



**Pittsfield Village**  
GREEN SPACES • GREAT NEIGHBORS  
**BOARD OF DIRECTORS MEETING**  
MINUTES  
Wednesday, February 24, 2021

**Pittsfield Village Board of Directors Present:**

Ellen Johnson, Jessica Lehr, Kat Irvin, Nick Oliverio, John Sprentall

**Committee Chairs Present:**

Brian Rice – Landscape

Lisa Lemble -- Maintenance & Modification

**Associa / Kramer-Triad Management Present:** Kendra Zunich, Dave Walke, Tracy Vincent

**Co-Owner(s) Present:** Laura DeCicco

**Member Requests/Open Forum:** None

**Ellen Johnson called the meeting to order at 6:19pm.**

**Approve Agenda**

Table: 8.f. Security/Cameras under Continuing Business

Contract Bidding Guidelines – add to New Business - 9.d.

Motion to approve agenda as amended was made by John Sprentall and seconded by Jessica Lehr.

Motion passes.

**Approve Previous Meeting Minutes**

Reuter and Associates – additional information added by Jessica Lehr just to make clearer.

Member requests / Doug Peterson: snow removal issue

New Business: GoToMeeting security concerns not detailed enough? Add that Nick has worked with Zoom and had no real concerns. Meeting invitations not being made public and you can set attendees in Zoom. Nick clarified more on setting issues to mitigate risks/concerns about security. Jessica will edit minutes and return them to Mgmt and to Board.

Old Business: FY 2021-2022 in the heading, “to include specifically” should be removed.

Approval of minutes will be done via email.

**Committee Reports**

Landscape --Brian Rice, Chairperson -No Report

Modification & Maintenance -- Lisa Lemble, Chairperson

Minutes on file. Ellen highlighted issues discussed

Home Spec comments. Dave will speak to other agencies to speak about crawlspace issues.

Signage

Solar study update



### **Approved Motions through Email**

1. Bathroom wall and window repair at 3516 Carolyn and proposal to split cost with co-owner (Buildmaster \$5,000 total/ \$2,500 each). Motion to ratify vote was made by Nick Oliverio and seconded by Jessica Lehr. Motion passes
2. Stabilization of foundation wall on 2656 WW (HomeSpec \$16,792.00). Motion to ratify the vote was made by John Sprentall and seconded by Jessica Lehr. Motion passes. Kendra will include more of the proposal details in the final minutes.
3. Front porch light. PV will purchase a couple to test of installation. Motion to ratify vote on which fixture. Jessica motioned to ratify vote. Nick seconded. Motion passes.

### **Kramer-Triad Report**

#### Manager's Report

##### Sales report

\$172,900 listing—highest sales listing to date!

##### Communications

Delinquencies – increased from December

46 closed work orders; 45 open work orders; 21 pending work orders

No in-unit bill backs being done

##### Project updates:

Front porch lights. 2 fixtures were ordered with LED bulbs. Kendra will send photos to the Board.

Roofing. Some gable ends still need to be completed.

Trugreen proposal ready for approval tonight

Financial Report- January 2021 financial statements have not been received from accountant. Reports will be submitted upon receipt.

### **Continuing Business**

1. Resident Rules – progress has been made and will be wrapped up and sent to the Board as soon as Sunday, February 28.
2. Governing Documents Amendment Wishlist (TABLED)
3. FHA Approval (Requires amendment to move forward) (TABLED)
4. Community Building Parking Lot Signage (no further discussion at this time)
5. Solar Study Update – Kendra reached out to Reuter. The conclusion of the conversation was that PV draft a spec, Marc would review, then have legal review as well. Discussion. How much are we going to end up spending on a spec we may or may not approve? How does this impact our position in a historical community and its aesthetics?  
Steps we need to take now:  
M&M review and draw up draft spec to include aesthetics; shared roof aspect. John will share his notes with Ellen for review before sending to the M&M Committee.  
Architectural review



#### Legal review

6. FY 2021-2022 Budget Discussion and three points to identify:
  - a. Go ahead and approve the 1.5% increase in fees so coupon books can be ordered and mailed to co-owners. Ellen will draft a cover letter with fee announcement. Full outlined budget will be sent to the community at a later date. Motion to approve the 1.5% cost of living fee increase was made by Jessica Lehr, with approval of specific line items to follow; seconded by Nick Oliverio. Motion passes.
  - b. Jessica and Ellen come up with distribution of expenses without dipping into reserves
  - c. Maximizing budget for roofing
  - d. Aaron's Landscaping- Fertilizer proposal much higher than Trugreen.
  - e. TruGreen- Fertilizer proposal – we have not been satisfied with the last few applications from them. Perhaps we can put out extra signs/flags out when the treatment has been applied. Has our list of concerns been addressed with Trugreen? Will they provide flags to us to put out ourselves? we will be more specific as to how many flags we want showing when they do the applications by submitting a map to them.  
Should we just do applications in the front and not the back? Motion to accept the Trugreen proposal as submitted was made by Ellen Johnson and seconded by John Sprentall. Motion carries.
  - f. Security Cameras – no discussion

#### **New Business - 7:40 p.m.**

1. Annual Meeting 2021
  - a. Date of meeting: May 3, 2021. Ellen and Nick are up for election
  - b. Date of 1<sup>st</sup> notice: April 1, 2021.
  - c. Board nominations – call for nominations prior to meeting
  - d. Very few people cast their votes through “Election Buddy”. Last year we mailed ballots to co-owners.
  - e. Resident Rules – will they be ready for distribution 30 days prior to the Annual Meeting? Include the announcement of the new rules in the AM notice in early April.
2. BOD Meeting Platforms: discussion
  - a. Concerns with being able to chat or raise a question
  - b. Is Zoom platform more user-friendly and easily accessible than another?
  - c. Kendra could run through “how-to’s” prior to each meeting starting so attendees are comfortable?
  - d. We will continue with GOTOWEBINAR for board and annual meetings.
3. 3503 Edgewood- Basement Beam Replacement: reached out to Buildmaster and received a quote, asked for a revision. Motion to accept proposal for \$3,800.00 from Buildmaster made by John Sprentall. Jessica Lehr seconded. Motion passes.
4. Bid guidelines: should there be a policy for an unplanned expense and the requirement that bids be accepted for the work. We need to establish a financial threshold. It is common to get bids for projects or emergency work over \$5,000.00. What scenarios do we



get bids over hiring our “go-to” vendors? Discussion. We could set up and identify vendors for certain tasks. We should go out for bid comparison on an annual basis. Add “preferred vendors” to the Management Report under Multi-year contracts. Jessica will draft a Board Policy on this and get it to Ellen for review.

**ADJOURN TO EXECUTIVE SESSION -- 8:29 pm**

**Next Board Meeting:** Wednesday, March 24, 2021

*Respectfully submitted by Tracy Vincent.*