Triad manages sites in Ann Arbor. The majority of the Board agrees the Association needs a policy. The Board will review & further discuss at July's meeting.

### **Annual Meeting**

Kendra Zunich reported that Kramer-Triad will have a final procedure in place for online/virtual voting & meeting options in early-mid July. The Board unanimously agrees a virtual platform is the most practical option to hold the Association's 2020 annual meeting. Annual meeting date will be set at July's meeting, aiming for early-mid August. Board is required by governing documents to provide a minimum of a 10-day notice before the meeting is held. Initial annual meeting notice is required by MI Condo Act to be sent USPS, can send subsequent reminders electronically.

### **2020 Pool Season**

#### **2020 Pool Rules**

The Board reviewed the conditions Ellen Johnson sent to the Board on June 19, 2020 (see conditions under "Approved Motions by Email"). Kendra Zunich will connect with the Washtenaw County Health Department to determine how they quantify a "spike" in COVID-19 cases. Also change "local" government to "county" government. Motion made by Jessica Lehr to provisionally approve the 2020 pool rules assuming the above action items are completed before the pool rules are published to residents & the pool opens of the season, seconded by Leif Millar. Motion carries.

#### **2020 Pool Waiver**

Motion to Jessica to formally adopt the 2020 pool waiver as presented/written by Ed Zelmanski (Association's legal counsel) & to add to the 2020 pool rules "Adults (18+ years of age) are required to sign a waiver before entering the pool area", seconded by Kat. Motion carries.

### **New Business**

#### **Private Property**

##### **Signage Open Green Spaces**

Ellen Johnson brought to the Board's attention that non-residents are using the green spaces & not following Village rules. I.e. dogs not on leashes, etc. Ellen is advocating for common area signage, especially along Packard indicating the green spaces are private property. Some Board members do not think signage is necessary. Majority of the Board agrees to review options + pricing. Kendra Zunich & Dave Walke will price out options. Further discussion tabled to the July meeting.

#### **Community Building Parking Lot**

Kendra Zunich & Dave Walke brought to the Board's attention that there is an increase traffic, specifically semi traffic, through the community building parking lot to access the commercial space along Washtenaw. It is our understanding the parking lot cannot be gated because it is an emergency access/right of way. Management &



the Board also discussed City street parking along Pittsfield outside of the community building. Kendra & Dave will connect with the City regarding options for both areas. Further discussion tabled to the July meeting.

**Clothesline Bylaw Amendment Proposal**

Motion by Jessica Lehr to provisionally approve the verbiage for the amendment as presented by the Maintenance & Modification Committee, seconded by Kat. Motion carries. Amendment items will be added to the 'Governing Documents Amendment Wishlist'.

**Greater New York Insurance Recommendation**

GNV recommends affixing appropriate signage in the playground area with approved rules & hours for residents and their guests to follow. Management will gather signage options & pricing. Further discussion tabled to the July meeting.

**ADJOURN TO EXECUTIVE SESSION**

Ellen Johnson adjourned to executive session at 8:42pm.

**NEXT BOARD MEETING:** Wednesday, July 29, 2020.

*Respectfully submitted by Kendra M. Zurich.*

# PITTSFIELD VILLAGE CONDOMINIUM ASSOCIATION

## June 2020 BOARD VOTES

### Approved Motions

#	Motion	Yes Vote(s)	No Vote(s)	Abstain
01	Send 2020 Pool Rules to Ed Zelmanski for review.	Kat, John, Jessica, Ellen		
02	July 1, 2020 Pool Start Date w/ Conditions	John, Leif, Kat, Ellen	Jessica	